



## Workplace Expectations

*Effective date: 3/4/2017*

*Policy #: 2040*

### 1. Purpose:

The purpose of this policy is to identify the Department's expectations of employees and how they conduct themselves in the workplace.

### 2. Scope:

All Department employees are expected to comply with—and will be held accountable to—the standards in this policy. Each supervisor must hold his or her employees accountable for their conduct in general and adherence to these guidelines in specific. Any employee violating these workplace expectations will be subject to corrective and disciplinary action, up to and including termination. All employees are required to review this policy and acknowledge their review in writing in the appropriate area on the annual performance evaluation form.

### 3. Responsibility:

The human resource officer is responsible for implementation and is the owner of this policy. The owner is responsible for reviewing and updating the policy to reflect current laws, needs, and strategic initiatives. The Director must approve any amendments.

### 4. Standards and Procedures:

#### 4.1. Definitions

**Communications:** *Interactions in person, interactions through written notes, memos, and letters, and interactions using any electronic device, such as telephone, email, text messages, social media, internet websites, blogs, internet forums, etc.*

**Department:** *The Idaho Department of Parks and Recreation.*

**Director:** *The Idaho Department of Parks and Recreation Director or designee.*

**Employee:** *A person employed by the Department, including volunteers.*

**Insubordination:** *Willful disobedience of a supervisor's reasonable and legitimate instruction.*

**Program Manager:** *The Idaho Department of Parks and Recreation employee that has approval authority for specific programs, including but not limited to the financial officer, reservations program manager, information technology resource manager, development bureau chief, human resource officer, registration program manager, recreation bureau chief, natural resource program manager, state and federal grants manager, park manager, region managers,*

*operations administrator, management services administrator, communications manager, public information officer, and Director.*

**Supervisor:** *The Department employee responsible for overseeing and managing an employee. Also known as the immediate supervisor. In instances where the supervisor is not available, the term may also include any one within the upward chain of command.*

#### **4.2. Standards of Conduct and Performance**

Employees contribute to the overall Department mission and are therefore required to conduct themselves in a professional manner that reflects personal pride as well as pride in the Department. To achieve and maintain an efficient and effective workplace, the Department has established specific expectations of all employees as documented in the Department policies. Employees must adhere to these policies.

**Punctuality and Attendance.** Coming to work when scheduled is a fundamental expectation for all Department employees. Absence without leave is not acceptable. Some late arrivals are inevitable, but employees are expected to be on time for work and meetings. If arriving late, employees are expected to notify their supervisor immediately. Employees using more than a day of leave must give their supervisor as much advance notice as possible. Excessive absences and tardiness are unacceptable.

**Use of State Property, Equipment, and Resources.** State owned equipment, materials, supplies, and facilities are to be used by employees only in the performance of official assigned duties and responsibilities. Employees must not allow their agents or relatives to use, accept, borrow, lease, rent, sell, or purchase any Department equipment or materials. Further, no employee may request another employee during on-duty time to perform a personal service. Theft, unauthorized removal of, or willful damage to property belonging to the Department, a visitor, or another employee is unacceptable.

**Communications and Workplace Behavior.** Personal attacks (verbal or physical), gossip, jokes, foul or offensive remarks, disparaging comments, abusive or discourteous language or behavior, discriminatory or harassing misconduct, insubordination, or other unprofessional communications or behaviors (even in the guise of humor or as an expression of irritability) are destructive to the morale and functioning of the Department. Communications and behavior of this nature are unacceptable and will not be tolerated by the Department. Interactions among employees must be directed at issues and solutions. Employees should present concerns or problems to their supervisor.

All employees must avoid public criticisms of the Department, its personnel, and its policies. Diversity of opinion is expected and encouraged to help improve the quality of decisions. However, employees are expected to publically support Department decisions and positions once they have been made. This includes decisions made by the Board, Director, division administrators, and other program managers.

**Drug- and Alcohol-free Workplace.** Department employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace. Furthermore, employees are prohibited from being under the influence of controlled substances or alcohol during work hours. Employees are reminded that they have access to free, confidential, professional help through the state's employee assistance program and are urged to take advantage of this service.

**Confidential Information.** Each employee will protect confidential information related to the Department and its employees.

**Political Activity.** Department employees are encouraged to participate in the political process, but to adhere to the restrictions and guidelines found in [Idaho Code §67-5311](#). These restrictions are not intended to deprive state employees of political activity, but rather to preserve the political neutrality of state agencies and ensure that the interests of all Idaho residents are served.

**Recorded Meetings.** Meetings or conversations may not be taped without the prior written consent of all attending and a copy of the recording provided to all participants. Public Board meetings are typically recorded and are excluded from this standard.

**Violence in the Workplace.** The Department is committed to providing a work environment free from violence. Any form of violence in the workplace including verbal, written, or physical threats of harm or intimidation are unacceptable and will not be tolerated. Participation in dangerous activities, fighting, and acts of violence are likewise unacceptable and will not be tolerated.

