

SECTION 12

CONDUCT OF EMPLOYEES

12.1 HOURS OF WORK

Except for employees who work in shifts or who are assigned a schedule of hours of work on a regular basis, employee's normal workweek shall consist of five days. The hours during which offices shall be open for business shall be determined by the City Manager.

12.2 ATTENDANCE

Employees shall be in regular attendance at work in accordance with these rules and general departmental regulations. All departments shall keep daily attendance records of their employees, which shall be reported on Payroll time sheets in conjunction with necessary leave slips.

12.3 TARDINESS

An employee who fails to report for work and fails to call within two (2) hours of the start of his shift, and reports late to work or is unable to report to work that day shall be considered on leave without pay. The failure to call in may subject the employee to disciplinary action.

12.4 CODE OF ETHICS

To avoid misunderstandings and conflicts of interest, which could arise, employees will adhere to the following policy. This policy is in accordance with Chapter 112, part III, Florida Statutes, entitled "Code of Ethics for Public Officers and Employees."

- (a) No City officer or employee shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the employee would be influenced thereby.
- (b) No City officer or employee shall accept any compensation, payment, or thing of value when the employee, with exercise of reasonable care, should know that it was given to influence an action in which the employee was expected to participate in his or her employee capacity.
- (c) No City officer or employee shall corruptly use, or attempt to use, his or her position or any property or resource which may be within his or her trust, or perform his or her duties to secure a special privilege, benefit, or exemption for himself, herself, or others.
- (d) No City officer or employee shall have or hold any employment or contractual relationship with any business entity or any agency, which is subject to the regulation of, or is doing business with, an agency of which he or she is an officer or employee.
- (e) No City officer or employee shall disclose or use information not available to members of the general public and gained by reason of his or her position for his or her personal gain or benefit or for the personal gain or benefit of any other person or business entity.

Any violations of the provisions of this policy shall be subject to review and appropriate disciplinary action.

12.5 OUTSIDE EMPLOYMENT

Full-time employees are expected to consider the City as their primary employer. If any full-time employee engages in outside employment he must notify his Department Director. The Department Director shall provide an acknowledgement of such notification with confirmation that such outside employment will not occur during the employee's working hours. The employee's notification and the Department Director's acknowledgement shall be filed in the employee's Personnel File. If any conflict arises out of this additional employment, the Department Director will take appropriate action. When an employee of the City has any concern as to the application of this policy as it relates to his situation, he should discuss the matter with his Department Director or the Personnel Director.

12.6 POLITICAL ACTIVITY

Any person holding a position with the City shall have the same right to take part in political campaigns and to exercise their rights of franchise as any other citizen, except that no officer or employee of the City, except an elected officer, shall engage in any political activities during his hours of duty, service or work with the City. No leave of absence for any time whatsoever shall be granted to an officer or employee of the City for the purpose of engaging in political activities for a candidate other than himself for public office.

Any person holding a position with the City, except an elected officer, must take a leave of absence without pay beginning when the person completes his qualification as a political candidate for nomination to an elected office.

12.7 PUBLIC RELATIONS

Employees shall remember that they represent the City as a whole when servicing the public. They shall conduct themselves so as to project a desirable image of the City.

12.8 USE OF CITY VEHICLES

It may be necessary for some City employees to have City vehicles at their disposal in order to carry out their duties. It is essential that these vehicles be used with utmost care and discretion at all times. Most City vehicles are distinctively marked, and the way they are operated directly reflects on the public image of all City employees.

Any employee driving a City vehicle must have on his person a valid and appropriate driver's license issued by the State of Florida.

City employees are permitted to use City-owned vehicles for the performance of their official duties only; under no circumstances are they to be used for personal business or pleasure. Exception: An employee may be required to take a City vehicle home for the performance of his duties. The Personal Use of Vehicles Policy governs these circumstances and identifies the tax reporting requirements. (See Section 300 of the City's Administrative Policies and Procedures Manual.) For those vehicles assigned on a 24-hour basis, off street parking should be provided, where possible, when a vehicle is taken to a place of residence. Safety belts, where available, must be working at all times. Before a City vehicle can be driven to and from work, the City employee must obtain approval from the City Manager.

All mechanical defects or malfunctions should be reported as soon as possible to the Fleet Management Division.

If a City vehicle is involved in an accident, the employee must notify his Department Director as soon as possible.

