

SECTION VI: EMPLOYEE CODE OF CONDUCT

1. **PROFESSIONALISM.** Cottonwood Heights Parks and Recreation Service Area is a professional association whose purpose, among others, is to provide exceptional facilities, parks and professional services to its citizens. Its employees must adhere to high standards of public service that emphasize professionalism and courtesy. Employees are required to efficiently carry out the work items assigned as their responsibility, to maintain good moral conduct, and to do their part in maintaining respectful interpersonal relationships with their coworkers, supervisors, the public, and public officials. Employee involvement in any type of unlawful discriminatory behavior, harassment or victimization is strictly prohibited.
2. **PRIVILEGED INFORMATION.** Cottonwood Heights Parks and Recreation Service Area employees involved with information of significant public interest may not use this privileged information for personal gain, nor to benefit friends or acquaintances. If an employee has an outside interest which, could be affected by any Cottonwood Heights Parks and Recreation Service Area plan or activity, this situation must be reported to the Executive Director immediately. Each employee is charged with the responsibility of ensuring only information that should be made available to the general public is released as defined in the Government Records Access and Management Act.
3. **CONFIDENTIALITY.** Fellow employees have an unquestionable right to expect all personal information about themselves, their illness, their family and financial circumstances to be kept confidential. Every employee has an obligation to protect this confidence. Never discuss privileged information with others who are not authorized to receive it, either inside or outside the office.
4. **GIFTS AND GRATUITIES.** Cottonwood Heights Parks and Recreation Service Area employees are prohibited from soliciting or accepting any gift, gratuity, favor, entertainment, loan or item of monetary value from any person seeking to obtain business with Cottonwood Heights Parks and Recreation Service Area, or from any person within or outside Cottonwood Heights Parks and Recreation Service Area employment whose interests may be affected by the employees' performance or nonperformance of official duties. Cottonwood Heights Parks and Recreation Service Area employees will not accept gifts, services or gratuities except under circumstances allowed by the "Public Officers' and Employees' Ethics Act", Utah Code 67-16-1. Employees will also abide by Utah state law "Receiving and Soliciting a Bribe by a Public a Servant", Utah Codes 76-8-105.
5. **CONFLICT OF INTEREST.** Cottonwood Heights Parks and Recreation Service Area employees are prohibited from using or attempting to use their official positions to substantially further their personal economic interest or to secure special privileges or exemptions for themselves or others.

B. Employees, who are required to wear Cottonwood Heights insignia imprinted apparel, will be provided with an appropriate number of these items. Employees are required to wear these items while working.

- (1) Employees are responsible to keep their clothing neat, clean and in good repair. If an employee is in need of additional apparel they are required to communicate with their Supervisor and request additional items.
- (2) Staff apparel is to be worn appropriately without modification.
- (3) Each department head or designee has the responsibility to enforce the dress code and any department specific dress codes.
- (4) If clothing or general appearance is determined to be inappropriate for scheduled responsibilities, the employee may be asked to leave and return in appropriate attire and appearance. Failure to comply with this request may result in disciplinary action or termination.

C. Employees who are authorized, and given the option, to wear a Cottonwood Heights Parks and Recreation Service Area issued name tag, must adhere to the "casual work attire" dress code, which reflects a neat, clean and professional appearance.

- (1) Clothing should be appropriate for a professional office setting and not be overly casual, revealing or distracting.
- (2) Tank tops and sleeveless tops may be worn only if they maintain a professional appearance. Tank tops or sleeveless garments with straps less than four fingers wide are not appropriate for the workplace and should not be worn. Additionally, all tops should provide adequate coverage and not expose undergarments or midriff.
- (3) Slacks, Khakis, tailored pants, jeans, skirts and shorts are considered casual work attire, however may not be excessively ripped, frayed, short or revealing.
- (3) Each department head or designee is responsible for establishing an overall guideline for department-specific dress codes, with the approval of the Executive Director.
- (4) If clothing or general appearance is determined to be inappropriate for scheduled responsibilities, the employee may be asked to leave and return in appropriate attire and appearance. Failure to comply with this request may result in disciplinary action or termination.

inappropriate or unsafe.

