

TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS

<u>Subject:</u> CONDUCT OF EMPLOYEES	<u>Regulation No:</u> 2.29	<u>Effective Date:</u> November 8, 2007
	Supersedes: August 1, 2002	

I. OUTSIDE EMPLOYMENT

Upon proper notification to his/her department head, an 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 the duties of his/her position, results in a conflict of interest, or if it is reasonable to anticipate that such employment may subject the Town to public criticism or embarrassment. If such outside employment is disadvantageous to the Town, upon notification in writing by the employee's department head, it shall be terminated.

A. Preference of Town Employment

Any employee who engages in employment outside of his/her regular working hours shall be subject to call to perform his/her regular Town duties first.

B. Injury and Illness

The Town shall in no respect be liable in case of any injury to an employee while he/she is engaged in outside employment, nor any occupational illness attributed thereto.

II. POLITICAL ACTIVITY

All employees of the Town shall be able to exercise their rights as citizens to express their opinions and cast their votes. No full-time employee of the Town shall attempt in any manner to influence the ballot choice of any voter in a Town election.

- A. An employee shall not be coerced to support a political activity, whether funds or time are involved.
- B. An employee shall not engage in political activity, when:
 - 1. On duty;
 - 2. On Town Property; or
 - 3. In Uniform
- C. An employee shall not use Town-used equipment, supplies or resources, and other attendant material (diskettes, paper, computer online and access charges, etc) when engaged in political activities
- D. An employee shall not use, discriminate in favor or against, any person or

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applicant for employment based on political activities.

- E. An employee shall not use employee's title or position while engaging in political activity.

III. OBLIGATION TO WORK

All employees of the Town are obliged to fulfill the duties and responsibilities of their positions for compensation received. Accordingly, no individual employee may contract out or subcontract to other employees or individuals for the performance of his/her assigned duties.

IV. GENERAL CONDUCT

All of the employees of the Town are expected to conduct themselves properly, with decorum, treating each member of the public with respect.

V. ROLE OF THE TOWN COUNCIL

Town employees do not have the alternative of airing their grievances and appeals to the Town Council. The only grievance and appeals procedures are those described in Administrative Regulation 2-18. The Council sets official Town policy and it is the responsibility of the Town Manager to administer it. Any incident of a Town employee appearing before the Council or any of its members shall be met with the disciplinary actions outlined in Administrative Regulation 2-15.

VI. APPLICABLE DOCUMENTS

None

<i>Signature of Town Manager:</i>	<i>Date:</i>

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