

Chapter 9: Employee Responsibilities and Conduct

9.01 Outside Employment and Conflicts of Interest

[Remove all and replace with below](#)

Primary Employment Commitment

The **City of Toledo** considers each regular employee's position with the City as their **primary employment**. Given the high standards and public service expectations, any **outside employment** must receive **prior written approval** from the **City Administrator or Mayor**.

Guidelines for Outside Employment

Employees may engage in **external employment** as long as it does **not**:

- **Interfere with Job Responsibilities** – Outside work must not impact the employee's ability to perform their City duties.
- **Occur During City Work Hours** – Employees may not conduct outside employment during their scheduled City work hours.
- **Utilize City Resources** – City telephones, computers, supplies, or any other resources, facilities, or equipment may **not** be used for outside employment.
- **Create Conflicts of Interest** – Employment with entities that have **contracts with or conduct business** with the City is prohibited.
- **Involve Decision-Making Roles in Conflicting Organizations** – Employees may **not** serve in positions where they influence funding decisions for organizations that solicit funds from the City.
- **Appear as a Conflict of Interest** – Any activity that **could be perceived** as a conflict of interest or bring discredit to public service is prohibited.

Conflict of Interest

Employees must **not** use their position for **personal gain** and should avoid conflicts of interest or **even the appearance** of conflicts of interest. This policy aligns with the **Ethics in Public Service Act (RCW 42.52)**, which prohibits public employees from engaging in activities that conflict with their official duties **[source]** .

Related Party Disclosure Requirement

- **Upon Hire & Election** – All newly hired employees and elected officials must complete a **Related Party Disclosure Statement**, listing any financial or business relationships that could present a conflict of interest with City operations.
- **Ongoing Reporting** – Employees and elected officials are required to **immediately notify the City Treasurer** if there is any **change** in their related party status.

Reporting & Approval Process

- Employees must disclose **any outside employment** by completing the **Outside Business Activities and Employment (OBAE) form**.
- New employees must submit this form **within the first two weeks of employment**.

Deleted: The position all regular employees hold with the City of Toledo is viewed by the City of Toledo as the employee's primary job. Due to the high standards and the emergency service expectations of the public for all City of Toledo employees, all outside employment shall be approved in advance by the City of Toledo administrator or the mayor.¶

¶ Outside Employment¶

Employees may engage in another job outside their City of Toledo employment as long as it does not conflict with the best interests of the City of Toledo or interfere with the employee's ability to perform his/her City of Toledo job. Specifically, outside activities may not:¶
Interfere with City of Toledo job responsibilities.¶
Be conducted during the employee's City of Toledo work hours.¶

Utilize City of Toledo telephones, computers, supplies, or any other resources, facilities or equipment.¶

Be employment with a firm which has contracts with or does business with the City of Toledo.¶
Involve service in a decision making or recommending capacity with a public, private, or non-profit agency that solicits funds from the City of Toledo and where the employee has a role in the City of Toledo to influence such actions.¶
Be reasonably perceived by members of the public as a conflict of interest or otherwise be a discredit to public service.¶

¶ Conflicts of Interest¶

No employee, elected official, board or commission member, or authorized volunteer of the City of Toledo shall use his/her position for personal gain and shall avoid conflicts of interest or the appearance of conflicts of interest.

- Current employees must seek approval before starting **any** outside work.
- Failure to report outside employment or related party conflicts **may result in disciplinary action**, up to and including termination.

For any questions regarding outside employment, conflicts of interest, or related party disclosures, employees should contact **Human Resources** or the **City Treasurer**.

9.02 Political Activities

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Employees, elected officials, board or commission members, and authorized volunteers of the City of Toledo may engage in political or partisan activities of their choosing, provided that such activities do not:

- **Utilize City Resources:** City facilities, equipment, supplies, or other resources must not be used for political purposes.
- **Interfere with Official Duties:** Political activities must not adversely affect the performance of official responsibilities. app.leg.wa.gov

Prohibited Conduct

The following actions are prohibited:

- **Campaigning During Work Hours:** Engaging in political campaigning during City work hours is not allowed.
- **Use of City Uniforms or Representation:** Campaigning while wearing a City uniform or in any manner that implies official City endorsement is prohibited.
- **Use of City Facilities or Funds:** Allowing City facilities or funds to be used for political activities is forbidden.
- **Display of Political Materials:** Wearing or displaying political buttons, badges, stickers, or similar items during working hours, especially when interacting with the public, is not permitted.
- **Solicitation on City Property:** Soliciting contributions for partisan political causes on City property or during work time is prohibited.

Holding Public Office

Employees are prohibited from holding an appointed or elected public office within the City of Toledo if such position is incompatible with or substantially interferes with their official duties.

Protection of Constitutional Rights

Except as noted in this policy or as governed by applicable laws, including the Federal Hatch Act, City of Toledo employees are otherwise free to fully exercise their constitutional rights.

Deleted: City of Toledo employees elected official, board or commission member, or authorized volunteer may participate in political or partisan activities of their choosing provided City of Toledo resources and property are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions.¶

¶ Employees elected officials, board or commission members, or authorized volunteers, may not campaign on City of Toledo time, in a City of Toledo uniform or while representing the City of Toledo in any way. Employees may not allow others to use City of Toledo facilities or funds for political activities. Any City of Toledo employee elected official, board or commission member, or authorized volunteer, who meets with or who may be observed by the public, or otherwise represent the City of Toledo to the public, while performing his/her regular duties may not wear or display any button, badge, sticker, or other advertisement relevant to any candidate or ballot issue during working hours. Employees, elected officials, board or commission members, or authorized volunteers shall not solicit, on City of Toledo property or City of Toledo time, for a contribution for a partisan political cause.¶

¶ An employee shall not hold an appointed or an elected public office of the City of Toledo when the holding of such office is incompatible with or substantially interferes with the official duties of the employee's job.¶

¶ Except as noted in this policy, or in the Federal Hatch Act, City of Toledo employees are otherwise free to fully exercise their constitutional rights. (Reference: RCW 42.06.250.)

9.03 Personal Appearance and Dress

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Employees of the **City of Toledo** are expected to maintain a **professional and business-like appearance** that reflects the City's commitment to public service. Appropriate dress, grooming, and hygiene contribute to a positive work environment and demonstrate **respect for colleagues and the community**.

General Dress Code

- Employees must wear **appropriate attire** that aligns with their **position and department requirements**.
- Clothing should be **clean, neat, and professional** to reflect a **business-casual** environment.
- **Radical departures** from conventional business attire, grooming, or hygiene standards are not permitted.
- Employees should **avoid suggestive clothing** or attire that does not present a **professional image** including oversize clothes, jeans with holes hat/beanies, slippers or other casual type clothes.

Council Meetings & Public Engagement

- Employees and staff attending **City Council meetings** or other official public events are expected to wear **business casual attire**, such as nice blouse or button-up shirts, **jeans are allowed as long as they are not baggy and have visual holes**.

