

G. EMPLOYEE CONDUCT

GENERAL POLICY

Scott County recognizes the importance of providing efficient and effective service to its citizens and upholding the public trust. It is the policy of Scott County to require its employees to maintain high standards of honesty, integrity and conduct, both as public employees and as citizens of the community.

SCOPE

The section of this policy entitled "Conflict of Interest: Acceptance and Reporting of Gifts" is applicable to all elected officials and appointed employees of Scott County. All other sections of this policy are applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a county elected office holder providing the appropriate elected office holder and the Board of Supervisors have certified its applicability;

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors have certified its applicability;

Whenever the provisions of this policy are in conflict with the Code of Iowa, or with a collectively-bargained agreement between the County and a certified bargaining unit, the provisions of the collectively-bargained agreement and/or the Code of Iowa will prevail.

CONDUCT AT WORK

While on-the-job, County employees are expected to:

1. Report promptly to work as scheduled in proper physical and mental condition to enable the effective performance of assigned duties.
2. Render full, efficient, and industrious service.
3. Be responsible for and not misuse County property, vehicles, equipment, labor, service, supplies, records or other materials in their care, custody or control. The aforementioned shall not be removed from the premises without written permission from the department head.
4. Exercise courtesy and tact in dealing with fellow workers and the public.
5. Maintain a neat and clean personal appearance appropriate to the working environment. All employees shall be subject to specific department rules and regulations concerning acceptable attire, personal hygiene and grooming.

6. Observe the various state and federal laws, County regulations, work rules, and other reasonable instructions by proper authority, in a manner above reproach.
7. Avoid engaging in partisan political activity or unapproved soliciting during working hours or on County premises. Employees shall not use their position for personal gain or to coerce others.
8. Uphold with integrity the public trust involved in the position to which they are assigned.

CONDUCT DURING OFF HOURS

While off-the-job, County employees are expected to:

1. Conduct themselves in a manner which does not reflect adversely on Scott County as an employer.
2. Avoid outside employment which in any way interferes with the employee's County job or creates a conflict of interest. Employees must notify their supervisor prior to accepting outside employment.
3. Not use or permit the use of any publicly-owned property, vehicle, equipment, labor, service, supplies, records or other materials for the personal convenience or advantage of the employee or any other person, except for that use which is generally available to the public.

The regulations set forth in this section and the previous one are not intended to be all-inclusive, and the Board of Supervisors may from time to time adopt additional rules as it sees fit. Department heads are authorized to adopt departmental work rules which are reasonable in nature and do not conflict with those stated in this policy.

CONFLICT OF INTEREST: ACCEPTANCE AND REPORTING OF GIFTS

The following provisions relate to the avoidance of a conflict of interest in the acceptance and reporting of gifts from a restricted donor by a County official, employee or a member of the employee's immediate family. These provisions are intended to comply with the Code of Iowa.

For purposes of this section, a restricted donor shall be defined as a group or individual who is contracting or seeking to contract with the County, or who would be significantly affected financially by the performance or nonperformance of the official's or employee's job duties beyond the effect on the public generally, or is regulated by the state's regulatory agency in question, or lobbyists or agents of lobbyists.

1. A County official, employee or such person's immediate family member is prohibited from soliciting or accepting from any one restricted donor in any one calendar day a gift or a series of gifts having a value of three dollars (\$3.00) or more.
2. A County official, employee or such person's immediate family member may accept a non-

monetary gift having a value of three dollars (\$3.00) or more without being in violation of number one above if the gift is donated within 30 days to a public body, or a bona fide educational or charitable organization.

3. A County official, employee, or such person's immediate family member may accept a gift having a value of three dollars (\$3.00) or more without being in violation of number one above if one of the following criteria is met:
 - a. The gift is informational materials relevant to the official job functions of the person receiving the gift, such as books, pamphlets, reports, documents, periodicals, or other information that is recorded in a written, audio, or visual format.
 - b. The gift is received from anyone related within a fourth degree of kinship or marriage, unless the donor is acting as an agent of a person not so related.
 - c. The gift is an inheritance.
 - d. The gift is an item which would normally be available free of charge to members of the general public.
 - e. The gift is received from a bona fide charitable, professional, educational, or business organization to which the recipient is a dues paying member, and the gift is being distributed to all members of that organization
 - f. The gift is an actual expense of a donee for food, beverages, registration, travel, and lodging for a meeting, which is given in return for participation in a panel or speaking engagement.
 - g. The gift is funeral flowers or memorials to a church or nonprofit organization.
 - h. The gift is given to an employee for that employee's wedding or twenty-fifth or fiftieth wedding anniversary.