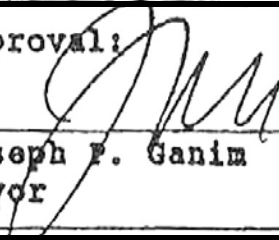


# CITY OF BRIDGEPORT

Subject:  Work Rules and Regulations	Approval:  _____ Joseph F. Ganim Mayor	Effective: Amended on <u>December 16, 1993</u> Number: 93 – 01 Page: 1 of 2
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## Work Rules and Regulations

### PREAMBLE

There are certain standards of behavior which we must all observe as good citizens and good employees. All employees are expected to perform their jobs with pride and respect for our City, and with consideration for their associates.

Violation of City rules and disciplinary steps are oral warning, written warning, suspension and discharge. Your supervisor will discuss our disciplinary steps in detail with you. Generally, no conduct which is unprofessional, unethical or illegal will be tolerated. It is impossible to list all the circumstances which warrant discipline. In our opinion, the following are some of those circumstances. We consider the following to be unacceptable and inappropriate behavior and intend to take actions up to and including immediate termination, when appropriate and consistent with any existing collective bargaining agreement.

1. Unauthorized possession of or willful destruction of City property or personal property or another employee.
2. Falsifying a timecard or having your timecard filled or punched out by another employee.
3. Possession of, or under the influence of narcotics, illegal drugs or alcohol on City property without specific work-related authorization.
4. Possession of firearms or lethal weapons on City premises without the proper authorization and permit.
5. Physical violence, fighting or promoting a fight on City property.
6. Unauthorized selling, soliciting, or collecting contributions for any purposes during working time in a work area.
7. Leaving work area or premises during working hours without authorization.
8. Disregard of safety rules and unsafe work habits

9. Behaviors that disrupts the work environment to include indecent, inappropriate, or immoral conduct.
10. Insubordination – Refusal to obey a lawful assignment or instruction.
11. Wasting time, energy or supplies during course of shift.
12. Inability to properly perform job functions as outlined on job description.
13. Sleeping on duty.
14. Foul or abusive language directed at co-workers, visitors, clients or taxpayers.
15. Neglect or mishandling of equipment or supplies.
16. Violation of policies on absenteeism, tardiness and attendance.
17. Dishonesty, including falsification of employment application forms, or other records, an omission of pertinent information, or giving false testimony.
18. Theft.
19. Failure to maintain appropriate confidentiality.
20. Malicious gossip that is disruptive to the efficient operation of the City or harmful to a fellow employee.
21. Violation of City's Sexual-Harassment Policy.