



# WARREN COUNTY FIRE ACADEMY



## Employee Conduct – Rules & Regulations

### **SUBJECT: Employee Conduct – Rules and Regulations**

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#### **Section 1: PURPOSE**

1.1 To outline specific areas which may result in employee discipline. Every member of the Academy, including but not limited to staff, students and participants are expected to operate and conduct themselves in a highly self-disciplined manner, and are responsible to regulate their own conduct in a positive, productive and mature manner.

#### **Section 2: INTENT**

2.1 For the purpose of this policy all members of the Academy, including but not limited to staff, students, and participants are required to comply with the provisions of the of the Employee's Conduct and Rules and Regulations.

#### **Section 3: STATEMENT OF POLICY**

- 3.1 It shall be the duty of all employees, students and participants to maintain high standards of cooperation, efficiency and integrity in their work and training with the Academy. If the individuals conduct falls below standard, he/she may be subject to disciplinary action.
- 3.2 For the purpose of this policy the word standard shall be defined as the traditional principles of good behavior.

#### **Section 4: GENERAL RULES AND REGULATIONS**

The following are some of the general rules to which an employee, student or participant is held accountable for, but not limited to:

- 1 Reporting to the Academy under the influence of intoxicants or non-prescription / illegal drugs, or using such substance while on Academy / Warren County property is strictly prohibited.
- 2 Failure to follow the orders of a supervisor
- 3 Being habitually absent or tardy for any reason



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- 4 Leaving the Academy prior to the end of the class or event without first notifying a supervisor and obtaining permission.
- 5 Failure to perform assigned work in an efficient or effective manner.
- 6 Being wasteful of material, property or working time
- 7 Inability to get along with fellow employees, students, or participants so that the work being done is hindered and not up to required levels of performance.
- 8 Fighting in any form.
- 9 Conduct on the job which violates common decency or morality of the community.
- 10 Commission of any act which constitutes a crime or disorderly persons offense under New Jersey Criminal Laws.
- 11 Violating safety rules and regulations
- 12 Speaking critically or making derogatory or false accusations so as to discredit other employees, students, participants or supervisors.
- 13 Removal of Academy / Warren County money, merchandise, or property without permission from a supervisor and completing equipment sign out binder.
- 14 Dishonesty, including intentionally giving false information, intentionally falsifying records, or making false statements.
- 15 Engaging in any sexual activity while on duty.
- 16 Individuals shall not divulge or misuse confidential information, including removal from Academy / Warren County premises, without proper authorization, any employee lists, records, or confidential information of any kind. This includes copies, or facsimiles of any document or record retained by this Academy.
- 17 Engage in a conflict of interest to the Academy / Warren County, or use their official position with the Academy for personal gain or influence. Accepting fees, gifts, or other valuable items in the performance of the employee's, student's, participant's official duties for the Academy.
- 18 Inability or unwillingness to perform the assigned job or activity.
- 19 Falsification of time records for payroll



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- 20 Abuse of sick leave privileges by reporting out sick when not sick or obtaining sick leave pay falsely or under false pretenses.
- 21 The use of profanity or abusive language towards a fellow employee, student, or participant while performing official duties or activities with the Academy.
- 22 Failure to maintain certifications as part of employment.
- 23 The solicitation, sale, or distribution of sales literature, with the intent of personal, family or associate profit, of any kind by employees, students, or participants on Academy / Warren County property is prohibited.
- 24 Misrepresenting any Academy policies or procedures, or misrepresenting the employee's role or authority to enter into an agreement on behalf of the Academy is prohibited.

### Section 7: **REPEALER**

- 7.1 Any order, policy or directive of a previous administration on this subject matter and in conflict with it is hereby repealed.
- 7.2 Should another order, policy or directive of this administration appear to be in conflict with this general order it shall be brought to the attention of the Academy Coordinator who shall make the determination and issue amending orders, if needed.
- 7.3 This policy is not in conflict with similar policies set forth by the County of Warren, Warren County Public Safety Department, or the Warren County College.