

Leadership Communiqué

Week of February 11th

Revised Standards of Conduct Policy

The Department of Human Resource Management, in conjunction with representatives from thirty-three state agencies, colleges, and universities has revised the State's Standards of Conduct Policy. This is the first major revision to this policy since 1993. Because this policy plays a significant role in workforce management, human resource directors in all Executive Branch agencies were also provided an opportunity to review the revisions and offer suggested improvements prior to publication. This unique collaborative effort has resulted in a product designed to help employees become fully productive members of the organization and to help managers more effectively address conduct or performance issues. It also adopts universal practices commonly utilized by other employers of choice. The revised policy:

- Clearly communicates employee expectations and the potential consequences of conduct or performance issues.
- Improves options available to supervisors when addressing repeat offenses.
- Ensures that agencies have sufficient flexibility to meet specific business needs.
- Streamlines cumbersome administrative processes.
- Maintains the infrastructure of the disciplinary process so that current interventions are not disrupted.
- Establishes a uniform definition of "workday" to ensure fairness and equity when employees are suspended without pay.
- Reduces agency due process liability by including a provision for leave with pay for employees involved in agency administrative investigations and/or investigations by law enforcement for alleged misconduct or criminal activity.

In order to ensure that you have sufficient time to communicate these changes to employees and supervisors the revised policy will not take effect until April 16, 2008.

Balancing the interests of management and employees can be challenging. The expertise and assistance provided by your human resource officers played a vital role in this effort and is very much appreciated. Please direct any questions you may have to your human resource director or to your assigned management consultant at DHRM.