City of
P.O. BOX 1293 ALE

Additional Attachments:
City Code of Conduct
&
Director's Commitment Ltr

MESSAGE FROM THE MAYOR

The citizens of Albuquerque have entrusted us with the responsibility of ensuring that tax dollars which fund the services we provide are spent wisely. As City employees, the public is our employer. Our work and conduct are always subject to public scrutiny and approval. Our contacts with individual citizens will often be the basis upon which City government is judged.

Each job with the City is important. Everyone in the City of Albuquerque is, to a certain extent, depending upon us as we carry out our daily duties and responsibilities. They are relying upon us for honest, efficient and courteous service.

Every well run organization must have reasonable rules of conduct if it is to operate efficiently and effectively. The City of Albuquerque's Code of Conduct is nothing more than a reassertion of the fundamental values of human relationships--honesty, fairness, responsibility, accountability and individual behavior which is consistent with maintaining the public trust. In order to maintain that trust, we must comply with federal, state and local laws and City rules, regulations and policies which set the standards for a work environment which maximizes professionalism, productivity and efficiency of the City service.

It is within this framework of cooperation, mutual understanding and service to the public that I urge each of you to review and comply with this Code of Conduct.

Louis E. Saavedra, Mayor

Notice:

FOR THE PURPOSES OF THIS SIP SUBMITTAL THIS DOCUMENT IS BEING INCLUDED AT THE REQUEST OF EPA AS MADE IN A LETTER FROM TOM DIGGS TO STEVEN WALKER, DATED 10/17/90.

CONTENTS

INTRODUCTION.....1
STANDARDS OF CONDUCT.....2
DUTY TO THE PUBLIC.....2
EQUAL EMPLOYMENT OPPORTUNITY.....2
PROFESSIONAL EXCELLENCE.....3
CITY FUNDS.....3
CITY PROPERTY.....3
CITY RECORDS AND ACCOUNTING.....3
TELEPHONE USAGE.....3
AUTOMATED SYSTEMS.....4
ALCOHOL/DRUG POSSESSION AND CONSUMPTION.....4
WEAPONS.....5
PRIVILEGED INFORMATION.....5
DISCRETION.....5
SUPERVISION OF EMPLOYEES.....5
SALES REPRESENTATIVES.....5
CONFIDENTIAL INFORMATION.....5
CONFLICT OF INTEREST.....6
SAFETY.....6
WORK HOURS.....6
POLITICAL ACTIVITY.....6
EMPLOYMENT OF RELATIVES.....6
COMMUNITY ACTIVITIES.....6

INTRODUCTION

As a condition of employment, employees are required to comply with the provisions of the City of Albuquerque Merit System Ordinance, Employee Relations Ordinance, Conflict of Interest Ordinance, Personnel Rules and Regulations, Executive and Administrative Instructions and all relevant laws, statutes, ordinances, regulations and collective bargaining agreements, if applicable, governing employment with the City of Albuquerque.

Pursuant to the Conflict of Interest Ordinance, 2-3-11 (R.O. 1974), this Code of Conduct, promulgated by the Director of Personnel Services and approved by the Chief Administrative Officer, shall further govern the conduct of employees and if violated shall be grounds for disciplinary action including, but not limited to, dismissal, demotion and/or suspension. This Code of Conduct is not intended to supersede or replace existing rules, regulations or City policies.

Additionally, Department Directors may promulgate, with the approval of the Chief Administrative Officer, Codes of Conduct for employees in their departments which prescribe standards peculiar and appropriate to the function and purpose for which the department was created or exists. Departmental Codes of Conduct shall further govern the conduct of employees and, if violated, shall be grounds for disciplinary action including, but not limited to, dismissal, demotion and/or suspension.

STANDARDS OF CONDUCT

Employees shall in all instances maintain their conduct at the highest personal and professional standards in order to promote public confidence and trust in the City and public institutions and in a manner that merits the respect and cooperation of fellow employees.

