



LARAMIE COUNTY GOVERNMENT

TITLE Employee Conduct	APPROVAL DATE 08/15/1995
SECTION Workplace Expectations	REVISION DATE 12/20/2016

The mission of Laramie County Government is to provide service to its citizens in the most effective, efficient, professional and courteous manner possible. The success of our mission depends most importantly on Laramie County employees. Laramie County believes written and communicated standards of conduct play a vital role in maintaining a work environment where our mission is achieved every day. Compliance with County policies is a condition of your employment and failure to do so may result in disciplinary action or termination of employment. Misconduct described in these employee guidelines which may lead to discipline or termination is by no means an exclusive list. **Notwithstanding any statement in these Personnel Policies describing specific misconduct which may lead to discipline or termination, the County reserves the right to terminate the employment of any employee at any time, with or without reason or cause.** In order to dismiss an employee, the County is not required to give the employee any prior disciplinary warning, verbal or written, or to otherwise provide any advance notice of dismissal. Laramie County does not provide a progressive disciplinary process.

Customer Service

- Laramie County residents are the customers and employers of Laramie County Government, and depend on effective, efficient, professional, courteous service. Laramie County employees seek excellence in standards of conduct in providing the highest quality customer service.
- Customer service shall be delivered in a courteous, professional manner, whether through written correspondence, phone conversation, or personal contact.
- Courteous and professional treatment shall be given to other employees as well as the public.

Integrity and Honesty

- Dishonesty and theft are not tolerated. If you witness an act of dishonesty, theft, or pilferage, report the incident immediately to a manager or supervisor. Your cooperation is also expected in the investigation of any such situation.

Advice to Customers

- No employee of Laramie County is authorized to give legal advice to any member of the public. Any employee doing so is acting outside the scope of his/her employment and job duties.

Personal Conduct

- Employees shall be professional, courteous, considerate, respectful, and impartial in communications, service, and interaction with the public, other county departments, and fellow employees.