



- 45 • Not posting any literature, handbills, petitions, posters, or other materials on City of  
46 Hobart property without authorization.
- 47 • Refraining from soliciting funds or selling any item, commodity, or service, without  
48 Department Head permission.
- 49 • Not possessing weapons while working except for law enforcement personnel.
- 50 • Refraining from any manner or form of discrimination and/or harassment.
- 51 • Using City of Hobart property or that of another employee in an appropriate manner.
- 52 • Refraining from misuse, theft, or destruction of City of Hobart property and/or another  
53 employee's property.
- 54 • Remaining in your work area, on the job, and awake during working hours.
- 55 • Reporting for work on time, fit for duty and not under the influence of alcohol and/or  
56 drugs.
- 57 • Passing a mandatory drug and/or alcohol test or not refusing to take a drug and/or alcohol  
58 test.
- 59 • Following all safety and health rules, including wearing all safety equipment.
- 60 • Refraining from using position as a City of Hobart employee to coerce other employees  
61 or the public for preferential treatment.
- 62 • Refraining from fighting, threatening, intimidating, or coercing fellow employees during  
63 working hours or at city sponsored functions.
- 64 • Refraining from the use of offensive language.
- 65 • Disclosing or using confidential or proprietary information only with proper  
66 authorization.

67 Failure to observe the above standards could lead to corrective action up to , and including,  
68 termination. When it becomes necessary to address an employee's actions in the workplace,  
69 general guidelines of acceptable business conduct will govern.

70 Sworn members of the Police and Fire Departments are expected to follow the conduct and work  
71 rules above and are also subject to the policies and procedures of their respective departments.

72  
73 **Civilian Work Conduct and Rule Violations-** will be addressed during a rolling calendar year  
74 by a Supervisor/ Department Head through:

- 75
- 76 1. Documented verbal counseling on a first offense.
- 77 2. A written warning on a second offense.
- 78 3. Suspension on a third offense; and,
- 79 4. Discharge on a fourth offense.
- 80

81 Depending upon the nature and seriousness of the employee's actions, corrective action may  
82 begin at any step of the process. The purpose of the process is to ensure that employees are  
83 informed of exactly what behavior needs to be corrected, the measures the employee must take to  
84 correct unacceptable behavior and give the employee adequate opportunity to correct the  
85 situation.

86  
87 Some examples of Work Rule Violations include but are not limited to:

- 88 • Littering or contributing to unsanitary conditions of City buildings/grounds.
- 89 • Excessive visiting with personal friends, relatives, and/or co-workers during work hours.
- 90 • Improper use of the City’s communications services and equipment.
- 91 • Demonstrating a “pattern” of unscheduled unexcused absences.
- 92 • Failing to attend mandatory meetings, in-services, workshops, etc.
- 93 • Circumventing the chain of command to address issues and/or complaints.
- 94 • Disclosing unauthorized confidential information.
- 95 • Posting, altering, or removing any authorized material from bulletin boards without
- 96 appropriate permission.
- 97 • Violating a city and/or departmental safety rule or practice, or neglecting job duties, or
- 98 performing of job duties inefficiently or carelessly.
- 99 • Talking and/or behaving in an insolent or rude manner toward another employee,
- 100 supervisor, or public.
- 101 • Using City materials and/or equipment for personal purposes.
- 102 • Engaging in horseplay or other dangerous or unprofessional behavior.
- 103 • Insubordination (intentionally refusing to follow a specific directive).
- 104 • Unauthorized control of City property.

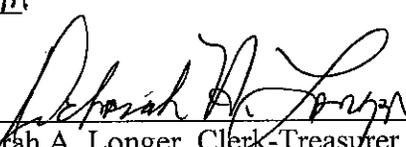
105  
106 *SECTION TWO:* This Ordinance shall be in full force and effect after its  
107 passage by the Common Council and approval by the Mayor.

108  
109 *SECTION THREE:* All other provisions of Ordinance 2013-44 (as amended)  
110 shall remain in full force and effect.

111  
112 ALL OF WHICH is PASSED and ADOPTED by the Common Council of the City of  
113 Hobart, Indiana on this 15<sup>th</sup> day of Sept, 2021.

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117  
118 Brian K. Snedecor, Presiding Officer

119  
120 ATTEST:   
121 Deborah A. Longer, Clerk-Treasurer  
122

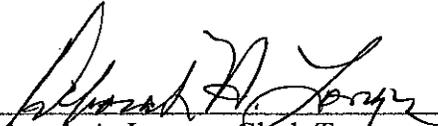
123  
124  
125 PRESENTED by me to the Mayor of the City of Hobart on the 15<sup>th</sup> day of  
126 Sept, 2021 at the hour of 7:00 pm  
127  
128   
129 Deborah A. Longer, Clerk-Treasurer  
130  
131  
132

133 APPROVED, EXECUTED and RETURNED by me to the Common Council of the City  
134 of Hobart on this 15<sup>th</sup> day of Sept., 2021.

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\_\_\_\_\_  
Brian K. Snedecor, Mayor

ATTEST:

  
\_\_\_\_\_  
Deborah A. Longer, Clerk Treasurer