Employees shall not use insulting, abusive or offensive language or actions toward the public or co-workers. Ethnic or sexist jokes, slurs and other comments that might embarrass or offend others are prohibited. Employees shall not harass others by making sexual advances or by creating an intimidating or offensive working environment or by making false accusations regarding such conduct. Display of visual materials that may be sexually or racially offensive is also prohibited.

DUTY TO THE PUBLIC

The City of Albuquerque is a service institution. In carrying out their assigned duties and responsibilities, employees must always remember that their first obligation is to the general public. This obligation must be carried out within the framework of federal, state and local laws.

Employees shall serve the public with respect, concern, courtesy and responsiveness, recognizing that service to the public is the reason for their employment. Telephone calls, correspondence or other communications should be answered promptly or referred to appropriate individuals for timely action.

It is recognized that it is not always possible to fulfill all of the requests of members of the public, however, employees are required to handle all requests and inquiries courteously, fairly, impartially, efficiently and effectively.

EQUAL EMPLOYMENT OPPORTUNITY

Employees shall comply with the provisions of Title VII of the United States Civil Rights of 1964, as amended, the State of New Mexico Human Rights Act, as amended, the City of Albuquerque Human Rights Ordinance and the City of Albuquerque Affirmative Action Plan. While not all inclusive, these laws and the Affirmative Action Plan legitimize the concept of merit, qualifications and performance in selection and career advancement and prohibit discrimination on the basis of race, color, religion, sex, national origin, age, physical or mental handicap and Vietnam Era or disabled veteran status.

PROFESSIONAL EXCELLENCE

Employees are encouraged to strive for personal professional excellence as a means of keeping current on relevant issues and administering the public's business with professional competence, efficiency and effectiveness.

CITY FUNDS

Employees are personally accountable for City money over which they have control or possession. All employees who are in control of City funds must maintain accurate and current records of all such funds. Employees must comply with all policies, practices and procedures promulgated by the Office of Internal Audit and approved by the Chief Administrative Officer and with Governmental Accounting procedures regarding the receipt, recording and disbursement of public monies.

CITY PROPERTY

Employees are responsible for preventing loss, damage, abuse, misuse or theft of City property including, but not limited to: vehicles, equipment, tools, supplies and City records. City property should be used only for City business. City property may not be used for personal remuneration or profit.

CITY RECORDS AND ACCOUNTING

All City records, including reports, vouchers, requisitions, payroll and personnel records must be prepared factually and accurately. It is the personal obligation of the employee completing such records as well as the supervisor to ensure that such records are accurate and comply with federal, state and City record-keeping and accounting requirements.

TELEPHONE USAGE

Use of City telephones for personal calls during office hours is discouraged. Occasional calls may be permitted by an employee's supervisor. Such calls may be prohibited by an employee's supervisor if they have the effect of interfering with the work duties and responsibilities of the employee, if they are disruptive to departmental operations or if they negatively affect services to the public. Supervisory personnel are subject to these provisions through the chain-of-command.

Personal use of City telephones for toll or long distance calls is strictly prohibited unless the call is charged to the employee's personal credit card or home telephone. Employees are responsible for ensuring that toll or long distance calls made for legitimate business purposes are appropriately and accurately documented.

AUTOMATED SYSTEMS

All automated systems are valuable and must be protected from misappropriation, abuse, misuse, theft, fraud, loss and unauthorized use or disposal. Use of computer time, hardware or software must be for City related business. Misappropriation of computer time, hardware or software includes, but is not limited to, using a computer to create or run unauthorized jobs, operating a computer in an unauthorized mode or intentionally causing any kind of operational malfunction or failure.

Employees are required to terminate processing from their terminals using standard log-off procedures when not in use to prevent unauthorized use of such terminals. Employees are required to report violations or suspected violations to their Department Director or, if the computer is under the control of the Information Systems Division (ISD), to the ISD Division Manager.

