

GENERAL WORK RULES

In order for the Department of Mental Health and Addiction Services and its facilities to operate effectively toward the goal of providing the best care to its clients, employees of this agency must be aware of those rules and regulations which impact the manner in which they perform their duties.

These General Work Rules are the minimum acceptable standards of conduct expected of all employees. Any employee who fails to adhere to these work rules or who violates such rules may be subject to disciplinary action up to and including dismissal.

These rules are not intended to be all inclusive of the professional code of ethics, professional standards of practice, DMHAS policies and standards, proper standards of conduct, or obligations of employees under the Collective Bargaining Agreements and the State Personnel Act and corresponding Regulations which employees must observe at all times. The Department may, when it deems appropriate, establish additional rules.

Questions regarding these rules should be brought to your supervisor's attention.

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These work rules are applicable to All DMHAS Employees, whether Classified or Unclassified.

1. Employees shall be responsible for securing prescription and/or nonprescription drugs in their possession while at the work site. An employee taking prescribed medication(s) under the orders of a physician shall report the fact to her/his supervisor if the medication(s) may affect her/his performance.
2. Possession, ingestion or distribution of alcoholic beverages and/or illegal or controlled substances at work sites is prohibited.
3. Racial, ethnic, or sexual harassment of any person is prohibited.
4. Firearms or weapons of any kind are prohibited on work sites.
5. Employees shall maintain current and accurate personal data with their supervisor and the Human Resource Office.
6. Employees shall not conduct any personal business during working hours nor use state or work site telephones or cell phones to place or receive personal calls except in emergencies or with supervisory approval.
7. Unauthorized possession, duplication, or use of agency keys, badges, identification cards or any other State property is prohibited.

8. The removal or destruction of State property, documents, and/or other equipment or material, including client property or records, from work sites without authorization is prohibited.
9. Employees unable to report for work shall call in to their supervisor or designee within one-half hour of the start of their scheduled workday to provide the reason for their tardiness or absence and/or to request the use of earned time, as required. Where continuous operations are involved, a call shall be made at least one-half hour prior to the start of a shift.
10. Employees shall be at their assigned work places at the designated hour ready to work, and remain at work at all times in a fit physical and mental condition until the end of their shift unless excused by their immediate supervisor.
11. Employees are required to work overtime as directed.
12. Employees shall not refuse or fail to perform work assigned to them.
13. An employee shall not interfere with the productivity of other employees nor cause any interruption of work.
14. Sleeping or inattentiveness on duty is prohibited.
15. Personal errands, favors or exchanging of personal items, including money, between clients and employees is prohibited.
16. Unauthorized tape recordings, videos, or photographing of clients or employees is prohibited.
17. Employees shall comply with all State and Federal confidentiality laws and regulations and are prohibited from access, use or disclosure of service recipients' protected health information without proper authorization.
18. The development of sexual or otherwise exploitive relationships between employees and clients is prohibited.
19. Physical violence, verbal abuse, inappropriate or indecent conduct and behavior that endangers the safety and welfare of persons or property is prohibited.
20. Employees shall not falsify any client records, work reports, employee records, or other official documents.
21. Employees shall immediately report alleged violations of existing work rules, policies, procedures or regulations to a supervisor.