



DEPARTMENT OF HUMAN RESOURCES

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

Section 3: City of Scranton Code of Conduct Policy

Note: Employees covered by a collective bargaining agreement between the City and a labor union may be covered by a policy that is different from the one below.

Every organization has certain rules and regulations. Ours have been clearly established to set forth our expectations, to create an atmosphere of mutual respect and consideration among employees, and to maintain an orderly and productive environment, while safeguarding the goodwill and property of the City of Scranton.

A violation of any one of these rules may result in disciplinary action ranging from a verbal counseling, written counseling, suspension or termination, depending upon the severity and nature of the violation. Employees who are covered by a collective bargaining agreement between the City of Scranton and a labor union should reference the terms of that collective bargaining agreement for the disciplinary procedures that apply to them.

Although it is not possible to list all forms of inappropriate behavior and conduct, the following are examples that are considered inappropriate and may result in disciplinary action up to and including termination of employment:

- Falsifying employment or other City records;
- Violating the Policy Against Discriminatory Harassment;
- Violating federal, state or local laws and regulations;
- Violating security or safety rules or failing to observe safety rules or safety practices; failing to wear required safety equipment; tampering with equipment or safety equipment;
- Soliciting gratuities from residents, contractors, suppliers or potential suppliers;
- Displaying excessive or unexcused absenteeism or tardiness;
- Possessing firearms, weapons or explosives on City property without authorization, in violation of policy or while on duty;
- Using the City's property, equipment and supplies, particularly for personal purposes or in an excessive, unnecessary or unauthorized way;
- Causing damage to City property, or property of City residents;
- Violating the Violence in the Workplace Policy;



DEPARTMENT OF HUMAN RESOURCES

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

- Violating the Drug and Alcohol-Free Workplace Policy;
- Theft or unauthorized possession of City property or the property of fellow employees;
- Using City equipment or property for personal reasons / using City equipment for personal profit;
- Engaging in abusive conduct or bullying, such as using obscene, abusive or threatening language or gestures or other verbal or physical conduct a reasonable person would find threatening, intimidating, or humiliating; or
- Violating the City's Code of Ethics.