

SECTION VI: EMPLOYEE CODE OF CONDUCT

1. **PROFESSIONALISM.** Cottonwood Heights Parks and Recreation Service Area is a professional association whose purpose, among others, is to provide professional services to its citizens. Its employees must adhere to high standards of public service that emphasize professionalism and courtesy. Employees are required to carry out efficiently the work items assigned as their responsibility, to maintain good moral conduct, and to do their part in maintaining good relationships with their supervisors and fellow employees, the public, and other member employees and officials.
2. **PRIVILEGED INFORMATION.** Cottonwood Heights Parks and Recreation Service Area employees involved with information of significant public interest may not use this privileged information for personal gain, nor to benefit friends or acquaintances. If an employee has an outside interest which, could be affected by any Cottonwood Heights Parks and Recreation Service Area plan or activity, this situation must be reported to the Director immediately. Each employee is charged with the responsibility of ensuring only information that should be made available to the general public is released as defined in the Government Records Access and management Act.
3. **CONFIDENTIALITY.** Fellow employees have an unquestionable right to expect all personal information about themselves, their illness, their family and financial circumstances to be kept confidential. Every employee has an obligation to protect this confidence. Never discuss privileged information with others who are not authorized to receive it, either inside or outside the office.
4. **GIFTS AND GRATUITIES.** Cottonwood Heights Parks and Recreation Service Area employees are prohibited from soliciting or accepting any gift, gratuity, favor, entertainment, loan or item of monetary value from any person seeking to obtain business with Cottonwood Heights Parks and Recreation Service Area, or from any person within or outside Cottonwood Heights Parks and Recreation Service Area employment whose interests may be affected by the employees' performance or nonperformance of official duties. Cottonwood Heights Parks and Recreation Service Area employees will not accept gifts or gratuities except under circumstances allowed by the Utah Employee Ethics Act 67-16.
5. **ATTENDANCE.** Regular attendance and punctuality are essential to providing high quality work, service to customers, and to avoid extra work for fellow employees. Therefore, when the employee is going to be late or will not be able to report to work, the employee must notify their supervisor prior to the scheduled work time. If the employee is ill or has an emergency, they should notify their supervisor or the manager in charge as soon as possible on each day of absence. An employee is expected to work their scheduled shift. Any sharing or splitting of shifts is prohibited unless pre-approved by the department head.

6. APPEARANCE. Cottonwood Heights Parks and Recreation Service Area reserves the right to expect its employees to present a favorable impression during any contact with the public. Reasonable grooming, appearance, and personal cleanliness standards contribute to the professional image of the Service Area and the morale of staff. All employees are expected to maintain a neat and clean personal appearance.
- A. Employees are provided with Cottonwood Heights current insignia imprinted apparel which must be worn at all times while working. Employees are responsible to keep their clothing neat, clean and in good repair. If an employee is in need of additional apparel they are required to communicate with their supervisor and request additional items
 - B. Staff shirts are to be worn appropriately without modification
 - C. Employees may not wear clothes that are mutilated, cut off, or immodest, e.g., bare midriffs, halter tops, spaghetti straps, tank shirts, short shorts, mini skirts or similar clothing. Clothing shall cover the midriff, under garments, back and cleavage at all times.
 - D. Shorts, skirts and dresses must reach at least mid-thigh length or longer unless the department specific apparel is authorized specifically as part of the employees uniform. All pants and shorts must be worn on the waist and may not sag, ~~so~~ as to reveal underwear or bare skin.
 - E. Hats may be worn by an employee however be pre-approved by the Department Head and/or designee
 - F. Each department head or designee has the responsibility to enforce the dress code and any department specific dress codes. If clothing or general appearance is determined to be inappropriate for scheduled responsibilities, the employee may be asked to leave and return in appropriate attire and appearance. Failure to comply with this request may result in disciplinary action or termination.
 - G. Employees are expected to appear neat and clean for every scheduled shift. The following are guidelines for personal hygiene and appearance:
 - (a) Employees are expected to maintain good personal and oral hygiene such that body odor, smoke, and other odors are not detectable. Strong perfumes and colognes are discouraged.
 - (b) Hairstyles must be worn in a tasteful manner. Hairstyles must be neat and clean. Extreme styles, extreme colors, multi colors or trends of any kind, including but not limited to, lines, Mohawks, or multi-colored hair, may not be permitted. Employees may be asked to secure long hair if it is

determined to be a safety factor.

- (c) Beards and mustaches are allowed but must be neatly trimmed and well groomed.

H. Acceptable footwear is determined by department:

- (a) Shoes with socks must be worn in the following departments: Operations, Parks, Visual Maintenance, Ice Arena, Gymnasium, and Fitness Rooms.
- (b) Lifeguards and swim instructors are permitted to wear sandals or water shoes. If sandals are worn, socks should not be worn unless weather conditions dictate otherwise. Leather sandals are not permitted. Other types of shoes are not permitted while life guarding or instructing.