Supervisors may establish **department-specific guidelines** based on job duties. If employees have any questions regarding dress code expectations, they should consult with their **Department Head**.

9.04 Electronic Communication and Technology

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The **City of Toledo** provides employees with access to various **Technology Resources** to support and facilitate **legitimate City business and communications**. These resources include, but are not limited to:

- **Email and Internet access**
- **Telephones and voicemail**
- **Cellular phones and other mobile devices**
- **Personal digital assistants and other communication tools**

Purpose & Appropriate Use

The **primary purpose** of the City's **network, systems, and communication tools** is to **serve the public** and support **City operations**. All employees are expected to use these resources **primarily for City business** in a **cost-effective and productive manner**.

Incidental Personal Use

Limited **incidental personal use** may be permitted if it meets all the following conditions:

Deleted: Employees shall wear appropriate attire for their position and department. Most City of Toledo jobs involve contact with the public and with other employees. Dress, grooming, and hygiene standards which are compatible with a professional, business-like atmosphere and which demonstrate respect for co-workers, should be observed. A neat and presentable appearance is required at all times while on the job and representing the City of Toledo. Radical departure from conventional attire or professional grooming and hygiene standards are not permitted. Employees should not wear suggestive attire or anything that does not present a professional appearance.

Deleted: The City of Toledo provides a communications network capable of offering Electronic Mail (E-mail) and Internet access, telephone and voicemail, facsimile machines, cellular telephones and personal digital assistants, and other electronic communications devices (collectively referred as the City of Toledo's Technology Resources), to employees to assist in and facilitate legitimate City of Toledo business and communications. The primary purpose of the City of Toledo's network and systems is to provide service to the public and used primarily for City of Toledo business. It is the policy of the City of Toledo to maximize cost effective use of computer systems as means of improving productivity. De minimis, incidental personal use of the City of Toledo's Technology Resources by employees is permitted if accomplished in compliance with the provisions of the policy set forth here below.

1. It is **occasional and brief**.
2. It occurs **on personal time**, such as a **lunch break**.
3. It **does not interfere** with job responsibilities.
4. It **does not result in any expense** to the City.
5. It **does not promote or solicit commercial ventures**.
6. It **does not overload network resources**.
7. It **does not violate** any City policies or laws.

Supervisors or Department Directors have the discretion to **restrict** personal use if it affects productivity or disrupts City operations.

Prohibited Use

Use of City technology in any way that **violates federal, state, or local laws** or any **City policy** is strictly prohibited. Employees **may not** use City resources for:

- Employees **may not** use City **computers, networks, or internet access** to conduct **outside work, personal business, or secondary employment**.
- The use of City **resources, workstations, or internet for non-City business constitutes a misuse of public funds ("gifting of funds")**, which is strictly prohibited under **Washington State law (RCW 42.52.160)**.
- Any misuse of **City Technology Resources** may result in **disciplinary action**.
- **Personal business or outside employment** (benefiting an employee's private business).
- **Viewing, sending, or receiving** pornographic, sexually explicit, or offensive material.
- **Harassment or discrimination**, including sending obscene, harassing, or discriminatory messages based on **race, sex, religion, sexual orientation, national origin, age, disability, or other protected status**.
- **Gambling or online gaming** (except as part of authorized City activities).
- **Streaming non-business-related video or audio** that depletes City network resources.
- **Unauthorized downloading or copying of copyrighted material**.
- **Violating software license agreements**.
- **Downloading or installing software** without **Finance Director and IT Department approval**.
- **Political activities**, including partisan campaigning.
- **Sending anonymous messages** or misrepresenting an employee's name, position, or authority.
- **Deliberately spreading malware, viruses, spyware, or any harmful software**.
- **Using abusive, profane, racist, sexist, or otherwise offensive language** in public or private messages.
- **Excessive use** that deprives others of system access, including:
 - Sending **bulk emails** not related to official City business.
 - Forwarding **chain letters** or spam emails.

No Expectation of Privacy

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Deleted: By using the City of Toledo's Technology Resources, employees acknowledge and agree that they have no expectation of privacy or confidentiality in their use of these systems or in any data that they create, store, or transmit on or over the systems, including any data created, stored, or transmitted during an employee's incidental personal use of the Technology Resources as permitted under this policy. Employees further agree that they are aware of, understand and will comply with the provisions of this policy, and that their use of Technology Resources can and will be monitored and any data that they create, store, or transmit on or over City of Toledo systems may be inspected by City of Toledo management at any time. Employees should understand that certain email messages, other electronic communications, and documents created on City of Toledo computer systems may be considered a public record subject to disclosure and/or subject to discovery in the event of litigation.

By using the **City of Toledo's Technology Resources**, employees acknowledge that they have **no expectation of privacy or confidentiality** in their use of these systems. This applies to any data that they **create, store, or transmit**, including incidental personal use permitted under this policy.

Employees further acknowledge that:

- The **City may monitor** all use of its Technology Resources, including **email, internet activity, and electronic communications**.
- Any **data created, stored, or transmitted** on City systems may be **inspected at any time** by City management.
- Certain **email messages, electronic communications, and documents** created or stored on City systems may be considered **public records** under Washington State law and subject to **public disclosure** or legal discovery in the event of litigation.

By using City Technology Resources, employees agree to comply with this policy and understand that **misuse may result in disciplinary action**.

[remove and replace](#)

Standardized Software and Hardware Policy

Authorized Use of Software and Hardware

The **City of Toledo** has established **standardized software and hardware** for all commonly used applications. Employees are **prohibited** from installing or using **unauthorized, non-standard software or hardware**, including personally owned devices, on City computer systems **without prior approval** from the **Finance Director/IT Director**.

Installation and Configuration

- **Only the IT Department** is authorized to install standardized software and hardware to ensure system stability and security.
- **Specialized software and hardware** required by individual departments may be managed within the appropriate department, **in coordination with the IT Department**.
- Employees **must not move, relocate, or modify** computer equipment or software **without prior coordination with the IT Department**.
- Unauthorized installation or modification may **damage systems, cause malfunctions, or create security vulnerabilities**.

Ownership and Confidentiality

Deleted: Standardized Software and Hardware
The City of Toledo has established standard software and hardware for commonly used applications. The use of unauthorized, non-standard software and hardware, including personally owned software and hardware, on City of Toledo computer systems without approval of the Finance Director/IT Director is prohibited.

Installation of Software and Hardware
Improper installation of software or hardware can damage a computer system, cause malfunction, or conflict with IT configuration. All standardized software and hardware is to be installed by the IT Department. Specialized software and hardware technologies exclusive to individual departments may be managed within the appropriate department, in coordination with the IT Department. A moving, relocation, or rearranging of computer software or hardware should also be coordinated with the IT Department.

Ownership and Confidentiality
All software programs, applications, templates, data, data files, and web pages residing on City of Toledo computer systems or storage media or developed on City of Toledo computer systems are property of the City of Toledo. The City of Toledo retains the right to access, copy, modify, destroy, or delete this property. Data files containing confidential or sensitive data should be treated accordingly and should not be removed from the workplace without proper authorization.