**Discrimination.** The facilities and activities of the Idaho Department of Parks and Recreation (whether controlled directly by the Department, by agreement with another jurisdiction, or by concessionaire) must be operated without discrimination because of race, color, national origin, religion, gender, age, disability, or veteran status. ([See IDAPA 15.04.01.021](#)).

**False Information.** Employees must not communicate false information. This includes, but is not limited to: making a false or misleading official statement, failing to properly complete Department records, falsifying Department records, failing to cooperate with a departmental investigation, or giving false testimony.

**Public Presentations.** Employees in a position to serve as an official or unofficial spokesperson for a park, program, or the Department, must notify their supervisor and the public information officer to determine the sensitivity of any issue and if there is a Department position already in place for the topic.

#### 4.3. Ethics

Employees are expected to keep the boundaries of their work relationships and personal activities clear and professional, be cognizant of perceptions, and remember that as public

servants we are held to higher standards. The following subsections detail minimum standards of ethical conduct. For more detailed information on ethical conduct, please see the [Idaho Ethics in Government Manual](#).

**Conflicts of Interest.** Employees must not profit, directly or indirectly from public funds under their control; must not have a private interest in any contract made by them in their official capacity; and must avoid self-dealing in any purchase or sale made in their official capacity. Any state employee having a private interest in any discretionary matter coming before them in the course of official duties, whether the matter is regulatory, adjudicative, contractual, or the formation of public policy, must not act on the matter and must notify their supervisor of the conflict of interest.

**Bribery and Corrupt Influence.** Employees must not confer or accept bribes as set forth in [Idaho Code §18-1352](#). Employees must not use their position to threaten or improperly influence official or political matters as set forth in [Idaho Code §18-1353](#).

**Gratuities or Benefits.** Employees must not accept employment or favors (in excess of state acceptable limits) from any person, entity or corporation with which they have had, or reasonably may expect to have, official relations which primarily benefit the employee personally and not the Department. Employees must not accept honorariums from Idaho citizens, associations, corporations, or governmental entities for appearance or services given in the course of their official duties. (See also [Idaho Code §18-1356 through §18-1360](#).)

**Nepotism.** No employee is allowed to work under the immediate supervision of a supervisor who is a spouse, child, parent, brother, sister, or the same relation by marriage ([IDAPA 15.04.01.025](#)). Employees should consult the human resource officer regarding any questions.

#### 4.4. Additional Employment

**Outside Employment (Non-state).** Employees of the Department may not engage in any outside employment, business, professional practice or interest if the employment will:

1. Conflict with the interests of the Department.
2. Interfere in any way with the full performance of official duties and responsibilities.
3. Result in financial gain as a consequence of information obtained through employment which has not been made available to the general public.
4. Reasonably be regarded as officially related employment.

If employees either have, or desire to accept outside employment, they are required to request review by their immediate supervisor in writing. The supervisor will elevate the written request to the management services administrator, operations administrator, or Director (as appropriate) for evaluation. The decision will be provided in writing to the employee and the original sent to human resource work unit for inclusion in the employee's personnel file.

**Dual State Employment.** To prevent conflicts of interest and conflicting hours of work, any employee interested in accepting additional employment with another state entity must first obtain approval from the Director or a division administrator. (See [IDAPA 15.04.01.026](#) Rules of the Division of Human Resource and Idaho Personnel Commission.)

#### 4.5. Laws, Rules, and Policies

Employees must adhere to applicable federal, state, and local laws, rules, and policies. Employees must not engage in illegal activities.

**Law Enforcement Contact.** Employees must report, in writing, all law enforcement contacts which results in a misdemeanor or felony charge (on duty or off duty) or any traffic violation in a state vehicle, to the employee's supervisor and the human resource officer as soon as possible, but no later than five working days. This includes all misdemeanors including, but not limited to, inattentive driving, reckless driving, driving under the influence, or violation of a protective order. This does not include traffic infractions in personal vehicles.

**Convictions.** Employees must report, in writing, any conviction for illegal activities and sentencing details (including license suspensions) to the employee's supervisor and the human resource officer as soon as possible, but no later than five working days. This includes a withheld judgment or plea of "nolo contendere". If an employee's driving privileges are suspended, the employee is expected to keep their supervisor apprised and to refrain from driving Department vehicles until privileges are reinstated.

## 5. Revision History:

1. Supersedes board policy *ADM. 5:75 Nondiscrimination*, administrative policies *I-86: Workplace Expectations* and *II-30 Performance: Expectations, Work plans, Evaluations, Corrective Action*, and *II-45: Drug Free Workplace*.
2. Revised by PS&ES on 10/17/2016. Moved to new format and edited for detail and clarity.
3. Approved by Director on 2/15/2017.

## 6. References:

1. Office of the Attorney General [Idaho Ethics in Government Manual](#)
2. [IDAPA 15.04.01](#)
3. [Idaho Code §67-5311](#)
4. [Idaho Code Title 18 chapter 13](#)

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