

CITY OF ESPAÑOLA

CONDITIONS OF EMPLOYMENT

All employees are required to report to work on time. Failure to report to work without prior approval will result in disciplinary action. All leave (annual, sick and comp. time) must have prior approval from Supervisors and Department Heads. If sick, the employee will notify the Supervisor or Department Head no later than one hour after they are scheduled to report to work.

Disciplinary action will be taken against employees for malfeasance (wrong doing in office). Examples of this, but not limited to, are as follows:

1. Misconduct
2. Insubordination
3. Unauthorized absence or abuse of leave privileges
4. Repeated shortages of funds
5. Unlawful use of property
6. Intoxication while on duty
7. Taking non-prescription drugs while on duty
8. Gambling on duty
9. Failure to meet prescribed standards of work and ethnics to an extent that makes an employee unsuitable for employment
10. Theft or destruction of City property
11. Incompetence, inefficiency or negligence in the performance of duties
12. Conviction of a criminal offense
13. Notoriously disgraceful personal conduct
14. Acceptance of any valuable consideration which was given with the expectation of influencing the employee in the performance of his/her duties
15. Falsification of records
16. Use of official position for personal advantage

I understand and agree to the above conditions of employment.

Employee Signature

Date