



Antrim County

ANTRIM COUNTY WORK RULES

Adopted 5/4/2023

Purpose:

It is the County's intention to place as few restrictions on your conduct as possible. However, certain rules and regulations are necessary so that you may know what the County and your fellow employees expect from you. These rules are established to protect the rights and safety of everyone.

Scope:

These Work Rules apply to all non-supervisory county employees except employees of the Sheriff Department, employees of Antrim County Transportation, employees of Meadowbrook Medical Care Facility, employees of the Antrim County Road Commission, employees of the Probate Court, employees of the Circuit Court and employees of the District Court.

Violation of the work rules will subject an employee to disciplinary action. Discipline ranges from verbal reprimand to immediate discharge, depending upon the seriousness of the offense and whether it is a first violation or a recurrence. A combination of work rule violations will be dealt with according to the circumstances of each case. If circumstances arise which are not specifically covered by these rules, the County may take appropriate action.

Rules:

The following rules are illustrations of prescribed conduct. The list is not meant to be all-inclusive, and the County reserves the right to deal with disciplinary action and conduct which is detrimental to the well-being and ordinary discipline of the County and its employees.

1. Excessive absenteeism. The County reserves the right to require medical proof to substantiate claim of illness or injury of three (3) days or longer.
2. Excessive tardiness. Employee is expected to be at his/her work station at specified starting time.
3. Failure to properly report an absence from work within one hour from the start of work or without showing good cause for not reporting.
4. Making false statements as to cause for being absent or not properly reporting or making false statements for leaving work early.
5. Loitering or other abuse of time during working hours.

6. Abuse of break or lunch periods.
7. Sleeping on County time.
8. Filling in a time sheet for another employee or permitting another employee to fill in your time sheet.
9. Repeated failure to fill in time sheet as required.
10. Conducting unauthorized personal business including Union business during working hours.
11. Cell phone usage. While at work, employees are expected to exercise discretion in using personal cell phones. Cell phones are not allowed to distract employees from work tasks. They are not to be used for surfing, texting, gaming, or excessive personal calls, during working hours. These activities should take place during non-work time. Cell phone usage while driving, operating equipment, or in any situation where they can cause accidents is prohibited.
12. Leaving department or employer's premises during working hours without supervisor's permission.
13. Failure to observe County working schedules (starting time, quitting time, rest and meal periods).
14. Use or possession of intoxicants or drugs while on duty or on County premises, or reporting for work while under the influence of intoxicants or drugs.
15. Refusing to follow instructions of a supervisor.
16. Discourteous conduct towards the public. All employees must maintain a pleasant & helpful attitude in dealing with members of the public & co-workers, whether by phone or in person.
17. Failure to report mechanically defective condition of equipment or breakdowns promptly.
18. Unauthorized use of motor vehicles.
19. Conviction of speeding or any moving violations while driving County vehicles.
20. Failure to report all accidents, personal injury or otherwise, immediately.
21. Theft of another employee's property, or any property on the County premises, or misappropriation of County property.
22. Violation of a safety rule, including refusal to use safety equipment when provided.
23. Unsatisfactory work performance or otherwise failing to perform up to standard the requirements of the job.

24. Disorderly conduct. This includes causing confusion and distracting other employees through shouting, catcalls or demonstrations.
25. Posting, removal, or defacing of notices, signs, or writing in any form on County bulletin boards or County property, at any time without specific approval of the County.
26. Deliberately damaging, misusing, destroying, abusing or misplacing property belonging to the County or another employee.
27. Holding back, hindering or limiting quantity or quality of work or influencing others to do so.
28. Use of offensive or abusive language to any employee, supervisor or the public.
29. Unauthorized use, possession, or removal of County property, equipment, machines, materials, products, documents or confidential information of any nature or property of another employee.
30. Fighting, provoking, or instigating a fight on County premises or during working time.
31. Immoral or indecent conduct.
32. Creating or contributing to unsanitary conditions.
33. Unauthorized possession of weapons or attempting to bring explosives on County premises at any time.
34. Smoking in prohibited areas.
35. Misrepresentation of facts or falsification of records including, but not limited to personnel records, reasons for requesting a leave of absence or time off: and information in connection with obtaining employee benefits or misuse of such benefits.
36. Sexual, Racial, Religious or Handicap Harassment in verbal, physical or visual forms of harassment directed at any person associated with the County. This prohibition also covers any form of sexual harassment including unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature.
37. Disclosure of confidential County information to unauthorized persons.
38. Unauthorized solicitation or gambling.