

COUNTY OF CORTLAND
PERSONNEL/CIVIL SERVICE
60 Central Avenue
Cortland NY 13045-2746
607-753-5076
www.cortland-co.org/personnel

THE FOLLOWING ACTS OR CONDUCT ARE PROHIBITED and will result in disciplinary action up to and including discharge.

1. Failure to report to work without notifying supervisor
2. Failure to report to work following the expiration of an approved leave without authorization per Civil Service Rule XIX.
3. Unauthorized absence which includes:
 - a) Absence which has not been approved in advance;
 - b) Absence which has not been approved for medical reasons;
 - c) Absence for a reason other than that given in authorization.
4. Absence for which approval has been withdrawn or disapproved.
5. Extension of rest periods or lunch breaks.
6. Failure to sign in and/or punch in and out:
 - a) Start and end of workday;
 - b) Lunch time;
 - c) Leaving work area on personal business.
7. Failure to comply with safety rules and practices, including dress and use of protective equipment, where applicable.
8. Engaging in conduct which could result in safety hazard or unsanitary conditions.
9. Smoking in prohibited areas.
10. Misuse or loss of tools, equipment or property of the County.
11. Incompetence or inability to perform assigned work.
12. Neglect of job duties or responsibilities.
13. Sleeping during working hours.
14. Allowing unauthorized persons on County property after working hours.
15. Rudeness to the public or other conduct disparaging to the County.
16. Gambling on County property or during work hours.
17. Vending, soliciting, collecting contributions or circulating literature for any purpose during working hours without permission.

18. Uniforms which are not neat, clean and in good repair.
19. Failure to report a change of address, phone number or name within a reasonable time to the Department Head/Personnel/Civil Service Department.
20. Stopping work or leaving work area before quitting time without permission.
21. Failure to submit a Physician's Certificate upon request for:
 - a) Absences of more than three (3) consecutive days;
 - b) Sick leave immediately preceding or following vacation or holidays;
 - c) When requested by Department Head.
22. Signing in or out, or punching in or out for another employee.
23. Failure to report in writing an accident or injury promptly and accurately to the Supervisor.
24. Failure to follow job instructions, directions or departmental procedures and policies.
25. Conducting personal business during working hours, using County property, materials or equipment for personal business.
26. Issuing personal opinion as Official County Policy.
27. Abusive, profane or threatening language to the Supervisor, other employees, or threatening, intimidating or coercing other employees.
28. Fighting or provoking a fight.
29. Negligence, carelessness or willful acts which result in the damage and/or waste of County property or the property of another person.
30. Unauthorized use and/or removal of County property, records or any other materials from County premises without permission.
31. Unauthorized possession of firearms, weapons or explosive on persons and/or County property.
32. Possession of intoxicants on County property.
33. Working under the influence of intoxicants or drugs (except with prescriptions).
34. Selling or using of illegal drugs and/or intoxicants on County property.
35. Refusal to follow job instructions.
36. Soliciting or accepting any financial or non-financial reward or gift for services rendered by the County.
37. Theft of County property.
38. Falsification of County employment application, forms or records, willful misrepresentation of facts, forging another's signature.
39. Conviction of a crime or engaging in unlawful conduct which bears a direct relationship to employment.
40. Immoral conduct or indecency in course of employment.