

City of New Bern

EMPLOYER/EMPLOYEE RESPONSIBILITIES

Employee Handbook Excerpt – p.11

Employer's Responsibilities:

- As an employee, you may expect from the City of New Bern
- Fair treatment at all times.
- Adequate pay and benefits equal to comparable positions in business, industry and nearby governments of similar size.
- Clean, healthy, safe and comfortable working conditions.
- Modern equipment and materials.
- Informed supervision.
- Opportunity for advancement.

Employee's Responsibilities:

- As your employer, the City of New Bern expects you to be:
- Fair and courteous in dealing with the public and working with your fellow employees.
- Industrious.
- Neat in your work and personal appearance.
- Prompt; when you are late, your work falls behind and you will probably delay someone else.
- Economical in the use of supplies and equipment.
- Cooperative with the public and with your fellow employees in getting the job done well.
- Observant of all policies and procedures.

CONDUCT

Employee Handbook Excerpt – p.38

The proper conduct of City employees while on the job is vital to ensure that work with the City is safe, productive and pleasant. Therefore, the City has certain regulations which govern improper conduct and provide uniform disciplinary action when necessary.

The following types of misconduct may result in disciplinary action. This summary, while not all inclusive, contains the most often violated types of conduct. A department head may take disciplinary action against an employee for any misconduct, whether listed or not listed below, and whether listed under Sections A or B. The categories listed below are only examples and in no way limit the authority of a department head or City Manager to discipline for other acts of misconduct in the manner deemed by them to be most appropriate.

4.1.1 – Employer/Employee Responsibilities

A. The following types of on-the-job misconduct are considered inexcusable and **may** result in immediate discharge.

- **Deliberate damage to City or private property or to the property of other employees while on duty**
- **Stealing**
- **Fighting**
- **Carrying concealed weapons**
- **Immoral or indecent conduct**
- **Misrepresentation and/or falsification of records or reports**
- **Willful insubordination**
- **Misappropriation of City property or City funds**
- **Gambling**
- **Reporting to work under the influence of intoxicants or drugs or possession of intoxicants or drugs while on duty**

B. The following types of on-the-job misconduct will not be tolerated and **may** result in suspension, reprimand or other types of disciplinary action (up to dismissal).

- **Careless waste of materials and equipment**
- **Willful violation of established safety rules**
- **Carelessness and negligence in performing work**
- **"Horseplay"**
- **Disorderly conduct**
- **Carelessness and recklessness in operating City vehicles and equipment**
- **Abusive and threatening language to supervisors or fellow employees**
- **Willful failure or refusal to carry out lawful instructions**
- **Repeated absences from work area without permission or excusable reason**
- **Failure to report personal injury**
- **Unreported excessive absences**
- **Absence without justifiable cause or habitual tardiness**
- **Reckless driving of personal vehicles on City property**
- **Willful violation of the city's purchasing policy**
- **Failure to wear required safety equipment and use safety procedures**

In addition, the city expects that you will exercise reasonable and sound judgement in your manner of dress and grooming while on the job. All personnel must adhere to appropriate dress and personal appearance regulations. Your dress and grooming habits should always reflect credit on your position and the City government.

NOTE: DEPARTMENT HEADS MAY ISSUE SUPPLEMENTARY WRITTEN POLICIES, RULES AND REGULATIONS RELATING TO THE PERFORMANCE OF PERSONNEL WITHIN THEIR RESPECTIVE DEPARTMENTS, UPON THE APPROVAL OF THE HUMAN RESOURCES DIRECTOR, AS LONG AS THEY DO NOT CONFLICT WITH THE PERSONNEL ORDINANCE.