- All **software programs, applications, data, and web content** residing on City of Toledo computer systems or developed using City resources are **City property**.
- The **City retains the right** to access, copy, modify, or delete any data stored on its systems.
- **Confidential or sensitive data** must be handled securely and **should not be removed from the workplace** without proper authorization.

Failure to comply with this policy may result in **disciplinary action**, up to and including termination.

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Deleted: Acceptable Use of City of Toledo's Technology Resources

The City of Toledo's Technology Resources are to be used by employees, or authorized volunteers for City of Toledo business. Incidental, de minimus personal use may be permitted where, in the judgment of the employee's supervisor or department director, such use does not interfere with employee or department productivity, nor distract/take time away from the worker or co-worker assigned work.

Generally, incidental de minimus personal use means:

It is occasional and of short duration.

It is done on an employee's personal time, such as on a lunch break.

It does not interfere with job responsibilities.

It does not result in any expense to the City of Toledo.

It does not solicit for or promote commercial ventures.

It does not utilize excessive network resources.

It does not constitute any prohibited use, as discussed below.

Prohibited Uses of City of Toledo's Technology Resources

Use of the City of Toledo's Technology Resources to engage in any communication that violates federal, state, or local laws or regulations, or any City of Toledo policy is strictly prohibited at all times. In addition, the following uses of the City of Toledo's Technology Resources are inappropriate and are prohibited at all times, unless specifically exempted below:

Personal commercial use (benefitting an employee outside employment or commercial business);

Accessing, receiving, or sending pornographic, sexually explicit, or indecent materials, including materials of an unreasonably offensive nature.

Usage for any type of unlawful harassment or discrimination, including the transmission of obscene or harassing messages to any individual or group because of their sex, race, religion, or sexual orientation, national origin, age, disability, or other protected status.

Gambling.

Usage for recreational purposes including the loading of computer games or playing online games.

Usage that precludes or hampers City of Toledo network performance, such as viewing or listening to streaming audio and/or video (unless for City of Toledo business, such as for online training);

Unauthorized copying or downloading of copyrighted material.

Usage that violates software license agreements.

Downloading of software programs (unless specifically approved by Finance Director and coordinated with IT Director).

Usage for political purposes, including partisan campaigning.

Sending anonymous messages and/or misrepresenting an employee's name, position, or job description.

Deliberately propagating any virus, worm, Trojan horse, malware, spyware, or other code or file designed to disrupts, disable, impair, or harm either the City of Toledo's network systems or those of any other individual or entity.

Use of abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages.

Use of Technology Resources in an excessive manner

9.05 Records Retention

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The **City of Toledo** is committed to maintaining and managing all records, including electronic files, in compliance with applicable laws and regulations. All records, regardless of format, must be retained and disposed of in accordance with the **Washington State Records Retention Schedules** as approved by the State or Local Records Committees.

app.leg.wa.gov+2kingcounty.gov+2cwu.edu+2

Key Points:

- **Uniform Retention:** Both electronic and paper records are subject to the same retention requirements. wcrp.info
- **Electronic Records:** Electronic records must be retained in their original electronic format for the duration specified in the retention schedules.
- **Disposition of Records:** Records that have met their required retention period and are not designated as archival should be disposed of promptly, unless they are subject to ongoing litigation, audits, or public records requests. [Code Publishing+1WaspC+1](#)
- **Archival Records:** Records identified as having enduring legal or historical value must be transferred to the **Washington State Archives** when no longer needed for City business. [WaspC+2Code Publishing+2mrsc.org+2](#)
- **Legal Compliance:** Unauthorized destruction or alteration of public records is prohibited and may result in legal penalties. app.leg.wa.gov

Employee Responsibilities:

- **Familiarity:** Employees should be familiar with the retention requirements applicable to the records they handle.
- **Consultation:** For guidance on specific records, employees should consult the City's records management policies or contact the designated records officer.

By adhering to these guidelines, the City of Toledo ensures compliance with state laws and promotes transparency and accountability in its operations.

remove and update with proper rcw

In compliance with the **Local Government Employee Whistleblower Protection Act, RCW 42.41**, the City of Toledo encourages employees to disclose any improper governmental actions taken by City officials or employees without fear of retaliation. This policy also safeguards legitimate employer interests by encouraging complaints to be made first to the City, providing a process for prompt dispute resolution. cms4files1.revize.com

Deleted: The City of Toledo has the obligation to maintain all electronic files and records in the same manner in which paper records are to be maintained in accordance with the State archivist records retention schedule.

Deleted: **<#>Reporting Improper Governmental Action (Whistleblower Protection Act)**[¶]
In compliance with the Local Government Employee Whistleblower Protection Act, RCW 42.41., this policy is created to encourage employees to disclose any improper governmental action taken by City of Toledo officials or employees without fear of retaliation. This policy also safeguards legitimate employer interests by encouraging complaints to be made first to the City of Toledo, with a process provided for speedy dispute resolution.[¶]

[¶] As defined by RCW 42.41 Improper Governmental Action means any action by a City of Toledo officer or employee that is:[¶]
Undertaken in the performance of the officer's or employee's official duties, whether or not the action is within the scope of the employee's employment.[¶]
In violation of any federal, state, or local law or rule, is an abuse of authority, is of substantial and specific danger to the public health or safety or is a gross waste of public funds.[¶]
"Improper governmental action" does not include personnel actions (hiring, firing, complaints, promotions, reassignments, for example). In addition, employees are not free to disclose matters that would affect a person's right to legally protected confidential communications.[¶]
"Retaliatory Action": means:(a) Any adverse change in a local government employee's employment status, or the terms and conditions of employment including denial of adequate staff to perform duties, frequent staff changes, frequent and undesirable office changes, refusal to assign meaningful work, unwarranted and unsubstantiated letters of reprimand or unsatisfactory performance evaluations, demotion, transfer, reassignment, reduction in pay, denial of promotion, suspension, dismissal, or any other disciplinary action: or (b) hostile actions by another employee towards a local government employee that were encouraged by a supervisor or senior manager or official.[¶]
"Emergency": a circumstance that if not immediately changed may cause damage to persons or property.[¶]

[¶] Procedure For Reporting Improper Government Action[¶]

City of Toledo employees who become aware of improper governmental action should follow this procedure:[¶]

Bring the matter to the attention of his/her supervisor, if non-involved, in writing, stating in detail the basis for the employee's belief that an improper action has occurred. This should be done as the employee becomes aware of the improper action.[¶]

Where the employee believes the improper act... [2]

Definitions:

- **Improper Governmental Action:** Any action by a City officer or employee that is undertaken in the performance of their official duties, whether or not within the scope of employment, and that:
 - **Violates** any federal, state, or local law or rule;
 - **Is an abuse of authority;**bothellwa.gov
 - **Is of substantial and specific danger to the public health or safety;**
seattleschools.org+1internalaudit.wsu.edu+1
 - **Is a gross waste of public funds.**
internalaudit.wsu.edu+2law.justia.com+2law.justia.com+2

This does not include personnel actions such as hiring, firing, promotions, reassignments, or grievances.

