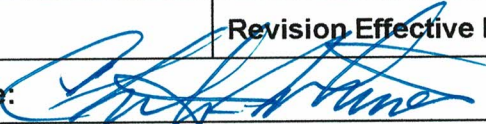
	<h1>Pine-Strawberry Fire District</h1> <h2>Employee Relations</h2> <h3>3-1</h3>	
Subject: Standard of Conduct	Page: 1 of 3	
Board Approval Date: Sept 13, 2023	Effective Date: Sept 28, 2023	
Revision Approval Date:	Revision Effective Date:	
Board Chair Signature & Date:  9/13/2023		

I. Policy:

The Pine-Strawberry Fire District (PSFD) maintains that certain rules and regulations regarding employee behavior are necessary for the efficient operation of the organization and for the benefit and safety of all employees and the communities we serve. Conduct that interferes with operations or that is offensive is not acceptable.

II. Practice:

A. The following is a partial list of actions that are considered conduct unbecoming and subject to counseling or corrective action:

1. Engaging in sexual conduct while on duty.
2. Fighting, abusive, disrespectful, or threatening conduct or unprotected speech towards any individual(s) we serve, fellow employee, supervisory staff, vendors, or visitors.
3. Failure to immediately report incidents involving policy or standard of conduct violations.
4. Theft, unauthorized use, removal, possession, or deliberate destruction of property, equipment, or possessions belonging to the District or individuals we serve or fellow employees.
5. The manufacture, distribution, dispensing, possession, sale, purchase, or use of illegal drugs, or the use of alcohol while on the job, or the use of any medication or substances that interferes with an member's safe or effective performance of their duties.
6. Insubordination or refusal to follow work instructions.
7. Failure to follow safety rules and/or health practices.

8. Illegal or unauthorized possession or use of a weapon while on duty, or while on District owned, leased, or controlled property, or while operating District owned, leased, or controlled equipment or vehicles.
9. Deliberate falsification or alteration of any official District document or form including but not limited to; time card, employment application, physician's statements, training records, etc.
10. Unauthorized or unreported absence from work without directly notifying the supervisor on duty.
 - a. An absence of four (4) consecutive scheduled work days will be considered as job abandonment (extenuating circumstances and/or ADA issues may be considered) and reported as a voluntary resignation.
11. Disclosure of confidential information to unauthorized persons in violation of District policy or law.
12. The intentional publication or dissemination of false information about the District, employees, or the individuals we serve.
13. Gambling on duty.
14. Improper use of District communications systems or equipment.
15. Any harassing, offensive, demeaning, insulting, defaming, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.
16. Unauthorized use of District time and resources for personal gain unrelated to employment with the District.
17. Incompetence or negligence in the performance of duties, including failure to perform assigned tasks or training.
18. Expired, suspended, or revoked license or certification required for employment or for the performance of duties.
19. Conviction of a felony or conviction of a misdemeanor involving moral turpitude.
20. Excessive absenteeism or tardiness.
21. Conviction of a DUI.
22. Failure to inform the chain of command of any conviction or arrest within 48 hours of the event.
23. Failure to follow and adhere to District policies and practices.

B. It is impossible to compile a listing of all violations and their severities subject to corrective action; however, the examples above are illustrative of the type of behavior that will not be permitted or tolerated but are not intended as an all-inclusive listing.

1. Any questions in connection with this policy should be directed up the chain of command.
2. PSFD reserves the right to increase or decrease the penalties for offenses described above for reasons which, in the Districts judgment, are appropriately considered.
3. Nothing in this policy is intended, nor shall it be interpreted, to modify the At-Will, For-Cause, or contract nature of employment with the District or to create a contract of employment.