



**Memorandum**

**TO:** All Employees  
**FROM:** Tom Motes, Human Resources Director  
**DATE:** April 23, 2012  
**SUBJECT:** Conduct Reminders

Ethics in the workplace is a high priority in the County. Therefore, as employees, we need to make sure that our actions (on and off duty) do not reflect unfavorably on the County as an employer. As a reminder, County employees may be disciplined, which may include termination, for unethical behavior. This may include but is not limited to the following examples.

**Abuse of Paid Leave During Working Hours** – Employees who attend medical appointments or physical examinations related to a workers’ compensation injury or fitness for duty evaluation during his/her scheduled workday, must immediately return to work at the conclusion of such appointment unless approval has been granted by his/her supervisor to do otherwise or the physician takes the employee out of work. If the physician determines that the employee cannot return to work at that time, the employee must immediately notify his/her supervisor and must submit written orders from the physician no later than the next business day.

**Obtaining Workers’ Compensation Benefits Fraudulently or Under False Pretenses** – Employees shall not make a workers’ compensation claim or receive workers’ compensation benefits fraudulently or under false pretenses. Examples include, but not limited to, overstating the extent and seriousness of an injury, receiving payment of disability income benefits for lost wages under false pretenses, filing a claim to receive medical care under workers’ compensation for an injury that did not occur on the job, etc.

**Providing Altered/False Documentation and/or Information** – Employees must not provide falsified/altered documentation, untruthful information and/or in any manner, commit or attempt to commit any fraud connected to his/her County employment.

**Misuse of County Property** – Employees must not directly or indirectly use or allow the use of County staff or property of any kind for other than approved county activities.

**Manipulation of Timecards/Kronos Entries** – Employees must not manipulate or falsify timecards with the intent to deceive and/or misrepresent time worked, including clocking another employee in/out.

**Inappropriate Conduct On or Off Duty** – Any conduct, on or off duty that reflects unfavorably on the County as an employer.

**Sexual Harassment/No Harassment** – Sexual harassment in the workplace is sexual discrimination, and is against the law, as well as, County of Volusia policy. Unwelcome sexual advances, request for sexual favors and other unwelcome verbal or physical conduct of a sexual nature such as unwelcome and offensive touching, and unwelcome verbal, graphic, or other conduct of a sexual nature are examples of sexual harassment. Harassment includes, but not limited to slurs, jokes, cartoons, and offensive verbal, graphic, and physical conduct relating to an individual’s race, color, sex, religion, national origin, citizenship, age, or disability.

**Conducting Surveillance** – If there is reason to believe that an employee is intentionally misusing or abusing workers’ compensation benefits, personal/annual leave or sick leave for illness, etc., or is involved in any other form of theft, the County has the right and the responsibility to conduct surveillance and/or investigations, including social media of that employee in order to assure public funds are being expended properly.

If you have any questions, please contact Tom Motes, at [tmotes@co.volusia.fl.us](mailto:tmotes@co.volusia.fl.us) or at extension 12821 or Chandra Gordon at [cgordon@co.volusia.fl.us](mailto:cgordon@co.volusia.fl.us) or extension 12607.

Approve by:

County Manager

4/24/12  
Date

# Conduct Reminders

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*I have received, read, understand and will comply with the above referenced Conduct Reminders.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Department/Division: \_\_\_\_\_

Issued: April 23, 2012