

Town of Amsterdam FOSA form

**Employee
Name:** _____

Title: _____

This conversation is intended to be:

<input type="checkbox"/>	Objective Met
<input type="checkbox"/>	Other

<input type="checkbox"/>	Positive Contact & Recognition
<input type="checkbox"/>	Verbal Warning
<input type="checkbox"/>	Suspension

<input type="checkbox"/>	Coaching and Counseling
<input type="checkbox"/>	Written Warning
<input type="checkbox"/>	Terminations

Describe:

(A) Facts: Be specific and focus on behavior. Provide date, time, what was observed, etc.

(B) Objectives: Can the job description be used to set specific, realistic, and measurable expectations?

(C) Solutions: What solutions will you and/or the employee take to meet the objectives?

(D) Actions: Specify timeline, next meeting date, and actions that may be taken if the employee fails to meet objectives.

The objectives as stated above shall be improved upon immediately. Future incidents in violation of Town of Amsterdam policies and procedures, Town of Amsterdam Rules of Conduct will lead to progressive discipline up to and including discharge.

Prepared By:

Printed Name

Signature

Title

I acknowledge receipt of this form on _____

Employee:

Printed Name

Signature

Date

01.29.15

Town of Amsterdam

Rules of Conduct 2015

Town of Amsterdam "Rules of Conduct" are important in explaining to our employees what individual behaviors are expected during their working relationship with the town. Many of the behaviors are important in any social or business relationship, while others are specifically designed to govern the actions of people working together.

These rules and work practices were established to (1) conform to all applicable laws and regulations, (2) assure the safety and well-being of our employees, and (3) assist in operating the town in an efficient and orderly manner.

Examples of both the rules of conduct and work practices and potential violations of these rules and work practices are outlined below so that each employee knows the behavior expected of him/her, the behavior he/she may expect from fellow employees, and the consequences of deviation from expected behavior. These lists may be amended, suspended or added to at any time. It is the employee's individual responsibility to be knowledgeable of Town of Amsterdam policies and adhere to them at all times. In addition, employees are required to follow their own site specific policies.

These rules of conduct and work practices and potential violations are not meant to be all-inclusive and are listed merely to show the type of conduct which has always been required of town employees. Failure to conform to these rules of conduct and work practices could lead to disciplinary action up to and including discharge.

RULES OF CONDUCT AND WORK PRACTICES

Applicable to All Town of Amsterdam Employees:

1. Be truthful and ethical and obey all laws.
2. Create a climate that respects the individual and encourages and rewards people to give fully of their creativity and talent.
3. Foster teamwork through open and positive communication, refusing to tolerate destructive internal competition, egotism and gossip, whether on a business unit or individual basis.
4. Build trust with employees, customers, suppliers and communities in which we operate.
5. Employees must adhere to the prescribed work schedule agreed on between the employee and their supervisor. Employees must consistently be on time and maintain a good attendance record.
6. Employees must immediately report any unsafe conditions or work-related injuries to their supervisor.
7. Employees must follow instructions and prescribed methods, processes and procedures.
8. Each employee must perform any reasonable task assigned by his/her supervisor as long as he/she has the prescribed capability and is properly instructed.

Town of Amsterdam

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9. Telephones are for company business and the use of them by individuals for making personal calls is limited to emergency situations or an occasional valid personal business problem that must be handled during working hours. Excessive personal use of the telephone by the employee could result in losing this privilege. Personal cell phones are subject to these same rules.
10. Comply with environmental, safety and Workers Compensation investigations in a truthful and honest manner.

Site Specific Policy:

11. Employees are required to abide by all site policies, including, but not limited to: absenteeism, recording their time, overtime approval, leaving town property during assigned work hours completion of work assignments.
12. Each employee must remain productive throughout their shift to produce a satisfactory quantity and quality of work on a daily basis. The employee must report to the supervisor any conditions or circumstances as soon as they become known which will prevent the employee from performing effectively and/or from completing assigned work as specified.
13. Employees, if requested to do so by their supervisor, must alternate or work through their lunch period as the occasion arises in order to maintain prescribed work.

VIOLATIONS OF THE RULES OF CONDUCT AND WORK PRACTICES

14. The use of obscene, abusive, inflammatory, and demeaning language is prohibited.
15. Tardiness and/or frequent absenteeism.
16. Unauthorized absence.
17. Excessive time taken for authorized breaks.
18. Loitering on town property outside of assigned working hours.
19. Failure to produce a satisfactory quantity and/or quality of work.
20. Poor workmanship or performance resulting from carelessness and/or poor attitude toward the job. In addition, covering up poor workmanship or damage to town property.
21. Poor housekeeping.
22. Violation of safety rules, including unsafe work habits and/or practices, including failure to wear safety glasses and safety shoes where required, and not making use of the protective clothing and other safety equipment provided by the town.

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23. Smoking in unauthorized areas.
24. Unethical and/or indecent conduct.
25. Distribution of literature, posting or removing anything from town bulletin boards without prior management approval. Defacing town posted material.
26. Insubordination - refusal to follow supervisor instructions and/or prescribed methods, processes and procedures. In addition, failure to follow directions or disrespectful communication with management will be considered insubordination
27. Deliberately and/or carelessly damaging or misusing town property.
28. Employees must complete all assigned compliance and regulatory training.
29. Unauthorized use of town materials, equipment and/or property.
30. Violations of technology use policy.
31. Stealing from the town, another employee, or vendor/contractor.
32. Falsifying town records (time, production, quality, investigation reports, etc.).
33. Dishonesty, including intentionally withholding information.
34. Gambling (other than lunch time card games among employees) or bookmaking in any form on town property.
35. Violations of the Substance Abuse/Drug and Alcohol Free Workplace Policy.
36. Acts of violence or horseplay which could result in injury to employees or damage to town property.
37. Sleeping during working hours unless supervisor has authorized a specific time period and place to rest while meeting temporary, town assigned work schedules.
38. Carrying on person or exhibiting firearms, ammunition, or other kinds of weapons on town property.
39. Removing town property from town premises without permission.
40. Promoting and/or participating in any type of work stoppage, slowdown or other interference with town operations.
41. Disclosing confidential town information to unauthorized people.
42. Harassing conduct that is in violation of the Anti-Harassment Policy.
43. Retaliatory behavior or conduct of any type toward another employee.