

Village Of Cache Creek

Policy No. C-5

Employee Rules

Date Approved by Council:
January 11, 1999

Effective:
January 11, 1999

Date Amended by Council:

Effective:

Policy Statement:

The Council of the Village of Cache Creek shall establish rules to provide broad parameters for the behavior of Village Employees while they conduct their duties.

Purpose:

To establish rules to govern employee behavior while on the job.

Procedures:

NOTE: There is a separate file with just the following Rules to distribute to new employee.

LIST OF EMPLOYEE RULES

The following rules are intended to give each employee a clear understanding of the conduct the Village requires. The Village's public image depends, in no small measure, upon the ethics and conduct of our staff. The Village takes a serious view of a breach of the rules outlined below and an employee who fails to comply with any of them is subject to the disciplinary procedures outlined in the attached document up to and including eventual dismissal.

1. Honesty, Integrity, And Trustworthiness

No employee shall misappropriate funds or property, nor knowingly assist another to do so, to the benefit of any person or persons not the rightful owners of such funds or property. Especially, no employee shall convert any funds or property not rightfully the employee's to the employee's own use or benefit, nor assist another employee to do so. An employee's conduct, either within or outside the Village, must be such that the employee's honesty and integrity is beyond question.

2. Proprietary Village Information

Certain information about the Village's plans, methods and activities is considered by the Village and the Municipal Act to be proprietary and confidential, and employees must not disclose such information without proper authorization.

3. Improper Payments, Gifts / Use Of Insider Information

Employees shall not use their employment status to seek personal gain from those doing business or seeking to do business with the Village, nor accept such improper gain if offered. Employees are prohibited from engaging in any act that could be interpreted as seeking or receiving a bribe, kick back, or questionable payment directly or indirectly. In pursuing the Village's interests, employees shall not seek advantage by providing improper payments, gifts, or excessive entertainment or benefit to any persons. The integrity of the Village requires that all those acting in its behalf act in honesty, good faith, and fairness.

4. Conflict Of Interest - Private Business Interests

Decisions made by Village employees in the course of their work must be made in an objective manner, based solely upon the proper best interest of the Village and unaffected by any consideration whatsoever of the employee's personal gain or that of anyone personally associated with the employee (e.g. friend, relative). Employees owe their primary business loyalty to the Village of Cache Creek. They must avoid situations in which any private business interest would or could conflict with their duties to the Village.

5. Abiding By The Law

The Village will, at all times, comply with the letter and spirit of all applicable laws and regulations and, in acting on behalf of the Village, no employee should at any time take any action which the employee knows or reasonably should know, violates any applicable law or regulation.

6. Compliance With Instructions

An employee is expected to comply promptly with all instructions from a higher authority except any which would violate established Village rules and instructions or which would result in any imminent, abnormal danger to the employee's health or safety.

7. Drugs

No employee shall have in his or her possession or in any way engage in the illicit use of drugs on Village premises. No employee on or off Village premises shall encourage, persuade, or coerce a fellow employee to engage in the illicit use of drugs or sell or transfer prescription medication, or in any way contribute thereto.

8. Liquor

No employee shall possess, transport, consume, sell, or purchase liquor during the course of their duties or within any vehicle or on property owned by the Village.

9. Discrimination

In dealing with employees, clients, suppliers, and others, employees must not discriminate on the basis of race, national or ethnic origin, colour, religion, age, sex, marital status, family status, conviction for which a pardon has been granted, disability or membership in any lawful organization (Exceptions are in keeping with the Human Rights Act).

10. Driver's Licence

Each and every regular employee of the Village is required to hold and maintain a valid Class 5 (or better) Driver's Licence.

11. Department

It is important that an employee be courteous and considerate in relations with the public and fellow employees.

12. Dress And Grooming

An employee is expected to be dressed and groomed in a manner appropriate for the work environment.

13. Smoking

In accordance with the Policy of the Village of Cache Creek, smoking is only permitted in designated areas owned by the Village of Cache Creek.

14. Absenteeism

Each employee is expected, as part of the employment contract, to regularly attend work. Where a leave of absence is granted, such absence must not be used for any purpose other than that for which the leave was granted.

15. Work Performance

Each employee is required to maintain a satisfactory level of work performance.

16. Punctuality

An employee is expected to report for work punctually at the hours established. In the event circumstances arise which prevent an employee from reporting for work as scheduled, the employee's supervisor is to be notified promptly.

17. Employee Use Of Village Equipment

Hand Tools: (i.e.: picks, shovels, hammer, wrenches, etc.)

May be borrowed overnight or over a weekend by Village employees for their personal use. Hand tools borrowed must be signed out on the Public Work chalkboard. Hand tools does not include motorized equipment.

Motorized Equipment: (i.e.: saws, drills, plate packer, cement mixer, etc.)

May be borrowed overnight or over a weekend by Village employees for their personal use after obtaining authorization from Administration.

Heavy Equipment: (i.e.: trucks, tractor, backhoe, grader etc.)

May not be used for personal use under any circumstances.