8. **VAPING/SMOKING.** In compliance with the Utah Indoor Clean Air Act vaping/smoking is not permitted in the Cottonwood Heights Parks and Recreation Service Area Center or on any company owned or maintained property. Cottonwood Heights Parks and Recreation Service Area also prohibits vaping/smoking in Cottonwood Heights Parks and Recreation Service Area owned vehicles. Employees who choose to vape/smoke must maintain a distance of 25 feet from any entrance, in the area designated by Administration.
9. **TIME CLOCKS**
 - A. All employees of Cottonwood Heights Parks and Recreation Service Area are required to maintain an accurate record of hours worked for Cottonwood Heights Parks and Recreation Service Area by using an electric time clock located in designated areas.
 - B. Employees are not allowed to clock in or out for another employee.
 - C. Failure to clock in or out more than twice during a single pay period may result in disciplinary action.
 - D. Service Area employees will not be reimbursed for work done away from the site unless pre-approved by the Department Head.
10. **OUTSIDE ACTIVITIES.** Cottonwood Heights Parks and Recreation Service Area employees shall not use Cottonwood Heights Parks and Recreation Service Area owned property in support of outside interests and activities when such use would compromise the integrity of Cottonwood Heights Parks and Recreation Service Area or interfere with the employee's duties. Specifically, an employee who is involved in an outside activity such as a civic organization, religious organization, committee unrelated to Cottonwood Heights Parks and Recreation Service Area business, public office, or service club, shall:
 - A. Pursue the outside activity on the employee's own time.
 - B. Pursue the outside activity away from Cottonwood Heights Parks and Recreation Service Area offices.
 - C. Discourage any phone, mail or visitor contact related to the outside interest at Cottonwood Heights Parks and Recreation Service Area offices.
 - D. Arrange for annual leave or compensatory time off in advance to pursue the outside interest during business hours.

- (5) The Executive Director, or his designees, upon written or verbal notification of secondary employment, shall review the information and determine whether the employee's outside employment creates or constitutes a conflict of interest. Factors to consider include, but are not limited to, the following:
 - (a) That the secondary employment reasonably articulates some factor or factors which could negatively impact the performance of an employee for Cottonwood Heights Parks and Recreation Service Area. For example, the secondary employment could reasonably be expected to be physically or mentally draining on the employee.
 - (b) That the secondary employment could invoke a conflict of interest as an employee of Cottonwood Heights Parks and Recreation Service Area. For example, the employee may be promoting similar types of services which may cause a negative impact on the Service Area.
 - (c) That the secondary employment is immoral or unethical.


B. Non Seasonal Full Time Employees

- (1) Non-Seasonal Full-time employment with Cottonwood Heights Parks and Recreation Service Area shall be the employee's primary employment. Outside employment must not be of a type that would reasonably give rise to criticism or suspicion of conflicting interests or duties.
- (2)
 - (a) A non-seasonal full time employee may not be a contractor or licensee.
- (3) Non-seasonal, Full-time Employees are required to provide written notification to the Executive Director, or designee, before starting any secondary or outside employment. This notification should include the following information:
 - (a) The employer's name, business name, and business address.
 - (b) A general overview of the type of business engaged in by the secondary employer.
 - (c) The specific duties engaged in by the employee at their secondary employment.
- (4) The decision of approval or disapproval for secondary employment shall

- C. The Executive Director or designee may make exceptions in an emergency situation or extenuating circumstances.

APPROVED AND PASSED THIS 20th OF MAY, 2026


COTTONWOOD HEIGHTS
PARKS AND RECREATION SERVICE AREA

By:  _____

Lyse Durrant, Executive Director



BOARD OF TRUSTEES

By:  _____

Patti Hansen, Chair