

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 29

SUBJECT: Employee Conduct

EFFECTIVE DATE: November 13, 1995

INSTRUCTIONS: This memorandum supersedes all other memoranda and manuals.

1. POLICY STATEMENT

The Louisiana Department of Transportation and Development (DOTD) strives to provide a good and safe working environment for all employees. To achieve this, rules are needed to ensure employees know what is and is not acceptable behavior. Employees are expected to follow these basic common-sense rules and to demonstrate good behavior and performance. However, when these rules are violated, disciplinary action may be taken. While the following list is not all inclusive, some of the violations which can result in disciplinary action, up to and including dismissal, are as follows:

A. Abusive behavior.

(1) Verbal, physical, and visual harassment.

(a) Verbal threats toward persons or property, the use of vulgar or profane language toward others, making disparaging or derogatory comments or slurs, offensive sexual flirtations and propositions, verbal intimidation, exaggerated criticism, practical jokes, or bullying.

(b) Any physical assault, such as hitting, pushing, punching, pinching, kicking, holding, impeding, or blocking the movement of another person.

(c) Derogatory or offensive posters, cartoons, publications, or drawings.

(d) Use of profane language to coworkers and visitors.

(2) Sexual harassment or false accusations of sexual harassment made in bad faith.

(3) Disorderly conduct, fighting, or other misconduct.

B. Failure to comply with attendance policies and procedures.

(1) Falsification of the leave request, payroll time sheets, doctor's statements, and any other attendance records.

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- (2) Unexcused or unauthorized absence (including failure to notify the supervisor of reason for absence, if not approved in advance.)
- (3) Repeated tardiness (an established pattern) or failure to comply with established hours of work.
- (4) Excessive absenteeism, as determined by the appointing authority.
- (5) Failure by an employee to work all hours recorded, request and receive approval of leave in advance, and/or complete and submit appropriate leave requests.
- (6) Failure by the supervisor to review employee time and attendance records, question discrepancies, and verify if leave were approved or unauthorized.
- (7) Failure to report for duty when so instructed, including overtime duty, and failure to remain duty-ready and/or answer the phone when "on-call."
- (8) Failure to submit a doctor's certificate when required by supervisor.
- (9) Leaving assigned work station without authorization.

C. Misuse or abuse of DOTD property.

- (1) Unauthorized use or personal use of (or allowing the use of) DOTD vehicles, equipment, or property.
- (2) Destruction, neglect, or abuse of DOTD property or equipment or the property of others.
- (3) Stealing anything of value.
- (4) Use of DOTD telephones for personal calls in excess of 10 minutes each day (excluding lunch and breaks) and for any personal long distance phone calls on a DOTD telephone. Telephone usage is monitored by DOTD.

D. Unsafe work practices.

- (1) Failure to observe precautions for personal safety, safety rules contained in DOTD Safety Policies and Procedures Manual and/or written or verbal safety instructions.
- (2) Inefficient or unsafe work habits resulting in waste of DOTD materials, damage to DOTD property or property of others.

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- (3) Endangering the safety of or causing injury to others through carelessness, neglect, or unsafe work habits.

- E. Failure to perform assigned duties during work time.

- F. Failure to adhere to a directive authorized by the Secretary, Office Head or Appointing Authority.

- G. Failure to complete required training.

- H. Failure to meet performance standards or expectations, as determined by the Appointing Authority.

- I. Sleeping on the job.

- J. Insubordination or failure to promptly and cooperatively follow direct orders, instructions, or directives given by a supervisor.

- K. Failure to provide the Appointing Authority with current/valid home and/or private cell phone numbers so that employees can be contacted in emergency/disaster situations. Employees are also required to enter and maintain this contact information in the Louisiana Employee Online (LEO) system and are further required to notify their Appointing Authority and update LEO within 30 days if it changes.

- L. Conduct unbecoming of a public employee.
 - (1) Unauthorized release of confidential information.
 - (2) Inappropriate or unprofessional behavior or appearance, especially when dealing with the public.
 - (3) Conduct which violates the Code of Governmental Ethics or participation in prohibited political activities.
 - (4) Failure to cooperate with (or giving false information during) authorized investigations.
 - (5) Failure to submit to a polygraph test (as directed by an Appointing Authority) when it is determined that such a test will facilitate an investigation.
 - (6) Indecent or immoral behavior while on duty.
 - (7) Abuse of travel status. Falsification of travel authorizations, expense reports, etc.

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- (8) Falsification of employment records including, but not limited to, job applications (whether submitted on paper or electronically via the LA Careers system) and/or position descriptions (SF-3).
 - (9) Falsification of any and all official DOTD or State documents.
 - (10) Treating co-workers, subordinates, customers, the general public, or supervisors with disrespect or lack of dignity.
 - (11) Filing frivolous and baseless complaints or taking actions meant to undermine the good order and morale of the Department.
 - (12) Failure to maintain a license or certificate that is required of one's position.
- M. Excessive use of a personal cell phone or other electronic device as determined by the Appointing Authority.
- N. Failure of an interview panel member to disclose any immediate family or other relationship with an interviewee to the hiring manager prior to the start of a job interview. This includes, but is not limited to, relationships through birth, marriage, or co-habitation, and includes both current and former relationships.
- O. Sexual abuse or misconduct may include, but is not limited to:
- Sexual activity with another individual while on the workplace premises. Workplace premises include all DOTD facilities, premises or any location, leased or otherwise, where DOTD employees are engaged in DOTD business. This includes DOTD vehicles.
 - Physical assault or violence such as rape, sexual battery, abuse or any attempt to commit such acts.
 - Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders, and/or pulling another's clothing or body.
2. Policies which define additional employee responsibilities include the following:
- A. PPM No. 8 - Conflicts of Interest.
 - B. PPM No. 9 - DOTD Nepotism Policy.
 - C. PPM No. 10 - Hours of Work.
 - D. PPM No. 11 - DOTD-Specific Travel Regulations in Accordance with State Regulations-PPM 49.

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- E. PPM No. 12 - Compliance with Fair Labor Standards Act (FLSA).
 - F. PPM No. 13 - Sexual Harassment and Other Prohibited Conduct Policy and Complaint Procedure.
 - G. PPM No. 14 - Testimony at Legislative Committees by DOTD Employees.
 - H. PPM No. 15 - Annual, Sick, and Other Forms of Leave.
 - I. PPM No. 16 - Family Leave Policy.
 - J. PPM No. 20- DOTD-Owned Passenger Vehicle Use and Reporting.
 - K. PPM No. 21 - Substance Abuse and Drug-Free Workplace Policy.
 - L. PPM No. 28 - Smoking Policy.
 - M. PPM No. 30 - Possession of Weapons.
 - N. PPM No. 33 - Selection and Appointments.
 - O. PPM No. 51 - Use of Computers.
 - P. PPM No. 53 - Violence in the Workplace.
 - Q. PPM No. 63 - Unscheduled Absenteeism Policy.
 - R. PPM No. 64 - Dress Code.
3. Appointing Authorities and supervisors are responsible for ensuring employees are made aware of directives, rules and regulations; monitoring and documenting employee behavior and job performance; conducting performance evaluations and counseling sessions; and taking disciplinary action when these rules are violated.
4. This policy will be strictly enforced. Any employee determined to be in violation of this policy shall be subject to disciplinary action, up to and including dismissal.



Shawn D. Wilson, Ph.D.
Secretary