**SECTION: EMPLOYEE CONDUCT AND ETHICS**

**POLICY:** Off-Duty Conduct **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

The purpose of this policy is to define acceptable standards of conduct for employees during their off-duty time, ensuring the City’s reputation and integrity are not negatively impacted.

**DEFINITIONS:**

1. Off-duty conduct: Off-duty conduct refers to any behavior City employees engage in outside their work hours and work environment. This includes activities on social media, participation in political events, hobbies, and personal relationships.

**APPLICABILITY:**

This policy applies to all employees of the City.

**PROCEDURES:**

1. While employees have the right to privacy and freedom of expression, their actions may not negatively impact the City.
2. Off-duty conduct which results in an arrest for a criminal offense, or conviction of any local, state, or federal law is prohibited.
3. Civil Service (if applicable): Cities with employees governed by Civil Service Texas State Law will refer to Section 143.051-143.056 includes the following off-duty conduct resulting in discipline:
   1. Conviction of a felony or other crime involving moral turpitude.
   2. Intoxication.
   3. Refusal or neglect to pay just debts
4. If off-duty conduct results in an arrest for a criminal offense, or conviction of any local, state, or federal law, Human Resources will investigate and determine appropriate disciplinary action in conjunction with the employee’s department director. An internal investigation and disciplinary action are not dependent upon conviction of a criminal office if the actions are determined to have a negative impact for the City or make the employee ineffective in their position.