12.9 DISCRIMINATION/HARASSMENT FREE WORKPLACE

The City of Melbourne strives to provide a work environment free of discrimination and harassment based on race, religion, color, sex, age, marital status, national origin and/or disability. In this effort, the City maintains an Equal Opportunity Plan which is updated on a regular basis and distributed to City Departments for employee access.

Policy:

It is the policy of the City of Melbourne to ensure that no employee of this agency feels subject to any form of harassment. The City prohibits any unwelcome or offensive physical, written or spoken conduct, including those of a sexual nature.

Comment:

Each supervisor has an affirmative duty to maintain his workplace free of harassment. This duty includes communicating the policy with all employees and assuring them that they are not required to endure unwelcome repetitive treatment of any nature that falls under the terms as specified in this policy.

Scope:

Conduct may be considered harassment when engaged in by someone in the City in a position to influence employment decisions when:

- Submission to such conduct is made either expressly or implicitly a condition of the recipient's continued employment; or
- Submission to or rejection of such conduct by the recipient is used as the basis for repeated and unwelcome physical, written or spoken conduct by either a supervisor or any fellow employee that substantially interferes with an individual's work performance or creates what a reasonable person could consider to be an intimidating, hostile, abusive, or offensive working environment.

Sexually harassing conduct in the workplace includes, but may not be limited to unwelcome flirtations, advances or propositions; verbal abuse of a sexual nature; graphic verbal comments about an individual's body; sexually degrading words used to describe an individual; and/or the display in the workplace of sexually explicit or suggestive objects or pictures.

Procedure:

Any employee who believes that he or she has been the subject of harassment should file a complaint with the supervisor or the Personnel Division outlining the alleged act immediately upon its occurrence. Supervisory staff receiving such a complaint is responsible for reporting all relevant information to the Personnel Division upon notification. The Personnel Director will investigate the complaint, and the employee will be advised of the finding at the conclusion of the investigation. Actions taken to resolve the complaints of harassment through internal investigations will be conducted confidentially.

Any supervisor, agent or employee of the City of Melbourne who is found after appropriate investigation to have engaged in sexual harassment of another employee will be subject to appropriate disciplinary action up to and including termination.

The City will not tolerate any retaliation against an employee who has filed a charge.

12.10 SMOKING AT THE WORKPLACE

Policy:

The City of Melbourne is continually striving to improve working conditions and protect the health of its employees and the general public. In accordance with the "Florida Clean Indoor Air Act" (Chapter 386, Florida Statutes), it is the policy of the City of Melbourne to provide a healthy,

comfortable, and safe environment in all respects by prohibiting smoking in areas where ambient smoke may be inhaled by unwilling people.

Comment:

- Smoking is prohibited in all City facilities.
- Smoking is prohibited in all City owned vehicles except when driving alone. Department Directors may issue more restrictive regulations when conditions warrant.

12.11 DRUG-FREE WORKPLACE

The City of Melbourne is a drug-free workplace. All employees hired by the City of Melbourne are subject to a pre-employment screening for illegal substances. Employment shall not begin until this test is completed and the results of the test are returned to the Employee Health Nurse. Employees under reasonable suspicion for use of drugs are also subject to random testing.

Policy:

It is the policy of the City that the use, by employees, of unlawful drugs, the abuse of controlled substances, and alcohol abuse, constitutes a danger to the employee, fellow employees, and the general public. Further, it is City policy that employees present themselves for duty free of the influence of illegal drugs or other intoxicants. Union employees shall follow the drug screening and testing provisions of their respective labor agreement.

Additionally, any employee who is a certified Police Officer through the State of Florida Police Standards and Training Commission will comply and be held accountable to the Florida Department of Law Enforcement's "Zero Tolerance Substance Abuse Policy".

Effective January 1, 1995, the requirements as stated in the Federal Motor Carrier Safety Regulations (FMCSR) 49 CFR, Part 382, Subparts A through F, shall be incorporated into this policy. This regulation requires random drug and alcohol testing of those employees required to possess a commercial drivers license in addition to post-accident testing, reasonable suspicion testing, and follow-up testing.

Comment:

The use, consumption, possession, distribution, or manufacturing of illegal drugs or controlled substances by employees while performing job duties for the City, is specifically prohibited.

