

ADOPTED BY THE BOARD OF PUBLIC WORKS ON JUNE 20, 2007

**TO ALL EMPLOYEES OF THE DEPARTMENT OF PUBLIC WORKS**

**SUBJECT:     STANDARDS OF EMPLOYEE CONDUCT**

The Board of Public Works expects all employees under its jurisdiction to maintain the highest traditions of the public service. Specifically, the Board expects all employees:

- (1) To be regular and punctual in reporting for work, to absent themselves only for good and sufficient reason, and to give proper notice of anticipated absences;
- (2) To perform their duties and to discharge their responsibilities safely, effectively, and with proper regard for economy of time and material;
- (3) To be courteous and cooperative in their relations with other City employees and with the public;
- (4) To conduct themselves, both on and off the job, in a manner that reflects credit to their Department and to the City service; and
- (5) To demonstrate by their behavior, an awareness of, and respect for sexual, cultural and physical differences in their relationships with other employees and the public.

All employees in the Department of Public Works are expected to adhere to these Standards of Conduct.