- **Retaliatory Action:** Any adverse change in an employee's employment status or the terms and conditions of employment, including but not limited to:
 - Denial of adequate staff to perform duties;bothellwa.gov
 - Frequent staff changes;mrsc.org+4seattleschools.org+4cms4files1.revize.com+4
 - Undesirable office changes;cms4files1.revize.com+1bothellwa.gov+1
 - Refusal to assign meaningful work;
 - Unwarranted letters of reprimand or unsatisfactory performance evaluations;
 - Demotion, transfer, reassignment, reduction in pay;
 - Denial of promotion;
 - Suspension, dismissal, or any other disciplinary action;
 - Hostile actions by another employee encouraged by a supervisor or senior manager.
- **Emergency:** A circumstance that, if not immediately changed, may cause damage to persons or property.

Reporting Procedure:

1. **Initial Report:** Employees who become aware of improper governmental actions should report the matter in writing to their supervisor, detailing the basis for their belief that an improper action has occurred. This should be done promptly after becoming aware of the action.
2. **Alternative Reporting:** If the employee believes the improper action involves their supervisor, they may report directly to the Mayor or City Administrator.
3. **Investigation:** The Mayor or City Administrator, or their designee, shall promptly investigate the report. Upon completion of the investigation, the employee shall be informed of the results, except that personnel actions taken as a result of the investigation may remain confidential.
4. **Emergency Reporting:** In cases of emergency where the employee believes that immediate action is necessary to prevent damage to persons or property, the employee may bypass the above procedures and report the improper action directly to the appropriate government agency responsible for investigating such actions.

5. **External Reporting:** Employees may report information about improper governmental actions directly to an outside agency if they reasonably believe that an adequate investigation was not undertaken by the City, that insufficient action was taken to address the improper action, or that the improper action is likely to recur.

Protection Against Retaliation:

It is unlawful for the City to take retaliatory action against an employee who, in good faith, reports improper governmental action.

Procedure for Addressing Retaliation:

1. **Complaint Submission:** Employees who believe they have been retaliated against must provide a written complaint to their supervisor within thirty (30) days of the alleged retaliatory action. If the supervisor is involved, the complaint should be directed to the Mayor or City Administrator. The complaint must specify the alleged retaliatory action and the relief requested.
2. **Investigation:** The Mayor or City Administrator shall investigate the complaint and respond in writing within thirty (30) days of receiving the complaint.
3. **Hearing Request:** If the employee is not satisfied with the City's response, they may request a hearing before a state administrative law judge (ALJ) to establish that a retaliatory action occurred and to obtain appropriate relief under the law. This request must be delivered within the earlier of either fifteen (15) days of receiving the City's response or forty-five (45) days of filing the complaint.
4. **Administrative Hearing:** Within five (5) working days of receiving a request for a hearing, the City shall apply to the State Office of Administrative Hearings for an adjudicative proceeding before an ALJ. At the hearing, the employee must prove that a retaliatory action occurred by a preponderance of the evidence. The ALJ will issue a final decision not later than forty-five (45) days after the hearing request unless an extension is granted.

Responsibilities:

Officers, managers, and supervisors are responsible for ensuring these procedures are fully implemented within their areas of responsibility. Violations of this policy may result in appropriate disciplinary action, up to and including dismissal.

9.06 No Smoking Policy

The City of Toledo prohibits smoking by employees in all City of Toledo facilities, City of Toledo-owned buildings and individual employee offices, City of Toledo vehicles, and offices or other facilities rented or leased by the City of Toledo. Smoking is only allowed outside at least 25 feet from building entrances and exits, windows that open, and ventilation intakes. Smokers have a special obligation to keep smoking areas litter-free and not to abuse break and work rules.

Employees may contact the Human Resources Department for information regarding the effects of smoking and the availability of smoking cessation programs.

9.07 Use of City of Toledo Vehicles and Equipment

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Use of City of Toledo Property and Vehicles

Personal Use of City Property

Employees are expected to use City of Toledo property, including equipment and vehicles, solely for official City business. Any personal use of City property is strictly prohibited, except as outlined in section 4.07 of the employee handbook. Unauthorized personal use of City property may be considered a violation of state law, specifically RCW 42.52.160, which prohibits the use of persons, money, or property under an employee's official control for private benefit or gain.

Use of City Telephones

Local personal phone calls using City of Toledo phones should be kept to a minimum and should not interfere with work responsibilities. Long-distance personal calls are prohibited unless explicitly authorized under section 4.09 of the employee handbook. Personal use of City cellular phones is prohibited, except in emergencies or when an employee's work schedule has been altered by the City, necessitating changes to personal plans.

Use of City Vehicles

City of Toledo vehicles are to be used exclusively for official City business. Employees authorized to operate City vehicles must:

- Possess a valid Washington State driver's license appropriate for the vehicle operated.
- Maintain a driving record that meets the City's safety standards.
- Comply with all applicable traffic laws and regulations.

Employees are responsible for any fines or penalties resulting from traffic violations or infractions incurred while operating a City vehicle and must report such incidents to their supervisor within 48 hours. Additionally, any accidents, mechanical failures, personal injuries, or similar occurrences involving City vehicles must be reported to the employee's supervisor as soon as possible, but no later than 48 hours after the incident.

Transportation of passengers in City vehicles is permitted only when it directly relates to official City business. Unauthorized use of City vehicles, including personal errands or transporting

Deleted: Use of City of Toledo phones for local personal phone calls should be kept to a minimum; long distance personal use is prohibited, except as stated in section 4.09. Use of City of Toledo cellular phones for personal use other than in an emergency is prohibited. An exception may be made when an employee's normal work schedule is changed by the City of Toledo and the employee needs to change personal plans.¶

¶ Other City of Toledo equipment, including vehicles, should be used by employees, and authorized volunteers, only for City of Toledo business only. An employee or volunteer authorized to drive a City of Toledo vehicle, while on official business must have a valid Washington Driver's License and a safe driving record. The City of Toledo has the right to determine what a safe driving record is. An employee who does not have a valid Driver's License will not operate the City of Toledo vehicle until such time as the employee obtains a valid driver's license. An individual who drives a City of Toledo vehicle must drive safely and follow all traffic laws, avoid distractions while driving (such as using the cell phones) and maintain the security of the vehicle and its contents. Employees and volunteers are also responsible for any driving infractions or fines as a result of their driving a City of Toledo vehicle and ¶ must report such infraction within forty-eight (48) hours from the time of occurrence. Any and all vehicle mishaps or crashes, mechanical failure, personal injuries, illness, or occurrences shall be reported to the supervisor but no later than forty-eight (48) hours after the incident. Drivers should also keep the City of Toledo vehicle clean and free of litter. ¶

¶ Passengers allowed in the City of Toledo vehicle will only be transported only to the extent that their conveyance is directly related to official City of Toledo business. ¶

¶ Any misuse of City of Toledo services, telephones, vehicles, equipment, or supplies can result in disciplinary action up to and including termination. ¶

¶ **Safety/Seat Belt Policy**¶

Pursuant to Washington law, anyone operating or riding in City of Toledo vehicles or driving or riding in a private or commercial vehicle while on City of Toledo business must wear a safety/seat belt at all times. ¶

¶ **Driver's License Requirements**¶

As a condition of employment for certain City of Toledo positions, an employee may be required to hold a valid Washington State Driver's license, have a good driving record, and, if driving their personal vehicle on City of Toledo business, provide proof of personal vehicle insurance. ¶

¶

... [3]

unauthorized individuals, is strictly prohibited and may result in disciplinary action, up to and including termination.