Provisions:

- A. All applicants selected for hire will be subject to a mandatory test (urinalysis) to screen for the presence of drugs or illegal controlled substances. The selection process will not be complete until the test has been administered and the results known. Applicants who test positive will not be recommended for hire.
- B. All employees required to possess a commercial drivers license will be subject to random drug and alcohol testing in accordance with federal regulations.
- C. Current employees will be required to submit to a drug test upon reasonable suspicion that they have reported for duty or been on duty under the influence of alcohol, drugs, or illegal controlled substances. Their immediate supervisor and at least one additional person must witness and confirm that the employee appears to be under said influence. The decision to require the employee to submit to a blood alcohol test in the case of suspected alcohol abuse, or a urinalysis in the case of suspected drug abuse, will require the approval of the employee's Department Director prior to any test taking place.

1. A supervisor may suspect that an employee is under the influence of drugs or alcohol by observing the following:
 - a) Excessive absenteeism or chronic lateness
 - b) Drowsiness or sleepiness
 - c) Alcohol on the breath
 - d) Slurred or incoherent speech
 - e) Unusually aggressive behavior
 - f) Unexplained change in mood
 - g) Lack of manual dexterity
 - h) Lack of coordination
 - i) Unexplained work related accident or injury
2. Supervisors should not attempt to provide counseling services to suspected alcohol or drug users/abusers, since diagnosis and rehabilitation are the functions of qualified experts.
3. Employees who are using a drug lawfully prescribed by a physician are encouraged to notify the Employee Health Nurse of that situation.
4. All test samples will be collected at the Employee Health Services office or a designated laboratory. Testing of the samples will be performed by an independent laboratory contracted by the City. An appropriate chain of custody will be established and maintained to ensure the accuracy of test results. While awaiting the results of the test, the employee will be removed from active duty, and placed on either vacation leave, sick leave, or leave without pay.
 - a. Where practical, all test samples will be picked up by the laboratory courier on the same day as collected. Prior to courier pick up, samples will be maintained in the Employee Health Nurse's office.
 - b. When a test sample is not able to be delivered to the laboratory on the same day as collected, the Employee Health Nurse will place the sample in a locked room until courier pick up.
5. A positive result will result in an interview with the Department Director and the Employee Health Nurse. Any employee found to be under the influence of illegal drugs, alcohol, or illegally controlled substances shall immediately be referred by the Employee Health Nurse to representatives of the City's Employee Assistance Program (EAP). The employee shall be required to complete any actions, including completion of a recognized rehabilitation program, as may be recommended by the EAP. Failure to successfully complete the actions recommended by the EAP will result in immediate termination. Rehabilitation costs will be the responsibility of the employee.
 - a. The employee has the right to request that a portion of the sample be provided to a laboratory of his choice for an independent confirmatory test. The costs of the independent test will be borne by the employee, except where it can be shown that the results of the City's test were in error.
 - b. In the event that the sample produces different results from the laboratory contracted for by the City and the one determined by the employee, a third confirmation will be sought by another independent laboratory mutually agreed to by the City and the employee. The cost of the third independent test will be borne by the employee, except where it can be shown that the results of the test from the laboratory contracted by the City were in error.
6. The City desires to assist employees to overcome any dependency on alcohol, drugs, or illegally controlled substances they may have. When in the best interests of the City and

the employee, and in order to ensure the safety of the general public and other employees, any employee testing positive will be removed from active duty and will be placed on either vacation leave, sick leave, or an authorized leave of absence without pay until they have successfully completed a rehabilitation program. However, when circumstances warrant, the City reserves the right to impose appropriate disciplinary action, up to and including dismissal.

7. Those employees who successfully complete a rehabilitation program will be tested weekly for six weeks upon completing the program. A positive test within a two-year period after completion of treatment will result in immediate termination.
8. Employees who have a dependency on alcohol, drugs, or illegally controlled substances, are encouraged to seek assistance from the Employee Health Nurse. These employees shall be subjected to all of the rules prescribed by this Policy.
9. Any City employee who is convicted of any drug crime is required to notify the City within 48 hours after such conviction. These employees will be subject to disciplinary action, up to and including dismissal.
10. As a condition of continued employment, all City employees will abide by the terms of this Policy statement.
11. Employees who refuse to comply with any provision of this Policy by:
 - a. refusing to be tested,
 - b. attempting to manipulate the outcome of the test, or
 - c. not being available for testing within the appropriate time limits as determined by the professionals conducting the test

shall receive immediate disciplinary action up to and including immediate discharge from employment.

