



**CITY OF VISALIA PERSONNEL POLICY**  
**Policy #124**  
**Work Rules**

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**I. PURPOSE**

To define those activities, practices, and/or forms of behavior that are expected of employees of the City of Visalia.

**II. POLICY**

A. The efficient and effective operation of the City requires that employees adhere to certain rules that are necessary to protect the health and safety of all employees, maintain uninterrupted productivity, and protect the City's property and good will within the community. The following standards are required of all employees at all times:

1. Employees must cooperate fully with the implementation and application of all City policies, rules and regulations.
2. Employees must be at their appointed work places, ready to work, at the scheduled starting time, and shall remain at such work places and at work until the scheduled quitting time, except for authorized time off, including breaks and lunch.
3. Employees must give their full attention to their assigned duties during work hours.
4. Employees shall not conduct personal business during work hours.
5. Employees must use City issued computers, telephones, and all other equipment in accordance with departmental policies and procedures.
6. An employee must, where it is prescribed, wear designated safety articles and use protective equipment provided at all times, and immediately report any on-the-job injury or accident or safety concerns to his/her supervisor.
7. If an employee is unable to report for or perform work due to illness or other justifiable cause, he/she must report his/her expected absence in advance to his/her supervisor.
8. An employee must be able to meet the physical requirements of his/her job.
9. Employees must maintain all certifications and other qualifications required of the position held.
10. An employee must be available and report for work as scheduled or for overtime work as required or assigned.
11. In accordance with FLSA and other City policies, non-exempt employees must not perform any work before or after the designated workday, without advance approval of their supervisor.

B. **THE FOLLOWING ACTS ARE PROHIBITED** (This list is not all inclusive) Violation of any of these work rules may result in discipline up to and including termination.

1. Unlawful or improper conduct off City premises or during nonworking hours which adversely affects the employee's ability to perform the job, fellow employees, or



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- supervisors, or adversely affects the City's property, reputation, or goodwill in the community.
2. Unlawful or improper conduct on City premises or during working hours which adversely affects the employee's ability to perform the job, fellow employees, or supervisors, or adversely affects the City's property, reputation, or goodwill in the community.
  3. Restricting production or interfering with the performance of other employee(s) jobs, or engaging or participating in any interruption of work or production.
  4. Neglecting one's own job, duties, and responsibilities, or refusing to perform work assigned.
  5. Unauthorized possession and/or use of illegal narcotics, prescription medication, or alcohol in City vehicles, City equipment, City offices, or City premises and/or reporting to work under the influence of same and/or while representing the City in an official capacity.
  6. Falsifying any reports or records, including but not limited to personnel, employment application, absence, sickness and production records.
  7. Bringing or keeping firearms in City facilities and buildings or carrying a firearm on one's person while on duty with or without a valid Concealed Carry Permit. Sworn active employees of the Visalia Police Department are exempt from this prohibition.
  8. Falsely stating or making false claims of injury.
  9. Violating any safety rule or practice, or engaging in any conduct which tends to create a safety hazard, or failure to comply with OSHA safety standards and/or City safety policies.
  10. Theft or removing from the premises, without authorization, City property, equipment, supplies, records, or any other material.
  11. Fighting and/or engaging in acts of workplace violence or threats, whether direct or implied.
  12. Abuse or destruction of City property, tools, vehicles, or equipment.
  13. Accepting personal gifts or gratuities in his/her capacity as a City employee from businesses or individuals who either do business with, or who are served by the City, as a token of appreciation.
  14. Misappropriation or damage of public property or waste of public funds or property through negligent or willful misconduct.
  15. Failure to pay court recognized debts or failure to make reasonable provisions for payment, when this failure adversely affects the employment situation.



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16. Sexual harassment, harassment, discrimination or retaliation of any employee, applicant, contractor, vendor or customer.
  17. Insubordination or insulting or demeaning the authority of a supervisor or manager; failure to cooperate with employee's supervisor and/or fellow employees.
  18. Inappropriate or unauthorized use of City resources, including but not limited to tools and equipment, materials and supplies, vehicles, facilities, work time and information technologies.
  19. Willful or negligent disclosure of any health or medical information of another; proprietary information; confidential information of the City, its employees, customers, or vendors; or information not subject to public disclosure, except in the ordinary conduct of the employee's work assignment or when the disclosure is required by law.
  20. Any conduct that impairs, disrupts, or causes discredit to the City, the employee's City employment, to the public service or another employee's employment.
  21. Willful or negligent disobedience of, or any action inconsistent with, any law, ordinance, City policy, departmental regulation, or superior's lawful order.
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