

**TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT**



**CODE OF CONDUCT
SOP #20-004**

September 19, 2012

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	July 21, 2010	Human Resources	Initial Release
2	September 19, 2012	Human Resources	Revision

APPROVALS:

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Author

9/24/12

Date

Robert J. Shank

Town Administrator

9-24-12

Date

1-1. POLICY.

The Town of Davie expects all of its employees to remember that they are public employees and to conduct themselves in a manner that exemplifies the Town of Davie, its public officials, fellow employees, and themselves. This policy will be in direct compliance with the Florida Statutes, Chapter 112.

All employees are responsible for becoming aware of and familiar with the policies and procedures which govern their employment with the Town of Davie.

It is the responsibility of the employee to conduct him/herself in a professional manner and to adhere to established policies and procedures. Failure to meet Town of Davie standards and follow established procedures may lead to disciplinary action up to and including dismissal of employment.

1-2. SCOPE.

This operating procedure applies to all full-time and part-time employees of the Town of Davie.

1-3. PROCEDURE.

- a. GENERAL CONDUCT STATEMENT** - This code of conduct applies to all employees employed by the Town of Davie.
 - 1.** All employees are expected to remember that they are public service employees and to conduct themselves accordingly. The Town of Davie expects its employees to comply with the following conduct provisions:
 - (i)** Employees will not act in any manner that may discredit the Town of Davie, its public officials, fellow employees, or themselves.
 - (ii)** Employees will avoid conduct and speech which may undermine the efficiency and/or reputation of fellow employees and Town of Davie departments, divisions, offices, policies, programs, and actions; or that interferes with the reasonable supervision or proper discipline of the Town of Davie.
 - (iii)** Employees will direct and coordinate their efforts to establish and maintain the highest level of efficiency, morale, and achievement.
 - (iv)** Employees will conduct themselves in such a manner that promotes the greatest degree of harmony among various departments/agencies in the Town of Davie.
 - (v)** Employees will not make any false statement or certification of these policies, or in any manner, commit or attempt to commit any fraud preventing the impartial
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execution of the provisions of these policies with regard to employment, promotion, or any other terms or conditions of employment.

2. Employees found in violation of this policy may be subject to disciplinary action up to and including dismissal.

b. EMPLOYEE RESPONSIBILITY FOR HUMAN RESOURCES POLICIES/PUBLIC PERSONNEL FILES

All employees are responsible for becoming aware of and familiar with the policies and procedures which govern their employment with the Town of Davie.

c. EMPLOYEES' RESPONSIBILITIES - Each employee has the following responsibilities:

1. To be familiar with Human Resources policies and procedures that effect and govern his/her employment with the Town of Davie, their relationship with fellow employees, supervisors, Town Management/Administration and the public.
2. To maintain updated and accurate information contained in his/her Human Resources file, such as: name, address (actual place of residence and/or mailing address), home telephone number, emergency contact, beneficiary designations, dependents eligible for family coverage of insurance, copies of certificates, diplomas, transcripts, other educational records, arrests and/or convictions, driver's license status, employment of relatives by the Town of Davie, and any/all other information previously provided to the Town of Davie(e.g., information contained in job applications).
3. If necessary, revise his/her applications when applying for a position within the Town of Davie to assure that all information on the application is current.
4. To be familiar with any updates and/or revisions to the Town of Davie Human Resources Policy Manual.
5. To be aware of the Town of Davie's posting and promotional process for filling positions by competitive selection for career advancement.

d. LIABILITY FOR ACCURATE PERSONNEL RECORDS/FILES INFORMATION

Neither the Human Resources Department nor the Town of Davie is liable if incorrect withholding, erroneous beneficiary designations, loss of employee benefits or promotional opportunity result from an employee's failure to keep personnel records/files current.

e. FLORIDA PUBLIC RECORDS ACT & PERSONNEL RECORDS/FILES

1. Pursuant to the provisions of the Florida Public Records Act, records and files of the Human Resources Department are considered open for a personal inspection by anyone under the following conditions.
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- (i) The review must be conducted in the physical presence of the custodian of records or designee during regular operating hours; and
 - (ii) Upon reasonable notice for arranging inspection.
- 2. The Town of Davie respects the privacy of its employees and, in this regard, will keep all information in its personnel files confidential to the extent permitted under Florida Law.