

RCEB Procedures § 1 - Human Resources General Provisions

1160 - Standard of Conduct/Work Rules

Policy

Employees shall perform their work at the highest level of skill and competence of which the employee is capable.

Scope

This procedure applies to all bargaining unit and non-bargaining employees of the Regional Center of the East Bay (RCEB)

Procedure

- I. Employees shall
 - A. Comply with all established policies of RCEB, including but not limited to, policies regarding purchase of services, confidentiality of client files, Board of Control rules regarding travel claims, and similar policies.
 - B. Perform their assigned duties and not attend to personal business during their hours of work except for lunch and rest periods.
 - C. Refrain from using the employer's equipment for personal business, including, but not limited to, telephone, photocopies, telecopiers, and computer equipment except in emergency situations, in which case the employee will reimburse the employer for the cost of the telephone calls or photocopies.
 - D. Refrain from using cell phones/electronic devices while driving during their scheduled work hours and/or on RCEB business, except in emergency as stipulated in law. (Effective July 1, 2008, California law (SB 1613) prohibits drivers from using a wireless telephone while operating a motor vehicle unless the driver uses a hands-free device. The new law does not apply to individuals using a cell phone to contact a law enforcement or public safety agency for emergency purposes). RCEB does not require the use of personal cell phones/electronic devices to carry out the duties of RCEB work, except for designated positions.
 - E. Not accept gifts, money, and/or gratuities from consumers, family members, service providers, or other persons or firms receiving or providing benefits or services from or to RCEB.
 - F. Not serve on Boards of, have any management role or financial interest in vendors or be employed by vendors and inform the Executive Director of any potential or suspected conflict of interest. (See Conflict of Interest Policy)
 - G. Notify the employer immediately following any injury on the job by

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contacting a supervisor or the Human Resources Department to complete the required paperwork.

- II. Except in emergencies, notify his/her supervisor no later than the start of the business day when the employee will be absent from work or late arriving to work, indicating the cause for and probable length of absence if known.
- III. Employees are expected to meet acceptable standards of conduct. While it is impractical to list every type of misconduct, infraction or performance problem that can result in disciplinary action, the following is a partial list of examples of conduct that are considered impermissible and may result in disciplinary action up to and including termination.
 - A. Insubordination, including improper conduct toward a supervisor or refusal to perform tasks assigned by a supervisor.
 - B. Possession, distribution, sale, use or being under the influence of alcoholic beverages, illegal drugs or controlled substances while on agency property, while performing or conducting agency business, or while operating a vehicle during work time.
 - C. Release or misuse of confidential information about the agency or its consumers.
 - D. Theft or unauthorized removal or possession of property from the agency, fellow employees, consumers or anyone on agency property.
 - E. Altering or falsifying any timekeeping record or removing any timekeeping record from the agency's premises or destroying such a record.
 - F. Absence for 3 consecutive workdays without notice.
 - G. Falsifying or making a material omission on an employment application or making erroneous entries or material omissions on the agency's records.
 - H. Misusing, destroying or damaging property belonging to the agency, to a fellow employee, to a consumer or a visitor.
 - I. Actual or threatened physical violence toward another employee.
 - J. Bringing onto agency property dangerous or unauthorized materials, such as explosives, firearms, or other similar items.
 - K. Unsatisfactory performance.
 - L. Violating safety or health rules or practices or engaging in conduct that creates a safety or health hazard, including smoking in a non-smoking area.
 - M. Sleeping while on the job.
 - N. Leaving the workplace during working hours without notifying the agency or obtaining permission.
 - O. Sexual or other harassment of an employee or other person.
 - P. Frequent or excessive absenteeism or patterned absences on a recurring basis.
 - Q. Frequent or excessive tardiness.
 - R. Failure to abide by set standards for lunch and break periods.
 - S. Performance, actions, or behavior that creates a hazard or the clear possibility of a hazard to consumers, fellow employees or other persons.
 - T. Gross misconduct.
 - U. Dishonesty.

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- V. Actions to damage the agency's finances or reputation.
- W. Being rude, disrespectful or threatening to consumers, families and vendors.