Safety and Seat Belt Policy

In accordance with Washington State law, all individuals operating or riding in City of Toledo vehicles, or driving or riding in personal or commercial vehicles while on City business, must wear seat belts at all times.

Driver's License Requirements

Employees whose positions require the operation of City vehicles must maintain a valid Washington State driver's license and a driving record that meets City standards. If an employee's driver's license is revoked, suspended, or otherwise invalid, the employee must immediately notify their supervisor and cease operating any City vehicle until a valid license is obtained. Failure to maintain a valid driver's license or to report changes in license status may result in disciplinary action, up to and including termination.

By adhering to these guidelines, employees ensure the responsible and lawful use of City of Toledo property and vehicles, maintaining public trust and compliance with applicable laws and regulations.

9.10 Safety/Security

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To ensure a safe and secure work environment for all employees, volunteers, and the public, the City of Toledo is committed to adhering to the Washington Industrial Safety and Health Act (WISHA), as outlined in Chapter 49.17 RCW. This policy establishes responsibilities and procedures to maintain workplace safety and compliance with applicable regulations.

Employee and Volunteer Responsibilities

In accordance with WAC 296-800-12005, all employees and volunteers are required to:

1. **Follow Safe Practices:** Study and adhere to all safety protocols relevant to their duties.
2. **Collaborate on Safety:** Work together to eliminate workplace injuries and illnesses.
3. **Utilize Protective Equipment:** Properly use and maintain required safety devices and personal protective equipment (PPE).
4. **Report Hazards:** Immediately inform supervisors of unsafe conditions or potential hazards.

Deleted: The safety of each employee, co-workers and the public is the primary responsibility of each employee. Every employee and volunteer is responsible for maintaining a safe work environment and for following the City of Toledo's safety policies. Each employee/volunteer shall promptly report all unsafe or potentially hazardous conditions to his/her supervisor. The City of Toledo will make every effort to remedy problems as quickly as possible.¶

¶ Endangerment of other employees or the public may result in immediate non-disciplinary suspension or disciplinary action up to and including discharge.¶

¶ Employees/volunteers assigned or provided safety clothing or equipment are required to wear or utilize that clothing or equipment. Failure to do so may result in disciplinary action up to and including termination.¶

¶ In case of an accident involving a personal injury, regardless of how minor or serious, employees shall immediately notify their supervisor, department head, City of Toledo administrator or mayor.¶

¶ The Safety Committee of the City of Toledo will function in accordance with state and federal laws and will maintain direct communication with management in all areas of safety and in particular with employee and supervisory safety training programs and establishment and maintenance of an anonymous safety suggestion program.¶ The City of Toledo retains the right to inspect employees' lockers, work areas, desks, persons, packages, computers and other work equipment and tools when it has concern regarding the safety and/or security of its employees and citizens and of the information for which it is responsible.

City of Toledo Responsibilities

The City of Toledo is committed to:

- **Providing a Safe Workplace:** Ensure a work environment free from recognized hazards, as mandated by WAC 296-800-11005.
- **Implementing Safety Measures:** Establish and enforce safety protocols to protect employees and the public.
- **Addressing Safety Concerns:** Promptly investigate and rectify reported hazards or unsafe conditions.

Accident Reporting

Employees and volunteers must immediately report any work-related injuries or illnesses to their supervisor, department head, City Administrator, or Mayor, regardless of severity. Timely reporting ensures compliance with WAC 296-800-320 and facilitates appropriate response measures.

Safety Committee

The City of Toledo will maintain a Safety Committee in accordance with WAC 296-800-130 to:

- **Promote Safety Awareness:** Enhance communication between management and staff regarding safety issues.
- **Review Safety Programs:** Assess and improve safety training and protocols.
- **Encourage Reporting:** Establish and maintain an anonymous safety suggestion program to identify potential hazards.

Compliance and Enforcement

Failure to comply with safety policies, including the use of assigned safety equipment, may result in disciplinary action, up to and including termination. Ensuring workplace safety is a collective responsibility, and adherence to these guidelines is essential for the well-being of all.

By following this policy, the City of Toledo demonstrates its commitment to providing a safe and healthy work environment, in compliance with state regulations and best practices.

9.11 Alcohol and Drug Free Work Environment

remove and replace with RCW policy

Purpose

Deleted: The City of Toledo is committed to providing and maintaining a safe and productive work environment free from the effects of drugs, alcohol and other job impairing substances. It is primarily concerned with the well-being of employees and the public they serve. We encourage employees who are concerned about their alcohol or drug use to seek counseling, treatment, and rehabilitation. All City of Toledo employees/volunteers are subject to the policies stated in this section (9.11). However, employees of the City of Toledo who are required to have and to maintain a Commercial Driver's License in order to perform the duties of their job are also subject to the "Drug and Alcohol Testing Policy for Employees who Operate Commercial Vehicles" in Appendix E of this manual. If there are any conflicts or contradictions between Appendix E and this section, Appendix E will preempt the language in this section.

City of Toledo Resources Available

Although the decision to seek diagnosis and accept treatment may be voluntary, the City of Toledo is fully committed to helping employees overcome substance abuse through its available resources. In most cases, the expense of treatment may be fully or partially covered by the City of Toledo's benefit program. The City of Toledo administrator or designee can provide more information on available benefits. In recognition of the sensitive nature of these matters, all discussions will be kept confidential. Employees who seek advice or treatment will not be subject to retaliation or to discrimination.

Employees who refuse to seek treatment when requested by proper City of Toledo authority are subject to disciplinary action for their actions or inactions.

Use of Medication

An individual taking prescription or non-prescription medication that may affect the employee's ability to work or may affect the safety of the employee, co-workers or the public is required to notify his/her supervisor prior to the commencement of work. The supervisor will make a determination whether it is in the best interests of the individual and to the City of Toledo that the individual work, not work, or be reassigned during the period of medication.

When Job Performance is Affected

Although the City of Toledo's emphasis is on rehabilitation, it must be understood disciplinary action may be taken when an employee continues to demonstrate problems in job performance or is involved with or under the influence of drugs or alcohol on the job. The City of Toledo may discipline and/or immediately terminate an employee possessing, consuming, controlling, selling or using alcohol, drugs or other controlled substances.

