

- Prior notification to the supervisor.
- How the action affected other employees, work productivity, overtime costs, or service to the public.
- How much work time was lost.
- Frequency of occurrence.

Any employee falsifying time sheets shall be subject to disciplinary action up to or including termination of employment.

Supervisors should refer to Standard Operating Procedures for Personnel on Discipline for procedures and appropriate forms or call the Office of Employee Services.

Dress Code

Sussex County requires employees to be neat, orderly, and dressed appropriately for the work they perform. Some departments/divisions have adopted specific dress standards or require uniforms. Employees who receive a clothing allowance or uniforms may be required to meet specific dress standards. Employees must wear clothing and/or jewelry that will ensure a safe environment. Employees must present themselves professionally and avoid casual or suggestive attire or hats, or other clothing of a similar nature, that does not present a businesslike appearance. Absent a specific division policy, the following attire is inappropriate:

- jeans (may be permitted when working in the field or on Fridays Dress Down Day)
- dirty and/or torn clothing
- t-shirts or sweatshirts which advertise unprofessional and/or controversial subject matter
- attire that displays advertisements (such as contractor and vendor information)
- halter tops or clothing that exposes the midriff
- shorts (excluding skorts)
- Spandex clothing or clothing generally worn for exercise
- clothing worn so that undergarments are readily visible
- undergarments worn as outerwear
- transparent clothing
- excessive piercing of visible body parts, including connecting chains
- beachwear, including flip flops or similar foot ware that may pose a safety hazard
- sneakers

Certain divisions may adopt Fridays as "Dress Down Day" and employees may voluntarily wear conservative casual attire. Employees are expected to come to work looking neat and clean wearing clothing that is conducive to safety of oneself and others, and dressed in good taste for their particular work environment.

The County Administrator has approved certain divisions to have specific dress standards which are conducive to their operations. Such specific dress standards are on file with the Office of Employee Services. These standards shall be uniformly applied and provided, in writing, to any prospective applicant at the time of job offer and on the first day of work.

Should an employee fail to meet the dress standards or required uniforms or fail to dress in an appropriate manner, the employee may be sent home to change, without pay. Failure to meet dress standards shall be subject to disciplinary action up to and possibly including termination of employment. The employee may appeal the reasonableness of the supervisor's decision either through the grievance procedure provided for in any collective bargaining agreement, or to the Office of Employee Services.

Promotions

Promotional positions are filled in accordance with Civil Service regulations. No employee will receive a pay cut on promotion. Most represented and non-represented employees will receive a varying percentage increase upon promotion, as determined by the applicable hiring policy and/or collective bargaining agreement. If interested in promotional positions check the bulletin boards or the internet.

Demotions

Demotions may be mutually agreed by the employee and the supervisor, as a result of lay off or for disciplinary reasons. Demotions are administered in accordance with Civil Service regulations.

Most represented and non-represented employees provide for a decrease or the minimum of the salary range, as determined by County policy and/or applicable collective bargaining agreement.

Smoke and Vape-Free Workplace Policy

The New Jersey Legislature has declared that in all governmental buildings the rights of non-smokers to breathe clean air supersede the rights of smokers. In accordance with State law, the County has adopted a smoke-free policy for all buildings. Additionally, vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars.

All County facilities shall be smoke-free and vape-free, and no employee or visitor will be permitted to smoke and/or vape anywhere in County buildings. Employees are permitted to smoke and/or vape only at least ten (10) feet outside County buildings and such locations as not to allow the re-entry of smoke or vapor into building entrances. Smoking and/or vaping inside vehicles owned by the County and/or near equipment that may be sensitive to smoke is also prohibited. This policy shall be strictly enforced, and any employee found in violation will be subject to disciplinary action.

County Property

Employees are expected to exercise care in the use of County property and to use such property only for authorized purposes. Negligence in the care and use of County property may be considered cause for disciplinary action up to and including termination of employment. Unauthorized