



Town of Winthrop

JOB PERFORMANCE AND BEHAVIOR STANDARDS

All employees are expected:

- To be competent and efficient in performing their job duties
- To perform the tasks they are assigned
- To perform reasonable amounts of work and to carry out reasonable direction
- To report to work on time
- To be properly attired for the performance of their duties
- To refrain from possessing or taking illegal drugs or alcohol while on the job
- To respect the privileges of sick leave, leave of absence, and other compensated time
- To use town property properly and only when authorized
- To maintain the confidentiality of town records which are not otherwise public

All Town employees are expected to use good judgment, adhere to high ethical standards, and conduct themselves in a positive and professional manner. Any conduct that interferes with operations or is offensive to residents will not be tolerated. If an employee fails to comply with these standards of conduct, s/he may be subject to discipline up to and including termination.

Guidelines for expected conduct include but are not limited to the following:

- Treating residents and other employees in a courteous, respectful and professional manner;
- Performing job assignments punctually, efficiently, professionally, and in cooperation with coworkers and supervisors;
- Complying with Town policies and procedures.

If an employee's performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory in the judgment of the Town, based on violations of the standards of conduct or any other Town policies or procedures, the employee will be subject to discipline up to and including termination.

The following chart provides examples of unacceptable behavior and conduct that may result in discipline. The list is for illustrative purposes only and is not intended to be exhaustive.

Standard of Conduct	Examples of Violations
Reporting to Work & Attention to Duty	<ul style="list-style-type: none"> • Tardiness or excessive absenteeism • Failure to notify supervisor in a timely manner if unable to work as scheduled

	<ul style="list-style-type: none"> • Reporting to work improperly prepared to perform duties • Failure to devote full attention to duties for the entire work period • Falsely reporting illness or injury Leaving the work area during work hours without authorization • Working overtime without prior approval
Productivity	<ul style="list-style-type: none"> • Failure to perform duties satisfactorily • Failure to conform to work standards, direction from supervisors, and Town policies/procedures
Courtesy & Respect	<ul style="list-style-type: none"> • Being discourteous or disrespectful to residents or members of the public or other employees • Fighting or disorderly conduct that endangers the wellbeing of a Person • Insubordination • Harassment or discrimination
Integrity	<ul style="list-style-type: none"> • Theft or attempted theft • Making a false report related to employment, including during the course of an investigation • Coercing residents to loan or pay money/property in exchange for work performed in the course of Town duties • Selling property or services to residents • Forgery, alteration, or falsification of any document • Misappropriation of funds • Damaging the Town's reputation and the public's trust through unbecoming conduct, including criminal convictions, during work or non-work hours • Other dishonest conduct
Alcohol, Marijuana & Controlled Substances	<ul style="list-style-type: none"> • Being under the influence of alcohol or other controlled substances at work • Illegally manufacturing, distributing, dispensing, possessing, or using a controlled substance • Abuse of prescription drugs • Possession, use, distribution or sale of marijuana on Town property or while on duty

Town Equipment, Facilities, Supplies, Records & Funds	<ul style="list-style-type: none"> • Abuse, misuse, or destruction of Town equipment, facilities, supplies, records, or funds • Loss of or damage to Town equipment • Unauthorized use of Town equipment, facilities, supplies, records, or funds • Failure to report defective condition of Town equipment or property • Incurring a liability or expense in the name of Town without prior authorization • Failure to secure Town equipment or facilities by abandoning or leaving them unattended • Unlawful or negligent handling of public funds
Conflict of Interest	<ul style="list-style-type: none"> • Use of Town’s physical properties, information, influence, or position for private advantage or personal gain
Health & Safety Regulations	<ul style="list-style-type: none"> • Failure to comply with health and safety regulations • Failure to report injury, accident, or unsafe conditions immediately to a supervisor • Carrying firearms or other deadly weapons while at work on Town premises (other than authorized Police personnel)
Release of Information	<ul style="list-style-type: none"> • Failure to protect security of confidential Town information • Failure to release information as required by public records law
Compliance with Federal, State, and Local Laws and Regulations	<ul style="list-style-type: none"> • Failure to comply with federal, state, and local laws and regulations during working hours

The Town strives to maintain a clean and orderly work environment in order to provide a safe and pleasant workplace to our employees and superior service to our residents. To that end, employees are expected to keep their work areas clean and to be considerate when using restrooms, parking lots and break areas, to ensure that the cleanliness and order of those areas is also maintained. Employees must maintain work and general areas, including desks and cubicle walls, in a neat and orderly manner. Additionally, employees must minimize waste and use appropriate refuse containers, recycling whenever possible.

Employees who are aware of any policy violations are required to report the same to their supervisors.

Employees who do not achieve these standards or who otherwise violate town rules and regulations or are convicted of a felony are subject to disciplinary action. In general, severity of the disciplinary action should reflect the severity of the offense committed. Department heads may choose to use appropriate discipline up to and including termination.