

Cell phone use for any discriminatory, derogatory, sexual, illegal, unethical or otherwise inappropriate remarks or purposes is strictly prohibited.

- iv. Cell phone use and text messaging with a City-owned or privately-owned cell phone is prohibited while the employee is operating a City-owned motor vehicle, except as provided in RCW 46.61.667. Speaking on the cell phone while driving should be done so only with a hands-free device. If no hands-free device is available, the driver shall pull to the side of the road in a safe location prior to answering or initiating cell calls. The use of hands-free technology is encouraged.

d. Employee Responsibilities Regarding City-Owned Cell Phones

- i. Protect the City-owned cell phone from theft, loss or damage.
- ii. Immediately report loss or theft of a City-owned cell phone to your supervisor or Department Director.
- iii. As cell phone calls are not secure, use discretion while making calls of a sensitive or confidential nature.
- iv. Immediately return the telephone to your supervisor or Department Director if it is determined that the phone is no longer necessary for your job or upon leaving employment with the City.
- v. City-owned smart phones shall be used in accordance to the City's Cell Phone Policy and Computer Use Policy

e. Use of Personal Cell Phones to Conduct City Business

The City recognizes that some staff members carry personal cell phones for their personal use. Use of those cell phones during business hours should be kept at a minimum to discourage adverse impact on employee or co-worker performance and safety. Employees using privately-owned cellular phones may be reimbursed by City for direct air time for calls to conduct authorized City business when evidenced by a billing detail. Reimbursement is made through the City's expense claim process with the billing detail attached. City business calls should be identified, including the name of the person/agency called and the reason for the call. Any violation of this Cell Phone Use Policy may result in disciplinary action, up to and including termination.

9. Public Records Act

Employees should be aware that work-related texts and voice messages on cell phones are public records subject to the Public Records Act. Employees have a duty to maintain such records in accordance with the Washington Local Government Record Retention Schedules. Users must manage their e-mail in accordance with records retention policies and procedures as defined with the City Clerk's Office.

POLICY 805 CONFLICTS OF INTEREST

The City of Clarkston prohibits its employees from engaging in any activity, practice, or conduct which conflicts with, or appears to conflict with, the interests of the City of Clarkston. The prohibitions included in this policy are not intended to be exhaustive and include only some of the more clear-cut examples.

- 1. Employees are expected to represent the City of Clarkston in a positive and ethical manner. Thus, employees have an obligation to avoid conflicts of interest and to refer questions and concerns about potential conflicts to their supervisor.

2. Employees may not, directly or indirectly, whether on or off the job, engage in any conduct that is disruptive or damaging to the City of Clarkston.
3. Employees and their immediate family may not accept gifts, except those of nominal (i.e., less than \$20.00) value, or any special discounts or loans from any person or firm doing, or seeking to do, business with the City of Clarkston. The meaning of gifts for purposes of this policy includes the acceptance of entertainment and free travel and lodging.
4. Employees may not give, offer, or promise, directly or indirectly, anything of value to any representative or any entity in connection with any transaction or business that the City of Clarkston may have.
5. Employees may not accept any employment relationship with any organization that does business with the City of Clarkston. This prohibition on employment includes serving as an advisor or consultant to any organization of that type, unless the activity is conducted as an assigned representative of the City of Clarkston.
6. Any conflict or potential conflict of interest must be disclosed to the City. Failure to do so may result in discipline, up to and including termination.

POLICY 806 MEDIA INQUIRIES

All media inquiries and other inquiries of a general nature should be referred to the Department Head. In addition, the Mayor must approve all press releases, publications, speeches, or other official declarations. The Mayor may authorize specific employees to respond to media inquiries on the City's behalf without prior approval. Questions about employee references or other information concerning current or former employees should be referred to the Payroll Department or the Department Head.

POLICY 807 DISCIPLINARY PROCEDURE

The City of Clarkston expects that all employees comply with the City's policies, procedures and standards of behavior and performance and that noncompliance with these standards must be corrected.

1. Under many circumstances, the City of Clarkston utilizes a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right and discretion to administer discipline in any manner it sees fit, and to terminate all at-will employees with or without cause.
2. Depending on the circumstances, the City may utilize the following procedures:
 - a. Verbal Warning - In many situation a verbal warning or counseling is sufficient. The purpose of a verbal warning is to clarify policies and expectations. If an employee is not meeting City of Clarkston standards of behavior or performance, the employee's supervisor may take the following action:
 - i. Meet with the employee to discuss the matter;
 - ii. Inform the employee of the nature of the problem and the action necessary to correct it;
 - iii. Employee will be given an opportunity to explain the situation and their actions;
 - iv. Inform the employee that further disciplinary action up to and including termination, will follow if unacceptable behavior continues;
 - v. Prepare a memorandum for the supervisor's own records indicating that the meeting has taken place.
 - b. Written Warning - If the conduct addressed by a verbal warning is repeated or additional problems occur, the supervisor should follow up with a written warning. Or, if a single incident is more serious than is appropriate for a verbal warning, the supervisor