I. Visible tattoos are subject to approval of administration. The employee will be required to cover the tattoo if it is considered to be obscene or derogatory towards race, color, gender, religion, or sex to either staff or patrons.

J. Jewelry and Body Piercing

- (a) Some jewelry that is part of a body piercing may be considered inappropriate and may also become a safety hazard due to the duties and responsibilities of the employee. The employee may be asked to remove the jewelry if it is considered inappropriate so as to not potentially cause a safety hazard.
- (b) Employees may not wear chains, necklaces, etc., or ear rings larger than studs while working on or near heavy equipment or machines or who may come in close personal contact with patrons, while performing their duties.
- (c) Jewelry is subject to approval of Administration if it is considered to be inappropriate or unsafe.

7. **SMOKING.** In compliance with the Utah Indoor Clean Air Act smoking is not permitted in the Cottonwood Heights Parks and Recreation Service Area Center or outdoor pool_area. Cottonwood Heights Parks and Recreation Service Area also prohibits smoking in Cottonwood Heights Parks and Recreation Service Area owned vehicles. Employees must be a distance of 25 feet from any entrance door to the facility.

8. **PERSONAL USE OF COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA OFFICE ITEMS.**

A. Computer Equipment.

- (1) Personal use of Cottonwood Heights Parks and Recreation Service Area owned computer systems is permitted only when all of the following criteria are met.
 - (a) The use offers an opportunity for the employee to increase the employee's job-related knowledge and skills.
 - (b) The employee is not compensated for the work performed, unless the employee has received prior written approval by the Director, or designee.
 - (c) The employee pays for the cost of consumables and other attendant expenses (diskettes, paper, computer on-line/access charges, etc.).
 - (d) The employee uses the computer system after hours, or on the employee's personal time.
 - (e) The employee does not use the computer system for permanent storage of data.
 - (f) Use does not conflict with the employee's Cottonwood Heights Parks and Recreation Service Area responsibilities or normal Cottonwood Heights Parks and Recreation Service Area business.
 - (g) No personal games or personal programs are to be installed on Cottonwood Heights Parks and Recreation Service Area computers.
 - (h) No downloading of personal information onto Cottonwood Heights Parks & Recreation Service Area computers.
 - (i) The use has been approved by the Director, or designee.
- (2) All data stored on, and software developed on, Cottonwood Heights Parks and Recreation Service Area owned computer equipment is the property of Cottonwood Heights Parks and Recreation Service Area and may be viewed/reviewed by the Director, or designee, at any time.
- (3) No pornography or sexually explicit material shall be accessed, stored, or viewed/reviewed on Cottonwood Heights Parks and Recreation Service Area owned computer equipment.

- B. Postage Meters. Any employee desiring to use Cottonwood Heights Parks and Recreation Service Area owned postage machines for items of a personal nature may do so after paying for such use at the appropriate rate which is in effect at the time of use.
- C. FAX and Copying Machines. Any employee desiring to use Cottonwood Heights Parks and Recreation Service Area owned FAX or copying machines for items of a personal nature may do so after paying for such use at the employee rate which is in effect at the time of use.
- D. Telephone calls.
 - (1) Employees are expressly prohibited from making long distance telephone calls of a personal nature on Cottonwood Heights Parks and Recreation Service Area owned telephones.
 - (2) All employees will use Cottonwood Heights Parks and Recreation Service Area owned telephones for local personal calls judiciously. Local telephone calls will be limited to necessity and must not disrupt the carrying out of employee responsibilities.
 - (3) Cell Phones. Employees are not permitted to use a personal cell phone while working on any premise of Cottonwood Heights Parks and Recreation Service Area unless authorized for use by the Director or his designee.

9. TIME CARDS

- A. All employees of Cottonwood Heights Parks and Recreation Service Area are required to maintain an accurate record of hours worked for Cottonwood Heights Parks and Recreation Service Area either by using an electric time clock or time sheet.
- B. Employees are not allowed to clock in or out for another employee.
- C. Failure to clock in or out more than twice during a single pay period may result in disciplinary action.
- D. Service Area employees will not be reimbursed for work done away from the site unless pre-approved by the Department Head.