The City of Toledo is dedicated to maintaining a safe and productive work environment free from the effects of drugs, alcohol, and other substances that may impair job performance. This policy outlines the responsibilities of employees and volunteers in upholding this commitment, provides guidance on available resources for substance abuse issues, and specifies the procedures and consequences related to violations.

Scope

This policy applies to all City of Toledo employees and volunteers. Employees required to hold a Commercial Driver's License (CDL) are also subject to the "Drug and Alcohol Testing Policy for Employees Who Operate Commercial Vehicles" detailed in Appendix E of this manual. In cases of conflict between this section and Appendix E, the provisions in Appendix E shall prevail.

City Resources for Assistance

The City encourages employees concerned about their alcohol or drug use to seek counseling, treatment, and rehabilitation. The City Administrator or designee can provide information on available benefits. Discussions regarding these matters will be kept confidential to the extent possible. Employees seeking advice or treatment will not face retaliation or discrimination. However, refusal to seek treatment when requested by proper City authority may result in disciplinary action.

Use of Medication

Employees taking prescription or non-prescription medication that may affect their ability to work safely must notify their supervisor before starting work. The supervisor will determine whether the employee should work, not work, or be reassigned during the period of medication.

Prohibited Conduct

The following conduct is prohibited:

- Reporting to or being on duty with an alcohol concentration of 0.04 or greater.
- Possessing or using alcohol while on duty or operating a commercial vehicle.
- Operating a commercial vehicle within four hours after consuming alcohol.
- Using alcohol for eight hours following an accident or until a post-accident alcohol test is conducted, whichever comes first.
- Reporting to or remaining on duty requiring the operation of a commercial vehicle when using any drug, except when used under a physician's instructions and the physician has advised that it does not adversely affect the employee's ability to operate a commercial vehicle safely.
- Refusing to submit to required alcohol or drug tests.
- Testing positive for drugs or alcohol.
- Tampering with any testing process.

- Possessing, transferring, or selling drugs or alcohol while in any position covered by this policy.

Testing

Employees may be required to undergo drug and/or alcohol testing under the following circumstances:

- **Reasonable Suspicion Testing:** When there is reasonable suspicion that an employee is in violation of this policy.
- **Post-Accident Testing:** Following certain accidents involving a commercial vehicle, as defined by applicable regulations.
- **Random Testing:** For employees in positions requiring a CDL, as mandated by federal regulations.
- **Return-to-Duty and Follow-Up Testing:** For employees who have violated this policy and are returning to duty after completing rehabilitation.

Consequences of Policy Violations

Employees who violate this policy may face disciplinary action, up to and including termination. Factors considered in determining appropriate disciplinary action include the nature of the violation and whether it resulted in harm to individuals or property.

Employee Assistance Program (EAP) and Voluntary Referral

The City supports employees who voluntarily seek treatment for alcohol or drug abuse. Employees are encouraged to utilize the Employee Assistance Program (EAP) for confidential counseling and rehabilitation services. Voluntary participation in treatment will not excuse failure to comply with this policy or other City policies. Leave for treatment and rehabilitation may be granted, with the use of accrued leave as applicable.

Compliance with Legal Requirements

This policy is intended to comply with all applicable federal and state laws and regulations regarding drug and alcohol use, including but not limited to:

- **Washington State Regulations:** Employers may require employees to submit to drug and alcohol testing under certain conditions, as outlined in WAC 357-37-200.
- **Commercial Driver's License (CDL) Holders:** Employees required to hold a CDL are subject to additional testing requirements and consequences for violations, as specified in RCW 46.25.120 and RCW 46.25.123.

Confidentiality

All records related to drug and alcohol testing and treatment will be maintained in a secure manner, with access limited to authorized personnel. Information will only be released as required by law or with the employee's written consent.

Policy Review

This policy will be reviewed periodically and updated as necessary to ensure compliance with applicable laws and regulations and to maintain a safe and productive work environment.

9.12 Complaint Procedure/Problem Solving Process

Replace with procedure written in 10/2024 see below

The **City of Toledo** provides a structured process for employees to raise concerns if they believe they have not been treated fairly or in accordance with City policies and procedures. This policy outlines the steps for employees to file complaints and resolve workplace issues.

Definition of a Complaint

A "**complaint**" is defined as a formal concern raised by an employee regarding the **administration** of City personnel policies or other administrative procedures.

This policy **does not apply** to:

- **Discrimination or Harassment Complaints** (see **Section 2.06** – Harassment/Discrimination Complaint Procedure).
- **Whistleblower Reports** (see **Section 9.06** – Reporting Improper Governmental Action).

Employees are protected from **retaliation** for filing a complaint under this policy.

Complaint Procedure

Step 1 – Initial Submission to the Clerk-Treasurer

- Employees must submit their complaint in **writing** to the **Clerk-Treasurer**.
- Complaints must be submitted **within thirty (30) calendar days** of the event that led to the complaint or when the employee became aware of the issue.
- The **Clerk-Treasurer will respond in writing within ten (10) calendar days** of receiving the complaint.
- If the complaint is not resolved at this stage, the employee may proceed to Step 2.

Deleted: The City of Toledo recognizes that situations may arise in which an employee feels that he or she has not been treated fairly or in accordance with City of Toledo policies and procedures. For this reason, a number of steps are outlined below to address problems and complaints.¶

¶

A "complaint" is defined as an action by an employee alleging that he/she has not been treated fairly concerning the administration of these personnel policies or other administrative policies of the City of Toledo. This complaint procedure does not apply to claims of discrimination, sexual harassment, or reports of improper governmental action. Separate procedures apply to these types of complaints – see *Harassment/Discrimination Complaint Procedure, Section 2.06* and *Reporting Improper Governmental Action, Section 9.06*. No punitive action shall be carried out against the employee for using this procedure.¶

¶

Complaint procedure:¶

Discuss your problem or complaint with your supervisor. He/she will respond within five (5) working days, unless it is mutually agreed additional time is needed.¶

If you feel the problem is not resolved to your satisfaction with your supervisor, or you disagree with how City of Toledo policies have been applied, you should discuss the matter with your department head. The department head will respond to your complaint within five (5) working days after receiving the complaint unless it is mutually agreed that additional time is needed.¶ If you remain dissatisfied with the response from the department head, you can submit the problem, in writing, to the City of Toledo administrator or mayor. The written complaint should include a description of the problem and the remedy you seek. It should be filed within twenty (20) working days of the occurrence leading to your complaint, or twenty (20) working days after you first became aware of the circumstances.¶

¶

The City of Toledo administrator or the mayor may meet with the parties involved and he/she will prepare a written response within ten (10) working days of the meeting, unless it is mutually agreed that additional time is needed. The City of Toledo administrator or the mayor may bring in a third party from outside the City of Toledo to help resolve the problem. The City of Toledo administrator's or the mayor's response and decision shall be final and binding.¶

Step 2 – Appeal to the Mayor

- If the employee is dissatisfied with the Clerk-Treasurer's response, they may submit a written appeal to the **Mayor** within **ten (10) days** of receiving the Step 1 response.
- The Mayor will investigate the complaint and **meet with the employee in person** within **fifteen (15) business days** to discuss the grievance.
- The Mayor will issue a **written response within fifteen (15) business days** after the meeting.
- If the employee remains dissatisfied, they may proceed to Step 3.