12. The City will establish a drug-free awareness program to inform employees which will include but not be limited to the following:
 - a. The dangers of drug abuse in the workplace.
 - b. The City's policy of maintaining a drug-free workplace.
 - c. Available drug counseling and rehabilitation programs.
 - d. Penalties that might be imposed on employees for drug abuse violations in the workplace.

Commercial Drivers License (CDL)/Drug & Alcohol Testing:

The City is required by federal law to administer random drug and alcohol testing for employees required to possess a Commercial Drivers License. The federal guidelines state that 25% of affected employees will be randomly tested for alcohol and 50% will be tested for drugs.

Post accident testing will be conducted if the accident involved a fatality, an injury treated away from the scene, a towed vehicle, and/or the driver is cited for a moving violation.

No employee shall refuse to submit to a post accident, random, reasonable suspicion, follow up alcohol or controlled substance test. The following will constitute refusal:

- Failure to provide adequate breath or urine without a valid medical explanation from a medical physician.
- Engaging in any conduct that clearly obstructs the testing process.

- Refusal to sign the appropriate forms.
- Verbal/written refusal to consent to the testing.

Refusal to submit to testing shall result in termination.

Procedure for Handling an Impaired Employee:

- A. If there is reasonable suspicion that an employee is impaired by alcohol or drugs, the supervisor should notify the Department Director of his concern. The Department Director will then contact the Personnel Director to decide whether the process should be initiated.
- B. The employee should not be allowed to operate any equipment or drive a vehicle. Explain to the employee the behavior that has been observed and that he will be taken to the Employee Health Nurse for testing for “reasonable cause”. Do not attempt to provide a diagnosis or counseling.
- C. Transport the employee to the Employee Health Nurse. In her absence, contact the Personnel Division for further direction.
- D. The Employee Health Nurse will schedule an appointment with the Employee Assistance Program (EAP), and she will explain to the employee that he will be placed on sick leave until the results are back. This will be handled in a confidential manner. A supervisor or designee will take the employee home.
- E. The EAP representative will determine whether rehabilitation therapy is indicated, and whether it will be inpatient or outpatient in nature. The EAP will provide the employee with a list of resources that are available within their group health insurance. The City does not assume any responsibility for payment. The EAP will act as the gatekeeper, ensuring that the employee is attending treatment. The EAP will inform the Employee Health Nurse of the date that the employee may return to work.
- F. Once the rehabilitation program has been successfully completed, the EAP will have the employee sign a contract to “refrain from mind-altering substances” for a period of time consistent with union contracts and Personnel policies. All records will be kept in a medical file and will remain confidential. They are not a part of the employee’s Personnel File. If the employee fails to fulfill the contract, he will be subject to disciplinary action up to and including dismissal.

12.12 PREVENTION OF WORKPLACE VIOLENCE

Policy:

The City of Melbourne has zero tolerance for violence in the workplace. When an employee displays any act of violence in the workplace, the employee will be subject to appropriate disciplinary action up to and including dismissal.

Violence, by or against any employee or person, is unacceptable and contrary to City policy and will subject the perpetrator to serious disciplinary action and possible criminal charges. The City will work with law enforcement to aid in the prosecution of anyone outside of the organization who commits violent acts against City employees on City property.

A. WEAPONS

Possession, use, or threat of use of a weapon, including any firearms, is not permitted at work or in a City vehicle, unless such possession or use of a weapon is a necessary and approved requirement of the job.

B. REPORTING

No employee, acting in good faith, who reports an incident under this policy, will be subject to retaliation or harassment based upon that report.

C. CRITICAL INCIDENT REPORT

When a manager, supervisor, or employee observes an act of violence at work, the steps to take are as follows:

- Immediate emergencies: Call 911. As with any other emergency involving fire, violence, or medical incidents, the first action is to call 911 and report as many details as possible so that the appropriate emergency response unit can be dispatched.
- Immediately contact the Department Director and the Personnel Director who shall advise the City Manager.

The Personnel Director may be contacted at any time and will ensure coordination of support and response with resources such as the City Attorney, Employee Assistance Program, and others as needed.

Non-Emergency situations:

The guidelines below apply to all City employees and are intended to aid managers in dealing with violent or potentially violent situations at work if there does not appear to be any immediate threat of violence or once an immediate emergency situation has been controlled. Altercations between persons at work are rare and usually minor, allowing time for supervisory intervention.

