Official Policies and Procedures of the Utah State Office of Education and the Utah State Office of Rehabilitation

Effective/Revision Date: 5/9/2011 Page: 1 of 3

Policy Title: Employee Conduct

Purpose: This policy informs employees of the expectation of employee conduct, outside employment, use of state office equipment and computers, disclosure of confidential information, ownership of in-house developed products, driving for state business, and mileage reimbursement.

Authority Reference: 67-16 UCA; R477-9

POLICY

Employees are expected to comply with the Utah Public Officers and Employees' Ethics Act, USOE Ethics Policy, and DHRM Rules. Further, employees are expected to be ethical in all job activities and with all those with whom they interact. Employees are expected to treat coworkers, supervisors, customers and others with courtesy and respect at all times. It is USOE's policy to provide all employees a working environment that is free from discrimination and harassment.

Ethics

Employees shall represent themselves and this agency in a manner that avoids impairment of the employee's professional effectiveness. Any deceit, cheating or other acts of impropriety detrimental to the agency in the opinion of the employee's immediate supervisor or administration, may result in immediate employment action, up to and including termination.

Outside Employment

DHRM rules apply. Employees are required to notify their supervisor in writing with a conflict of interest form (found on the schools.utah.gov website in the HR section) of any outside employment so the supervisor can determine whether the outside employment presents a conflict of interest, or the appearance of a conflict of interest. USOR employees must fill out a form yearly for continued secondary employment/engagements.

Use of State Office Equipment and Computers

Use of State Office equipment and resources for private gain or advantage is strictly prohibited. Incidental use of office equipment for personal reasons is allowed if conducted on the employee's time, approved by employee's supervisor, costs for such use are reimbursed to the office.

Usage of state-owned computer equipment is limited to the scope outlined in the USOE/USOR Information Technology Resource Acceptable Use Policy. A copy of this policy can be found on the HR compliance section of our schools.utah.gov website. Some of the prohibitions include:

- 1. The viewing, transmitting, retrieving, saving, or printing of any electronic files, which may be deemed as sexually explicit, whether visual or textual.
- 2. Distributing "junk" such as chain letters, advertisements or unauthorized solicitations.
- 3. Any use of computers for religious or political lobbying, such as using e-mail to circulate religious or political solicitations or advertisements.

Disclosure of Confidential Information

Employees are prohibited from disclosing any confidential information, which they may obtain in the course of their duties, to any person who does not have the right to receive the information. This also applies to unauthorized access to computer files or software or providing access to others by disclosing access codes or passwords. Law prohibits use of information gained by virtue of USOE employment for personal gain.

Ownership of In-House Developed Products

Absent a signed and approved agreement to the contrary, any and all products, materials, resources, programs, or software developed by those affiliated in any capacity with USOE with state resources or on state time are owned exclusively by USOE. Any right(s) of ownership for materials or programs developed by state employees on personal time may be negotiated in advance with USOE.

Driving for State Business

State vehicles may be used only for state business. Use of state vehicles for commuting or other personal uses is prohibited. All employees and volunteers who drive a state vehicle or their own vehicle for state business must meet the following requirements. The employee or volunteer must:

- 1. Possess a current, valid Utah driver's license.
- 2. Comply with all driving laws, ordinances, or regulations, which include no telephone use or texting/emailing while driving or other activities that are distractive to driving.
- 3. Drive within the limits or restrictions of his/her individual license.
- 4. Participate in the state-approved defensive driving training course at least once every two years.

Only employees, clients, or approved volunteers may be transported in state-owned vehicles. Only the Superintendent of Public Instruction or the Executive Director of the USOR may approve exceptions to this rule.

Employees are prohibited from driving a state vehicle or a private vehicle for state business when under the influence of alcohol, illegal drugs, or any prescription or over-the-counter drug that renders the employee incapable of safely driving the vehicle.

An employee whose driver license is revoked must notify his/her supervisor of this action

immediately. The employee must not be allowed to drive until a current, valid driver's license is restored and the employee completes the defensive driver training course.

Corrective or disciplinary action (including possible termination of employment) is required for employees who work in positions that require driving when one or more of the following occurs:

- 1. The employee's driver's license is revoked.
- 2. The employee is convicted or reckless driving or of driving under the influence of alcohol.
- 3. The employee is involved in an at-fault accident while driving on USOE business.
- 4. The employee exhibits a poor driving record that suggests that the employee is likely to have an accident while driving on state business.

Mileage Reimbursement

In order to comply with IRS regulations and state travel regulation (for lodging) reimbursement mileage will be calculated as mileage over and above the employee's normal commute mileage.

Employees are not paid to travel to and from work.

- 1. Take the entire amount of business and commute mileage during the day and subtract the round-trip commute mileage. The net remaining mileage is the reimbursable mileage to be claimed on the Form C-6 or DF-55.
- 2. Supervisors are responsible for approving mileage reports. Mileage reimbursement forms must include the employee's normal ROUND TRIP commute mileage. This may be calculated by using the USOE official mileage chart, map quest, or by an actual odometer reading.