

CHAPTER 6 EMPLOYEE CONDUCT

- 6-1 Ethics
- 6-2 Information - Conflict of Interest
- 6-3 Political Activity
- 6-4 Use of City Information Technology ("IT") Systems
- 6-5 Public Relations
- 6-6 Dress and Hygiene Standard
- 6-7 Outside Employment

6-1 Ethics

City employees shall comply with the Utah Public Officers' and Employees' Ethics Act, Title 67, Chapter 16, Utah Code Annotated, and the Utah Municipal Officers' and Employees' Ethics Act, Title 10, Chapter 3, Part 13, and their successor statutes, to avoid actual or potential conflicts of interest between their public duties and their private interests.

6-2 Information - Conflict of Interest

City employees who are involved with or have access to information of significant public interest may not use this information for personal gain, nor to benefit friends or acquaintances. If an employee has an outside interest which could be affected by any City plan or activity, this situation must be reported to the employee's supervisor immediately. Each employee is charged with the responsibility of ensuring that only information that should be made available to the general public is released. Violation of these provisions regarding information or use for private gain shall be cause for disciplinary action.

6-3 Political Activity

The following restrictions apply to City employees: (1) An employee may not use official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office. (2) An employee may not directly or indirectly coerce, command, or advise a state or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency or person for political purposes. (3) An employee may not use City work time, equipment or property to campaign for political office or otherwise engage in political activity.

A City employee shall not hold an elected Brigham City public office (Mayor or City Council) and remain in the employ of the city. A City employee, who assumes a Brigham City elected public office by public election or by appointment to an unexpired term, shall be deemed to have resigned from the City's employ upon taking the oath of officer or otherwise first exercising the official duties of that public office.

6-4 Use of City Information Technology (“IT”) Systems

The City’s information technologies (“IT”) systems, including computer equipment, phone equipment (including City issued cell phones), software, email, voicemail, and Internet access, and all data stored thereon, are City property provided at City expense to enable all employees to perform their City duties. The City respects the individual privacy of those who work for the City, but such privacy does not extend to the use of City equipment and software. City employees should assume that any communications, whether City-related or personal, which they create, transmit, access, receive or store on the City’s IT systems may be monitored and reviewed by the City at any time. City employees have no expectation of privacy in any communications, whether City-related or personal, that they create, transmit, access, receive or store on the City’s IT systems.

City employees shall not use IT systems, including computer equipment, phone equipment (including City issued cell phones), text messaging, software, email, voicemail, and Internet access, social media, and all data stored thereon for any inappropriate use, including but not limited to the following:

- Solicitation of employees for fund raisers not approved by the City;
- Political campaigns;
- To further personal business interests;
- Offensive, harassing, vulgar, obscene, or threatening communications, including disparagement of others;
- Verbal abuse, slander or defamation;
- Creating, distributing, viewing or soliciting sexually oriented messages, materials or images;
- Electronic dissemination or printing of copyrighted materials, including articles and software in violation of copyright laws.

E-Mail Retention

The purpose of the e-mail retention policy is to ensure that e-mail and electronic documents are maintained in accordance with the Utah Government Records Access and Management Act (GRAMA). Employees are reminded that electronic documents and e-mail created or received on City-owned computers or sent over City-run networks are the property of the City. Employees should have no expectation of e-mail privacy and should limit any personal use of e-mail.

E-mail and other electronic documents that must be saved should be printed and retained according to GRAMA guidelines.

E-mail Retention and Deletion Policy. To ensure that important information is not lost because of improper deletion or management of e-mail correspondence, Brigham City employees are directed to adhere to the following e-mail use guidelines.

Broadly speaking, e-mails fall into three main categories: 1) those that may be deleted; 2) those that must be saved for future reference or public/media access; and 3) confidential information.

E-mail that must be saved. Program, policy, or decision-making correspondence: Business-related messages that provide substantive information about City functions, policies, procedures, or programs must be saved. These e-mails document the discussions and decisions made regarding City interests.

Confidential information. Generally speaking, confidential information should not be transmitted electronically.

E-mail that may be deleted. All e-mail not falling into the above categories may be deleted when the user's need for the e-mail has expired. Examples of e-mail messages that do not need to be saved are:

- Personal e-mail
- Routine correspondence
- Meeting agendas, broad e-mail announcements, and e-mails on which you are cc'd, if you have no use for them.

Note: the sender and direct recipient of program, policy, or decision-making e-mail are responsible for retaining the document.

Attachment policy. You are required to keep a copy of any attachments you send (e.g., Word, Excel or Powerpoint files) if they fall under the category of 'E-mail that must be saved'.

Responsibility of the sender. Primary responsibility for retention of important e-mail rests with the sender.

Responsibility of the recipient. If you are the direct recipient (not cc'd) of e-mail containing policy, program or decision-making information, you must save the e-mail unless the sender has indicated to you that they have saved it.

Electronic Documents policy. All electronic documents produced by City employees are the property of the City and must not be deleted. All documents created in the course of City business that fall under the category of program, policy, or decision-making, should be printed and saved by the creator and retained according to GRAMA guidelines.

6-5 Public Relations

The measure of City government is, to some extent, based on the effectiveness and personal contact of its employees with the general public. It is expected that all employees will avoid conduct at work or elsewhere that might cause embarrassment to, or criticism of the City. Often times, the City employee is the only contact a private citizen has with our municipal government and, although the citizen may not always be right, he/she does have an active interest in the City

and its government. Therefore, it is essential that the attitudes and actions of the employees of the City, both on and off duty, bring credit to the City. Good public relations can best be created by the simple process of being helpful, courteous and treating people in the same manner you would like to be treated. It is also important to the public relations of the City that each municipal employee be neat, clean, impressive in appearance and respectable in his/her use of language.

6-6 Dress and Hygiene Standard

City employees are expected to have socially acceptable personal hygiene and grooming and to dress in professional, modest attire which is appropriate to the job they are performing.

6-7 Outside Employment

Upon proper notification of approval of the department head and the Mayor, a City employee may engage in outside employment. However, no employee may engage in additional employment which in any manner interferes with the proper and effective performance of official duties, or which results in a conflict of interest. City employees may be members of the Brigham City Volunteer Fire and Ambulance Division if such membership does not interfere unduly with the normal duties of the employee and his or her department. To prevent undue pressure on City supervisors, the Mayor may not approve employee memberships in the Fire and/or Ambulance Division which exceed ten percent (10%) of the combined fire and ambulance division membership. If the Mayor, in consultation with the department head, determines that outside employment, including membership in the Brigham City Volunteer Fire and/or Ambulance Division is disadvantageous to the City interest, upon notification in writing by the department head or the Mayor such outside employment shall be terminated.

City employees who are members of the Fire Division who respond to fire calls while on City time shall be given the opportunity to use compensatory, personal or annual leave time for the time used while on the fire call, or to work added hours that day to make up the time at the discretion of his or her supervisor. If this is not possible or if the employee does not wish to use earned leave time, he or she shall be paid at the Fire Division rate of compensation for the time on the fire call and be counted as absent from his/her regular work unit.