Employees shall not use City computer time, hardware or software for any personal remuneration or profit. Employees are required to comply with all policies, practices and procedures promulgated by the Office of Internal Audit and approved by the Chief Administrative Officer regarding the use and security of automated systems.

As used in this section, "automated system" and/or "computer" shall mean the City's main-frame computer and peripheral equipment, any terminal which communicates with a computer and any personal computer or word processing equipment.

ALCOHOL/DRUG POSSESSION AND CONSUMPTION

Possession and/or consumption by employees of alcohol and/or any controlled or illegal substance is prohibited in any City facility, vehicle or work site. Prescription drugs may be used in amounts as lawfully prescribed. As necessary, employees shall be required to provide proof of lawful prescription.

Employees shall advise their supervisor if the use of prescription drugs may affect their ability to perform work duties safely and efficiently.

No employee shall report to work, perform work or visit the work site while under the influence of alcohol and/or controlled or illegal substances.

WEAPONS

Employees, other than sworn law enforcement officers, are prohibited from having in their possession any weapon while in any City facility, vehicle, work site or while on City property or on City business.

PRIVILEGED INFORMATION

Employees shall protect privileged information to which they have access in the course of their official duties.

DISCRETION

Employees shall exercise whatever discretionary authority they have been delegated to promote the public interest.

SUPERVISION OF EMPLOYEES

Employees with supervisory duties or responsibilities shall, in all instances, ensure that all personnel actions comply with the provisions of the Merit System Ordinance, Employee Relations Ordinance, Personnel Rules and Regulations, applicable legislation, and relevant judicial/administrative decisions.

SALES REPRESENTATIVES

Because employees must direct their attention to their work duties and responsibilities during duty hours, no sales representatives shall solicit or provide information to employees on City property during duty hours concerning any product or service unrelated to the employee's work responsibilities. No employee shall accept any gratuity from any sales representative nor make arrangements for or with sales representatives to solicit or provide information to other employees as private customers.

CONFIDENTIAL INFORMATION

Employees or former employees shall not disclose or use confidential information acquired through their employment with the City for the employee's or another's personal gain or profit.

CONFLICT OF INTEREST

Employees shall comply with the provisions of the Conflict of Interest Ordinance and the Personnel Rules and Regulations.

SAFETY

Employees are responsible for performing assigned duties in the safest possible manner, using all available safety measures and devices to prevent injury to themselves, co-workers or the general public and to report unsafe equipment, materials or conditions to those in responsible charge.

Because human dignity and the personal safety of each employee is of the utmost importance, dangerous practical jokes, "horseplay," and roughhouse activities are prohibited on City property.

WORK HOURS

Employees are expected to perform their work in a responsible manner, observing scheduled work hours and complying with City policy governing paid and unpaid leaves of absence. Employees are further responsible for complying with City policy concerning sick leave usage.

POLITICAL ACTIVITY

Employees or City officials shall not use their position or status to influence the support of other employees or City officials for or against any candidate or issue in any election. Employees or officials are not prohibited from expressing their views on any issue. Employees are prohibited from running for City elective offices. Affected employees shall comply with Hatch Act provisions governing political activity.

EMPLOYMENT OF RELATIVES

No relative of an employee by blood or marriage, may be employed in any position with the City in which the employee may be able directly to supervise, control or influence the work or employment status of the relative or the affairs of the organizational unit in which the relative is employed.

COMMUNITY ACTIVITIES

As private citizens, employees are encouraged to participate in public affairs and community-oriented projects as a means of

enhancing City government's contribution to the well-being and quality of life of the citizens of Albuquerque. Employees are responsible for complying with leave policies for such activities which occur during scheduled work hours.

PROMULGATED: Martha A. McDonald — 2-9-90

Martha A. McDonald
Director
Personnel Services Department

Date

APPROVED: Arthur A. Blumenfeld — 2/10/90

Arthur A. Blumenfeld
Chief Administrative Officer

Date

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