In circumstances deemed by the manager to be an emergency, call 911 and make the other contacts described under Critical Incident Report above. It is understood that the actions of a manager or other employees will be dependent on the seriousness of the situation and the nature of an altercation. However, consistent with personal safety, managers and supervisors have a responsibility to make an effort to defuse violent or potentially violent situations as quickly as possible in order to prevent escalation and creation of a threat to others. In general:

Step 1: Separate employees involved if you can do so safely. Do not attempt physical interaction without adequate assistance. Do not allow a verbal, visual, or written altercation to escalate into something more serious. If the employees cannot be separated, call 911 and make other contacts described under Critical_Incident Report above.

Step 2: Contact your Department Director and the Personnel Director.

Step 3: Once the situation is controlled, separately interview all persons involved, including any witnesses, in order to obtain an accurate account of the incident. Document the statements of witnesses and others interviewed in written form. Those involved in an altercation and those who are possible subjects of further disciplinary action based on the incident, have the right to be represented, and to have a representative present during the interview if one is requested or guaranteed by union contract. Contact the Personnel Department for advice and assistance in this process.

Immediate suspension with pay:

If the situation is serious enough that possible termination may be involved and/or the continued presence of an employee at the worksite would not be appropriate given the altercation or particular circumstances, an employee may be immediately suspended with pay and ordered not to return to the worksite until further advised. This action is unusual but may be taken with the Department Director's concurrence, following consultation with the Personnel Director.

Other Disciplinary Action:

Most workplace altercations that do not warrant termination, justify appropriate disciplinary action through the use of the City's progressive discipline policy.

12.13 INFORMATION SYSTEMS USE

Policy:

The City of Melbourne provides employees with access to and use of a variety of Information Systems resources. These resources are provided to employees to allow them to be more efficient, productive, and to have access to information that is necessary to carry out their responsibilities as employees of the City. Employees are expected and required to use these Information Technology resources in a manner consistent with their position with the City.

Definition:

Information Systems means any and all computer, electronic or telephonic communication systems that are available for employees to use in the course of their employment. This includes but is not limited to computers, hardware, software, printers, fax machines, telephones, voice mail, email, and Internet access.

General:

All of the Information Systems shall at all times remain the property of the City and are made available by the City for use by its employees to be used for job-related purposes. Any use for non-City business is subject to this Policy, and such non-City use should be incidental, occasional, and kept to a minimum. Any non-City use must not interfere with work and must not result in any additional costs to the City.

Management has the right and the duty to control the City's Information Systems and their use. Consequently, all City personnel are advised that the City reserves the right to monitor the content of electronic communications such as e-mail and voice mail, and the City reserves the right for any purpose, including the enforcement of this Policy to access and disclose any and all information contained in its Information Systems. Employees have no right of privacy with respect to any such information. All employees are on notice that system security features, such as passwords and message delete functions, do not take away the City's ability to review or archive any information. The City reserves the right to access, retrieve, read, and disclose any data, messages, or files stored in the Information Systems for any purposes.

The Information Systems are not to be used in ways that are disruptive or offensive to others. For example, storage, display, or transmission of sexually explicit, suggestive, pornographic, or otherwise offensive images, messages, cartoons, or any other means of communicating such material also is strictly prohibited. No messages with derogatory or inflammatory remarks about an individual's race, color, religion, sex, marital status, age, national origin, disability, or handicap or any other characteristic protected from discrimination by federal, State, or local law or regulation shall be transmitted.

All users are personally accountable for messages that they originate or forward using the City's Information Systems. Misrepresenting, obscuring, suppressing, or replacing a user's identity on any communication is prohibited.

Violations of this Policy may result in disciplinary action.

Computers:

Employees are strictly prohibited from using an unauthorized access code, accessing computer files that the employee has no right to access, or any dissemination of confidential information.

All work products created through the use of Information Systems resources are the property of the City. Any material developed, composed, sent, or received using City Information Systems

shall remain the property of the City.

All new purchases of computer and/or related peripheral equipment must be processed through and approved by the Information Technology Division Manager or his designee to verify validity and compatibility. This does not preclude the purchase of systems approved by the City Manager or City Council.

Moving of computer equipment to another location shall first be cleared through Information Technology Division staff. If possible, Information Technology Division staff shall move or supervise moving equipment to ensure the safety of the equipment and correct connections.

Employees shall maintain equipment in good working order by routinely dusting equipment, cleaning monitor screens, and taking care to prevent damage. No food or beverage containers shall be placed on the same surface as computers, keyboards, small printers, etc. Employees shall not eat or drink over computer equipment. Plants shall not be located above or near computer equipment.

