

**CITY OF BEAUMONT
POLICIES AND PROCEDURES MANUAL**

Policy Number: 3.0

Subject: Conditions of Work Including Outside
Employment

Effective Date: July 13, 2007

Approved by: Kyle Hayes | 05/01/2021
City Manager/Date

Chris Catalina | 05/01/2021
Personnel Director/Date

I. PURPOSE

The purpose of this policy is to provide clear and concise expectations for each employee in the execution of his/her respective job and those areas that affect their daily functions of employment.

II. ATTENDANCE/PERSONAL APPEARANCE

- A. An employee shall be punctual when arriving at an assigned place of work in accordance with the City departmental policies and regulations. The employee shall be directed to the proper work site by the supervisor.
- B. Each employee is expected to adhere to the guidelines stated in the Standards of Conduct and Code of Ethics Policies.
- C. Each employee, regardless of work location and degree of public contact, is expected to dress in attire appropriate for the office or field operations environment and to maintain an acceptable general appearance at all times as dictated by the respective department director.
- D. Each City employee is responsible for maintaining the standard of physical fitness required to perform his/her assigned duties.

III. BEHAVIOR/PERFORMANCE

As supervisors observe poor/unacceptable performance or behavior of an employee, they shall inform the employee of any problems with his/her work or behavior. Poor/unacceptable performance and/or behavior may lead to disciplinary action, up to and including termination. Disciplinary action as a result of poor/unacceptable performance or behavior may not warrant progressive disciplinary action and as such may result in immediate termination.

IV. WORK UNIFORM POLICY

- A. Each department director/division manager shall determine those budgeted positions which require a uniform/jacket. The number of uniforms issued to an employee shall be determined by the department. Uniforms will be phased in on a one-for-one basis depending on the condition of the uniform.
- B. It is mandatory that an employee wears the entire uniform and personal protective equipment upon determination that the position requires a uniform.
 - 1. Any employee who reports to work "out of uniform" shall be subject to the rules in the Standards of Conduct and Code of Ethics Policies.
 - 2. Since an employee represents the City, each employee shall be responsible for exercising extreme judgment and discretion when wearing uniforms after work hours.
 - 3. The work uniform shall never be worn as a work uniform for "outside employment" or for personal business. The policies in the Police and Fire departments shall prevail for those employees.
- C. Each City employee shall be responsible for the repair (rips, tears, missing buttons, etc.) and cleaning of that uniform. Any uniform with faulty workmanship or that does not meet specifications must be returned within one month for a new piece of clothing to be issued.
- D. When an employee leaves the City for any reason, the employee must return all uniforms and protective equipment prior to issuance of the final paycheck. Each employee will be held accountable for return of all City uniforms.

V. SAFETY

- A. Each employee is expected to and shall observe all safety regulations and requirements given verbally or in writing by their supervisor and as outlined in the Safety Policy #3.8.
- B. Safety is a primary aspect of each employee's job and shall be included in the planning and operation of each department.

VI. CHANGE OF NAME, ADDRESS, AND/OR TELEPHONE NUMBER

- A. An employee shall report all changes of name, address, or telephone number to his/her immediate supervisor within ten (10) calendar days of such change. Additionally, each employee must report all changes in person to Personnel in City Hall, room 135. No changes will be made by telephone or fax.

- B. It is imperative that all employees submit their name, telephone number and/or address changes immediately to their department and to the Personnel Department. Any employee who fails to submit changes in name, address and/or telephone numbers to his/her immediate supervisor and the Personnel Department within ten (10) days of such change may be subject to disciplinary action up to and including termination.
- C. These forms are available in the central office of each department and division.

VII. DRUG/ALCOHOL SCREENING/TESTING

- A. An employee will be tested for drugs and/or alcohol upon reasonable suspicion/cause. For more specific information, refer to the Drug Free Workplace Policy #3.3.
- B. Any employee who receives a drug conviction must report such conviction to his/her department director or the Personnel Director within five (5) working days of such conviction.
- C. Failure to report such conviction within the required time frame may result in immediate termination.

VIII. OUTSIDE EMPLOYMENT

Employees shall not engage in outside employment when such employment would involve a conflict of interest or adversely affect the performance of their duties with the City. Outside employment may be undertaken only with approval of the department director.

Outside Employment Request

NAME:	POSITION:
REQUEST DATE:	DIVISION:

OUTSIDE EMPLOYER:	OUTSIDE JOB TITLE:
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DESCRIPTION OF OUTSIDE EMPLOYMENT:

Policy 3.0 - Conditions of Work

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EMPLOYEE'S SIGNATURE:	DIVISION MANAGER:
AUTHORIZATION DATE:	DEPARTMENT DIRECTOR:

- Approved
- Denied