

**ERIE COUNTY WATER AUTHORITY  
HR Policies/Procedures**

**Re:           RULES AND REGULATIONS**

**Policy No.:   85.0**

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**Application: All Employees**

**Amended:    11/\_\_/2018**

**PURPOSE**

To set forth the rules and regulations of the Authority.

**POLICY**

Certain rules and regulations governing employee behavior are necessary to assure the rights and safety of all employees and maintain the orderly operation of the Authority.

Conduct that is offensive to customers, visitors or co-workers, or that interferes with operations or brings discredit to the Authority will not be tolerated. Any employee who fails to maintain proper standards of conduct at all times, or who violates any of the following rules, shall be subject to disciplinary action, which may include discharge.

The following acts, which are not all inclusive, are prohibited in the workplace:

1. Insubordinate conduct or refusing to follow supervisor instructions.
2. Reporting for or remaining at work in an unfit physical condition.
3. Immoral conduct, indecency or harassment.
4. Removing Authority, customer or co-worker property records or other materials from the premises without proper authorization.
5. Falsifying any reports or records including, but not limited to, employment, personnel and production records.
6. Abusing, misusing or destroying Authority, customer or co-worker property, tools, equipment or records.
7. Restricting or interrupting production or interfering with the work of co-workers.
8. Neglecting to perform job duties or responsibilities.
9. Absenteeism as defined by the Absentee Control Programs.

10. Fighting, provoking a fight, or engaging in horseplay.
11. Threats or threatening actions directed toward co-workers, supervisors or customers.
12. Bringing firearms, explosives or weapons of any kind onto Authority premises with the exception of any employee holding the position of “Security Officer (ECWA).” Any employee in this position will be permitted to carry an on-duty firearm of a type and caliber, and for the purpose of which they have been duly licensed pursuant to §400 of the Penal Law of the State of New York. The Security Officer (ECWA) shall carry a valid pistol permit at all times while on-duty, and keep a current, legible photocopy on file with the Secretary to the Authority.
13. The unlawful or unauthorized manufacture, distribution, dispensation, possession, sale or consumption of alcoholic beverages or controlled substances on Authority premises, in Authority vehicles or while engaged in Authority business (See Policy No. 40.0).
14. Smoking, except in areas expressly designated for that purpose.
15. Entering facilities/offices or remaining on premises without proper authorization.
16. Gambling.
17. Violating safety rules, practices or participating in any conduct that may create a safety hazard.
18. Falsely stating or making claims of injury or neglecting to properly report any injury or accident immediately.
19. Using profane or abusive language.
20. Unlawful or improper conduct off the premises or during non-working hours that affects the employee’s relationship to his/her co-workers or supervisors or that impairs his/her ability to perform the job or that would harm the property, reputation or goodwill of the Authority in the community.
21. Misuse of two-way radio system.

The foregoing rules are not intended to be all inclusive of the required discipline, proper standards of conduct or obligations of employees as established by other Authority policies.