



TOWN OF PLYMOUTH

POLICY: TOWN OF PLYMOUTH RULES AND REGULATIONS

BOS/90/01/R00

Approved: March 23, 1990

Effective: March 23, 1990

1.0 PURPOSE

The Town of Plymouth, like most other communities, where many people work together, has established some rules and regulations that promote smooth and effective functioning of town government.

The following rules and regulations, while rather thorough, are not intended to be all-inclusive. They are an expanded version of the 1979 Prohibited Conduct Policy.

All employees are expected to familiarize themselves and to comply with these rules and regulations. Taking or attempting to take part in any of these actions may result in disciplinary action up to and including termination.

2.0 POLICY GUIDELINES

1. Misrepresentation or omission of facts in connection with obtaining employment, including falsification of application or in connection with any other work-related matter.
2. Making or permitting to be made a false or untrue record or report relating to incidents, materials, hours of work, or any other work-related matter.
3. Defacing, damaging or destroying property of the Town or another employee.
4. Interfering with or obstructing the production or work performance of others or oneself.
5. Criminal conduct consisting of any felony or misdemeanor.

6. Any Form of sexual harassment; other Indecent or immoral conduct.
7. Leaving the work area or facility without permission or sleeping during work hours. *(Fire Department rotating shift personnel act in accordance with current Fire Department rules and regulations).
8. Refusal to accept or follow orders or directions from proper authority, or any other form of insubordination*.
9. Reporting to work or working under the influence of alcohol; or possessing or using alcohol on Town property.
10. Reporting to work or working under the influence of drugs or narcotics, possessing or using drugs or narcotics on Town property without appropriate medical prescriptions and management approval.
11. Conducting personal business during work hours.
12. Causing bodily injury of any kind to another; assault, battery or fighting on Town premises or during work time or in connection with work-related matters. ."
13. Acting in a discourteous, rude or insolent manner to any member of the public or cc-workers,
14. Using departmental letterhead for private correspondence or initiating official correspondence on behalf of the department without the permission of the Department Head.
- 1 5. The solicitation or acceptance of any gift, gratuity, {Set Code of Ethics for Public Employees) loan, reward or Fee where there is any direct or indirect connection between the solicitation and their departmental employment.
16. The transporting of citizens in Town vehicles unless under emergency conditions, or as necessary in +be official performance of Town business and/or duties.
17. Smoking or consuming food or beverages where or when prohibited.
- 1 8. Theft or unauthorized removal or property of the Town or of others.
- 1 9. Attempting to or actually intimidating, threatening or coercing another person in the work place.
20. Altering, defacing or removing any posted notice of the Town end/or the posting or displaying of any derogatory notice or, graffiti.

21. Failure to advise ones supervisor in a timely manner and pursuant to established policy as to the fact of and reason for absence from work.
22. Any other form of unbecoming or unprofessional conduct.

0 APPLICABILITY

This policy is applicable to all town employees.

0 QUESTIONS

Please contact the Town Manager's Office at (508) 830-4000 if you have any questions.

Signed by

ALBA THOMPSON
Chairman of the Board of Selectmen

WILLIAM R. GRIFFIN
Executive Secretary