All software purchases must be approved by the Information Technology Division Manager or his designee to ensure validity and compatibility. This does not preclude the purchase of software systems which have been approved by the City Manager or City Council.

Employees shall not copy City software without previous written permission of the Information Technology Division Manager.

Employees shall not copy unauthorized software to the network or any personal computer's hard drive. Unauthorized software is any software for which the City has not purchased a license and/or any software that has not been approved in writing by the Information Systems Division Manager.

To prevent computer viruses from being transmitted through the City's Internet and e-mail system, there will be no unauthorized downloading of any software. All software downloaded or loaded from a disk onto a computer must be registered to the City and may only be downloaded by Information Technology Division staff or with express written permission of Information Technology Division staff. Employees should contact the Information Technology Helpdesk at 953-6301 if they have any questions.

Designated Information Technology Division staff have the authority to audit, without notice, any computer in the City for unauthorized software installations and to immediately remove the unauthorized software installations. Such incidents shall be reported by the Information Technology Division Manager to the appropriate Department Director.

Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable State and federal law.

EMAIL:

The City's email system is provided for the conduct of City business; therefore, email shall not be used for:

- illegal activities or activities prohibited by City policies, including sending or receiving copyrighted materials, proprietary information or similar materials without prior legal authorization
- harassment, threats, or defamation
- obscene or suggestive messages or offensive graphical images
- political endorsement
- commercial activities

Records retention laws apply to email. If a document is prepared in connection with official business of the City to perpetuate, communicate, or formalize knowledge, then it is a public record and should be printed and filed in the appropriate file or stored in electronic form. Such records shall be retained in accordance with the Department's retention schedule in compliance with State law.

Any message sent to CITYHALLLIST shall be issued by the Department Director or his designee.

Employees who use the City's email system expressly consent to the City's monitoring of messages.

Internet:

Any information posted on the Internet or sent via the email system must reflect and adhere to all of the City's standards and policies for such communications.

Internet access is provided for the conduct of City business; therefore, the Internet shall not be used for:

- improper uses listed in the section on email
- violation of laws
- downloading programs or files without using virus check software
- copying commercial software in violation of copyright laws
- commercial or illegal activity
- creating a security breach through the introduction of computer viruses or through provision of information which might permit unauthorized access to the system

Specific web sites that have no legitimate business purpose will be blocked from access.

An audit trail of access to sites may be maintained by the Information Technology Division to investigate possible violation of City Policy or breach of security. Such violations will be reported to the appropriate Department Directors.

12.14 ALLEGED CRIMINAL CONDUCT

An employee arrested for any crime must notify his supervisor within 24 hours of the arrest or as soon as practical and inform management of the nature of the charges and his availability for work. The supervisor must notify the Department Director and Risk Manager within 24 hours.

When an employee is formally charged with criminal conduct which is job related and/or affects the public's trust and confidence in the employee and/or City government, management will render a preliminary determination to either:

1. Allow the employee to continue to perform his duties pending the outcome of a departmental investigation and final administrative determination; or
2. Reassign the employee to other less sensitive duties pending the outcome of a departmental investigation and final administrative determination; or
3. Suspend the employee without pay pending a departmental investigation and final administrative determination; or
4. Suspend the employee with pay

In making the preliminary determination, the following factors will be considered:

1. The nature, weight, basis, and character of the criminal charges against the employee;
2. Any explanation offered by the employee;

3. The extent to which the criminal charges, alleged conduct and surrounding circumstances may affect the public's trust and confidence in the employee and in the City Government;
4. The extent to which the criminal charges, alleged conduct and surrounding circumstances may affect the employee's ability to carry out his duties and responsibilities effectively.

Following the preliminary determination management will conduct a comprehensive investigation to determine what, if any, disciplinary action is appropriate. Although this investigation will be more thorough than the preliminary determination, it is not intended to establish the employee's guilt or innocence of the formal criminal charge. Any disciplinary action taken will consider the same factors used in making the preliminary decision, and will not be dependent upon the legal outcome of the criminal charges. An individual who remains employed while charged with a crime shall notify his supervisor of any change in the status of criminal proceedings within 48 hours of such change.

12.15 TRAVEL

Travel by City employees and officers will be in accordance with the City's Travel Expense Policy. The full Travel Policy is included in the City's Administrative Policies and Procedures Manual, section 300, and is available on the City's employee website.