



## EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

### Personal Conduct and Affairs Policy

**Revised Date: November 26, 2018**

#### **I. Code of Conduct**

County employees shall conduct themselves in a professional and ethical manner at all times. In performing their day to day duties involving contacts with the public. County employees must be aware impressions of County government are formed, in part, upon their speech, conduct and general demeanor. Consequently, employees are expected to be well-groomed, professional in appearance, reliable, helpful, courteous and patient, so as to inspire confidence in the integrity and reliability of the County and the services it provides. A county employee should not engage in behavior during non-business hours likely to reflect badly on the reputation of, or undermine public confidence in the County Government, including conduct which will impair employees' performance of their job. While on duty, County employees will maintain a work environment free from intimate, romantic or dating relationship gestures inappropriate for the work environment. Additional standards may be determined by the Elected Official/Department Head.

#### **II. Supervisory Conduct**

Supervisors shall conduct themselves with professionalism, integrity, and exercise appropriate authority for their position. Behaviors or actions that diminish the perception of these qualities will be admonished.

During normal working hours, County employees will strive to maintain a work environment that is free from inappropriate (intimate, romantic or dating) relationships between supervisors and their subordinates or between employees involved in any other power-differentiated relationship. Power-differentiated relationships can lead to sexual harassment or the perception of harassment, and adversely affect employee morale, workplace operations, and productivity because of favoritism, bias, or unfair treatment or the perception of such treatment.

A "power-differentiated relationship" is any supervisor-subordinate work relationship or other work relationship in which one employee supervises or manages (directly or indirectly) another employee or makes decisions concerning another employee's work activities, conditions or privileges of employment. The County does not otherwise discourage friendship or social activities among its employees.

In order to effectuate the purposes expressed above, if an intimate, romantic, or dating relationship develops between a supervisor and a subordinate, the supervisor involved in the relationship must promptly report it to their Department Head who shall investigate and submit a recommendation to resolve the workplace relationship to the Chief Human Resources Officer.

Once a power-differentiated relationship is reported, the County may attempt to modify the work relationship, through transfer within the County or by any other available options.

#### **III. Code of Ethics**

All covered employees shall be bound by the El Paso County Code of Ethics.

#### **IV. Confidentiality**

All information concerning County business must be held in strict confidence and must not be discussed with others on or off the job except for purposes of necessary County business. Employees should remain mindful that business related discussions are not to be had in any place or manner that could be overheard by members of the public or other persons not working on the matter being discussed.

**V. Conduct of Employees and Use of County Owned Property**

- A. An employee of El Paso County shall not participate in bidding on El Paso County surplus equipment and auction items.<sup>1</sup>
- B. Intentional reckless or negligent damage to County equipment or property may be grounds for disciplinary action up to and including dismissal.

**VI. Office Donations**

No employee shall be obligated to contribute or make donations to any fund or collection.

**VII. Outside Employment**

It is the policy of El Paso County that employees recognize that their primary duties are to El Paso County. Employees are subject to be called to perform work duties at any time for emergencies, special assignments, overtime and the like, and the obligations of outside employment are always subordinate. A County employee who seeks to engage in employment outside of his/her duties with El Paso County must receive the approval of his supervisor prior to engaging in the outside employment. The employee must furnish to the supervisor a written description of the outside employment. Approval shall be given by the supervisor, provided that such employment is not conducted during the hours the employee is scheduled to work for the County; that such employment does not conflict with the employee's duties with the County; that such employment does not adversely affect the public image of the County; and that such employment does not adversely affect the employee's availability and usefulness as an employee of the County.

**VIII. Personal Data Changes**

The employee's address, telephone number (both home and mobile if applicable), and personal email address shall be the official address and telephone number for use by El Paso County and the employee. Changes to an employee's personal data must be reported (or electronically updated) to the Human Resources Department and his/her Elected Official/Department Head within 30 days of such change.

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<sup>1</sup> Please refer to the County's Purchasing Policies for additional information.