Step 3 – Review by Governing Body

- If the issue is unresolved, the employee may **submit the complaint for review by the governing body** within **five (5) days** of receiving the Mayor's response.
- The governing body will review the complaint **in a public, objective manner** after providing **adequate public notice**.
- A **written decision will be issued within fifteen (15) working days** of the review.
- A **record of the proceedings will be maintained**.
- If the employee is still dissatisfied, they may proceed to Step 4.

Step 4 – Final and Binding Arbitration

- If the grievance remains unresolved, the employee may request **final and binding arbitration** within **thirty (30) days** of receiving the governing body's response.
- Upon receiving the request, the City will, within **ten (10) working days**, ask the **Federal Mediation and Conciliation Service** or the **American Arbitration Association** for a list of prospective arbitrators.
- The parties will select an arbitrator from the provided list.
- If no agreement is reached, the **American Arbitration Association will appoint an arbitrator** to hear the case.

9.13 Bulletin Boards

~~remove and replace to meet rcw~~

The City of Toledo maintains bulletin boards to display information required by federal and state laws, ensuring employees are informed of their rights and responsibilities. These bulletin boards may also convey other pertinent information to employees. Posting materials on City of Toledo bulletin boards is restricted to items deemed appropriate by the City. Employees wishing to post materials must obtain prior approval from their supervisor and may do so only during non-work hours. Unauthorized postings are prohibited.

Prohibited postings include, but are not limited to, solicitations for services, community, religious, or charitable groups, unless expressly approved by the City. Solicitations for political

Deleted: The City of Toledo maintains bulletin boards for posting information as required by Federal and/or State law as well as to provide information to its employees. Posting of materials on City of Toledo bulletin boards is restricted to material deemed appropriate by the City of Toledo. Employees who wish to post materials are prohibited from doing so during work time. This includes but is not limited to solicitations for service, community, religious, or charitable groups. Solicitation for political organizations is explained in section 9.02. No City of Toledo funds or resources can be utilized for outside solicitations.

organizations are strictly prohibited, in accordance with RCW 41.06.250, which prohibits solicitation for partisan political purposes on state or political subdivision property. Furthermore, no City of Toledo funds or resources may be utilized for any outside solicitations.

In compliance with Washington Administrative Code (WAC) requirements, every work location with eight or more employees must have a safety bulletin board. This board should be centrally located in an area accessible to all employees, such as a meeting, break, or lunch room. The safety bulletin board must be dedicated to safety-related items, including:

- Safety bulletins
- Safety newsletters
- Safety posters
- Accident statistics (OSHA 300A form)
- Other safety educational material

Additionally, employers are required to post the following:

- Your Rights as a Worker poster
- Job Safety and Health Law poster
- Notice to Employees — If a Job Injury Occurs

These postings ensure that employees have access to essential information regarding workplace safety and their rights.

By adhering to these guidelines, the City of Toledo ensures compliance with legal requirements and fosters a well-informed and safe work environment for all employees.

9.14 Acceptance of Gifts

1. remove and reword

The City of Toledo is committed to maintaining the highest standards of ethics and integrity among its employees. In alignment with the Washington State Ethics in Public Service Act (Chapter 42.52 RCW), the following policy outlines the guidelines regarding the acceptance of gifts by City employees.

Policy Statement

No City of Toledo employee shall solicit or receive any gift, loan, favor, entertainment, or other item of monetary value if it is, or appears to be, solicited or received with the intent to influence any official action or to obtain special consideration in any City matter. This policy is in accordance with RCW 42.52.140, which prohibits state officers and employees from accepting gifts that could reasonably be expected to influence their actions or serve as a reward for actions or inactions.

Exceptions

Deleted: No City of Toledo employee shall solicit or receive a gift, loan, favor, entertainment, or other thing of monetary value if it is or it appears to be solicited, received, or given with the intent to give or to obtain special consideration or influence on any job-related action by the employee. However, this policy shall not prohibit:¶

Attendance at a hosted meal provided in conjunction with a seminar, conference, or banquet that relates directly to City of Toledo business or is attended as a staff representative.¶

An award publicly presented in recognition of public service.¶

An occasional non-money gift (such as fruit and candy given to the City of Toledo) having a monetary value of \$50.00 or less when the gift is offered without obligation or the appearance of obligation. Such a gift may be accepted if made available to employees and to the public alike.¶

Any gift which would have been offered or given to the employee, regardless of City of Toledo employment.

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The following exceptions are permitted under this policy, consistent with RCW 42.52.150:

1. **Unsolicited Items of Nominal Value:** Unsolicited advertising or promotional items of nominal value, such as pens, note pads, or calendars, may be accepted.
2. **Awards and Tokens of Appreciation:** Unsolicited tokens or awards of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item may be accepted.
3. **Informational Material:** Informational material, publications, or subscriptions related to the recipient's performance of official duties may be accepted.
4. **Food and Beverages at Hosted Receptions:** Food and beverages consumed at hosted receptions where attendance is related to the employee's official duties are permissible.
5. **Gifts from Family and Friends:** Items from family members or friends where it is clear beyond a reasonable doubt that the gift was not made to influence the employee's official actions are acceptable.
6. **Gifts Related to Outside Business:** Items related to the outside business of the recipient that are customary and not related to the recipient's performance of official duties are permissible.
7. **Awards for Public Service:** Awards publicly presented in recognition of public service may be accepted.
8. **Food and Beverages on Infrequent Occasions:** Employees may accept gifts in the form of food and beverage on infrequent occasions in the ordinary course of meals where attendance is related to the performance of official duties.

Monetary Limitations

Employees may accept gifts with an aggregate value not exceeding fifty dollars (\$50) from a single source in a calendar year, as stipulated in RCW 42.52.150(1). The value of gifts given to an employee's family member or guest shall be attributed to the employee for the purpose of determining whether the limit has been exceeded, unless an independent business, family, or social relationship exists between the donor and the family member or guest.

Prohibited Gifts

Notwithstanding the exceptions listed above, employees involved in regulatory or contractual matters may not accept gifts from persons regulated by the City or from those who seek to provide goods or services to the City, except as permitted under RCW 42.52.150(4).

Compliance and Enforcement

Employees are expected to comply with this policy and the relevant provisions of the Washington State Ethics in Public Service Act. Failure to adhere to these guidelines may result in disciplinary action, up to and including termination of employment.

This policy ensures that City of Toledo employees maintain impartiality and uphold public trust in their professional responsibilities.

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9.15 Professional and Civic Associations

[replace](#)

The City of Toledo encourages active participation in civic and service organizations that benefit or affect its citizens. The City Administrator may authorize employees and officers to engage in such organizations, including neighboring or overlapping groups when specific clubs do not exist locally. Preferably, the City itself shall hold the membership, allowing for the designation of various attendees as necessary.

