



Office Decorum

The City of Parker Management desires to create an office environment that is dignified, pleasant, and conducive to serious professional work. Such an environment calls for the adoption and observance of certain standards of propriety, refinement, and formality that, along with competence and moral integrity, mark a true professional.

Employees are encouraged to foster a work atmosphere conducive to productivity. They should perform whatever tasks they have in hand with order, intensity, and constancy and upon the completion of one task, should take up the next.

Office Behavior – Employee's should treat everyone they encounter with respect and dignity. Be polite, friendly and helpful. At no time should an employee use loud, belligerent or profane language.

Social conversations should be limited to a time during the day when there are no residents, council members, business associates or guests present. These conversations should be limited to brief discussions so that everyone can continue to work effectively throughout the day.

Telephone & Email – All telephone calls should be answered promptly and inquiries handled courteously. Responses to voice mail or email should be handled promptly and within 24 hours.

In order to keep telephone lines open for business calls, employees are discouraged from making personal calls. Personal calls when taken or made should be for the shortest possible time only. Personal cell phones should be turned off or on silent during the work day.

Computers – Computers are to be used exclusively for business purposes. Use of the internet during breaks, before or after work hours will be permitted on a limited basis. Abuse of this privilege will result in a written warning and possible termination.

Breaks – Paid rest breaks of fifteen (15) minutes are authorized for each half day of duty. This time can be used at shorter intervals if necessary as long as arrangements have been made with co-workers to cover the office. Unused time for breaks does not accrue or carry over.

Lunch breaks of one (1) hour are authorized each day. Lunch breaks should be scheduled to assure that at least one person is always available to handle the duties required in



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the office. Unused time for lunches does not accrue or carry over. If it becomes necessary to eat at the office, please do not eat at your desk. We have spaces available where you can eat without disruption such as the executive conference room or picnic table. This policy also applies to eating before and after your scheduled lunch break.

Working together – Always be helpful and co-operative with each other. Be respectful of each other's space by not reading emails, mail or other documents. Employees should refrain from gossip keeping comments regarding fellow co-workers positive and productive in nature.

Be respectful of each other's privacy. Do not interrupt conversations your co-worker may be having with someone either on the phone or in person.

Dress Code – Your personal appearance is directly related to the atmosphere at City Hall. It is important that everyone maintain the highest standards of personal grooming and dress for work in an appropriate manner. Our dress code is classified as "Business Casual". Please refrain from wearing shorts, clothes with holes or tears, tank tops or any other attire that would appear unprofessional. Suitable jeans are allowed in the office on Fridays.

Signatures:

Employee

Date

Supervisor

Date