10. OUTSIDE ACTIVITIES. Cottonwood Heights Parks and Recreation Service Area employees shall not use Cottonwood Heights Parks and Recreation Service Area owned property in

support of outside interests and activities when such use would compromise the integrity of Cottonwood Heights Parks and Recreation Service Area or interfere with the employee's duties. Specifically, an employee who is involved in an outside activity such as a civic organization, church organization, committee unrelated to Cottonwood Heights Parks and Recreation Service Area business, public office, or service club, shall:

- A. Pursue the outside activity on the employee's own time.
- B. Pursue the outside activity away from Cottonwood Heights Parks and Recreation Service Area offices.
- C. Discourage any phone, mail or visitor contact related to the outside interest at Cottonwood Heights Parks and Recreation Service Area offices.
- D. Arrange for annual leave or compensatory time off in advance to pursue the outside interest during business hours.
- E. Not use data processing equipment, postage metering machines, copiers, other Cottonwood Heights Parks and Recreation Service Area owned equipment or supplies for the outside interest. (Except as provided in paragraph 8)

11. POLITICAL ACTIVITY (Excluding voting).

- 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 during work hours, unless on approved leave.
- C. An employee shall not use Cottonwood Heights Parks and Recreation Service Area owned equipment, supplies or resources, and other attendant expenses (diskettes, paper, computer online and access charges, etc.) when engaged in political activity.
- D. An employee shall not use, discriminate in favor of or against, any person or applicant for employment based on political activities.
- E. An employee shall not use the employee's title or position while engaging in political activity.

12. SECONDARY EMPLOYMENT.

- A. Whether full-time or part-time, employees may not have outside employment that interferes with their duties on behalf of the Service Area or otherwise creates a

negative impact upon the Service Area, as determined by the Director.

- (1) All employees will be judged by the same performance standards and will be subject to the Service Area's scheduling demands, regardless of any existing outside work requirements.
- (2) If the Service Area determines that an employee's outside work interferes with the employee's performance or the ability to meet the requirements of the Service Area, the employee may be asked to terminate the outside employment if he/she wishes to remain employed by the Service Area.
- (3) Employees shall not engage in outside employment or any outside activity while on duty for the Service Area.
- (4) Employees may not have outside employment or engage in any outside activity that creates a conflict of interest with the Service Area.
- (5) The Director, or his designees, upon written or verbal notification of secondary employment, shall review the information and determine whether the employee's outside employment creates or constitutes a conflict of interest. Factors to consider include, but are not limited to, the following:
 - (a) That the secondary employment reasonably articulates some factor or factors which could negatively impact the performance of an employee for Cottonwood Heights Parks and Recreation Service Area. For example, the secondary employment could reasonably be expected to be physically or mentally draining on the employee.
 - (b) That the secondary employment could invoke a conflict of interest as an employee of Cottonwood Heights Parks and Recreation Service Area. For example, the employee may be promoting similar types of services which may cause a negative impact on the Service Area.
 - (c) That the secondary employment is immoral or unethical.

B. Non Seasonal Full Time Employees

- (1) Non-Seasonal Full-time employment with Cottonwood Heights Parks and Recreation Service Area shall be the employee's primary employment.

Outside employment must not be of a type that would reasonably give rise to criticism or suspicion of conflicting interests or duties.

- (2) Non-seasonal, Full-time Employees are required to provide written notification to the Director, or designee, before starting any secondary or outside employment. This notification should include the following information:
 - (a) The employer's name, business name, and business address.
 - (b) A general overview of the type of business engaged in by the secondary employer.
 - (c) The specific duties engaged in by the employee at their secondary employment.
- (3) The decision of approval or disapproval for secondary employment shall be communicated in writing to the employee. The employee:
 - (a) Shall abide by that decision.
 - (b) May appeal the decision to the Board, whose decision shall be final.
 - (c) May voluntarily resign their employment with Cottonwood Heights Parks and Recreation Service Area.

C. No employee will be reimbursed for missed days from secondary employment due to a conflict with work assignments for Cottonwood Heights Parks and Recreation Service Area.

13. CHILDREN AT WORK

- A. Children of employees, eight years old and younger, if accompanying the employee to work, must be cared for in the Service Area Child Care Facility while the employee is on duty and during the operating hours of the Child Care.
 - (1) Employees are subject to all rules and regulations of Section XIII of this manual governing usage of the Child Care facility.
 - (2) Employees must follow all rules and regulations of the State of Utah governing Child Care Facilities.
 - (3) When the Child Care is not open, children may not accompany the

employee or be involved in any work process while the employee is on duty.

(4) Children related to the employee but not a dependent must abide by the guidelines as established in the Nursery. (I.e. Two hour time limit, hourly fees, etc.)

B. Children nine years and older may not be cared for in the child care and may not accompany the employee or be involved in any work process while the employee is on duty.

(1) Children may be involved in a Service Area activity or program while the employee is working. E.g. Kid's Club, swimming, ice skating, basketball, racquetball, etc.

(2) Children not involved in a Service Area activity or program may not accompany the employee or be in the work area of the employee.

C. Children eight months and younger, and not mobile, may be kept by the employee in their work area with prior approval of the Director or designee.

(1) Approval will be determined by job responsibilities and the liability of having a child in the work area.

D. The Director or designee may make exceptions in an emergency situation or extenuating circumstances.

APPROVED AND PASSED THIS _____ OF _____, 2016

COTTONWOOD HEIGHTS
PARKS AND RECREATION SERVICE AREA

By: _____

Ben Hill, Director

BOARD OF TRUSTEES

By: _____

Debbie Tyler, Chairperson