Benefits to the City from such memberships include:

1. Providing information to these organizations through committee memberships and meeting attendance.
2. Identifying opportunities to advance City programs or goals through partnerships with civic and service organizations.
3. Fostering mutual benefits that may arise from association, such as organizing and supporting community events.

Officers or employees holding such memberships are prohibited from:

1. Exerting influence on other employees or officers to provide financial contributions or other support to the civic or service organization.
2. Using the civic or service organization as a forum for lobbying in support of or opposition to political or legislative actions, or promoting endeavors in which the officer or employee may have a direct or indirect financial interest or may acquire a personal benefit or gain.

Department heads shall request permission from the City Administrator for membership in a civic or service organization, explaining the benefits to be derived from such membership. The City Administrator may authorize membership and expenses, subject to the City's travel and meals reimbursement policies. Memberships shall be annually reviewed and subject to the City's budget process. The City may pay for membership and participation expenses in approved organizations but will not cover charitable or personal contributions of time, money, or goods.

9.16 Uniforms, Special Equipment and Clothing

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The City may require employees to wear uniforms, special clothing, and/or use special equipment. When such requirements exist, the City will cover the purchase costs. Employees are required to wear or utilize such clothing or equipment in accordance with City policy and practice. Failure to comply may result in

Deleted: It is the intent of the City of Toledo Council that the City of Toledo, as a municipal corporation, be actively represented in civic and service organizations whose activities may benefit or otherwise affect the citizens of City of Toledo. The City of Toledo administrator may authorize City of Toledo employees and/or officers to be active participants in such organizations. Where specific clubs may not exist, the City of Toledo administrator may authorize membership in alternative neighboring or overlapping organizations. When possible, the City of Toledo itself shall be the designated member of the organization, extending the ability to designate various attendees as necessary.

Benefits to the City of Toledo from such memberships shall include, but not limited to: Providing information to such organizations through membership in committees and attendance at meetings. Identifying opportunities to advance City of Toledo programs or goals through partnership with civic and service organizations. Furthering other mutual benefits to the City of Toledo and to the organization that may arise from association, such as cooperation in organizing and in supporting community events.

Officers or employees holding such memberships are prohibited from: Exerting influence on other employees or officers to provide financial contributions or other support to the civic or service organization. Using the civic or service organization as a forum for lobbying in support of or opposition to political or legislative actions, or the promotion of endeavors in which the officers or employee may have a direct or indirect financial interest or may acquire a personal benefit or gain.

Department heads shall request permission from the City of Toledo administrator for membership in a civic or service organization, with explanation of the benefits to be derived from such membership. The City of Toledo administrator may authorize membership and expenses, subject to the City of Toledo's travel and meals reimbursement policies. Memberships shall be annually reviewed and subject to the City of Toledo's budget process. The City of Toledo may pay for membership and participation expenses in approved organizations.

Deleted: The City of Toledo may require the wearing or use of uniforms, special clothing and/or special equipment. When such requirement exists, the City of Toledo will pay for the purchase of such uniform, clothing, or equipment. The employee is required to wear or utilize such clothing or equipment in accordance with City of Toledo policy and practice. Failure to wear or utilize such uniforms, equipment or clothing may result in disciplinary action up to and including discharge.

disciplinary action, up to and including discharge.

9.17 Personal Property in the Workplace

remove

9.17.1 Shipping/Delivery of private property on City of Toledo premises

replace

Limited shipping or delivery of personal items to or from City facilities is allowed, provided such activities are not part of a commercial enterprise and do not waste or disrupt work time. Employees who have packages or parcels shipped or delivered to City facilities do so at their own risk and expense. The City does not assume responsibility for personal packages and parcels on City property.

9.18 Care of City of Toledo Property

replacve

Employees are expected to exercise reasonable care in the use of City property and to utilize City-owned property for authorized official City business only. Negligence in the care and use of any City-owned property may result in disciplinary action, including suspension and/or dismissal from City employment.

9.19 Return of City of Toledo Property

replace

City-owned property issued to an employee must be returned upon termination of employment or upon request by the immediate supervisor, department head, or City Administrator. This includes, but is not limited to, City identification cards, keys, personal computers, tools, books or training materials, uniforms, safety gear, calculators, or any equipment or property of the City.

9.20 Off-duty Activities

Replace

Deleted: The City of Toledo does not assume responsibility for any theft or damage to the personal belongings of City of Toledo employees. Therefore, the City of Toledo encourages its employees to avoid bringing private articles or property to work. The City of Toledo reserves the right to restrict or limit private property in City of Toledo facilities. The City of Toledo recommends that employees clearly label all their private property brought onto City of Toledo property.¶

¶ To maintain security and protect against theft, the City of Toledo reserves the right to reasonably inspect all personal property brought onto the City of Toledo premises, including vehicles, packages, briefcases, backpacks, purses, bags, and wallets. In addition, the City of Toledo may inspect the contents of lockers, storage areas, file cabinets, desks, and workstations at any time.

Deleted: Limited shipping or delivery of personal items to or from City of Toledo facilities will be allowed to the extent that such activities are not part of a commercial enterprise and do not waste or disrupt work time. Employees who have packages or parcels shipped or otherwise delivered to City of Toledo facilities do so at their own risk and at own expense. The City of Toledo does not assume responsibility for private property in form of packages and parcels that are being shipped or delivered to City of Toledo property.

Deleted: Employees are expected to exercise reasonable care in the use of City of Toledo property and to utilize City of Toledo-owned property for authorized official City of Toledo business only. Negligence in the care and use of any City of Toledo-owned property may be cause for disciplinary action including suspension/ and or dismissal from City of Toledo employment.

Deleted: City of Toledo-owned property issued to an employee must be returned to the employer at the time the employee terminated employment or upon request of the employee's immediate supervisor, department head, or City of Toledo administrator. This includes but not limited to, City of Toledo identification card, keys, personal computer, tools, books or training materials, uniforms, safety gear, calculators, or any equipment or property of the City of Toledo.

Deleted: Off Duty activities that are a conflict of interest or detrimental to the employee's work performance, bring discredit upon the City of Toledo, or otherwise constitute a violation of this procedure may be cause for disciplinary action, up to and including termination.¶

¶ Employees shall report all arrests and any court-imposed sanctions or conditions that affect his/her ability to perform assigned duties to their approving authority within twenty-four (24) hours. [6]

|

Off-duty activities that present a conflict of interest, are detrimental to the employee's work performance, bring discredit upon the City, or otherwise violate this procedure may result in disciplinary action, up to and including termination.

Employees shall report all arrests and any court-imposed sanctions or conditions that affect their ability to perform assigned duties to their approving authority within twenty-four (24) hours of occurrence or prior to their scheduled shift, whichever occurs first.

Legal References:

- RCW 42.52.020: Activities incompatible with public duties.
- RCW 42.52.070: Special privileges.
- RCW 42.52.160: Use of persons, money, or property for private gain.
- WAC 292-110-010: Use of state resources.

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