


## MEMORANDUM

DATE: May 21, 2025  
TO: Department Heads and Division Managers  
FROM: Aaron Donato, Labor Relations Manager   
RE: A Reminder on Professional Conduct and Use of City Resources

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Hello Team:

Human Resources has recently seen a concerning rise in employee misconduct, including misuse of City-owned or rented vehicles and equipment, theft of fuel, inaccurate time reporting, and other instances involving the misuse of public resources. These actions are not only violations of policy, they also erode public trust and may result in discipline, termination, or even criminal prosecution.

Let's be direct: theft is theft. Whether it involves time, fuel, tools, or equipment, any misappropriation of City resources will be treated as a major offense.

We have also observed a rise in unprofessional behavior. This ranges from off-hand remarks to inappropriate conduct in the workplace. These actions reflect poorly on both the individual and the City. As public servants, we cannot afford to compromise our credibility or professionalism.

Here is what every employee needs to understand and what we are asking you to reinforce with your teams:

- **City resources are for City business only.** This includes home retention vehicles, which must not be used for personal errands or recreational use. These vehicles are provided for operational readiness in the event of a call-out and should remain parked when not in official use. Similarly, tools, equipment, and fuel are to be used strictly for City work.
- **Your timesheet must reflect the actual hours you worked.** Every employee is responsible for submitting an accurate and truthful record of their time. For hourly employees, this means not reporting time, including overtime, unless it was actually worked and approved. For FLSA-exempt employees, including managers and professionals, being "exempt" does not mean "part-time." Exempt employees are expected to manage their schedules responsibly and fulfill the full scope of their duties. This includes working at least 40 hours per week, unless on approved leave or

modified duty. While schedules may vary based on operational need, chronic underperformance or absentee leadership will be addressed appropriately.

- **Professionalism matters.** This includes maintaining appropriate workplace conduct at all times. No dirty jokes. No sexually explicit conversations. No reenactments of over-the-top scenes from movies or shows that may be considered “not safe for work.” Be mindful that what seems funny to one person may be deeply offensive to another.
- **The City does not tolerate retaliation.** Employees who participate in administrative or EEO investigations, or who report misconduct in good faith, are protected under City policy. Any attempt to intimidate, isolate, or otherwise retaliate, whether through direct actions or more subtle behavior, is a serious violation and may result in disciplinary action, up to and including termination.
- **If you are unsure about a policy, ask.** Reach out to your supervisor, manager, or department head for guidance. If questions remain, connect with HR for assistance. All City employees are required to comply with all applicable City policies, rules, regulations, labor agreements, the Civil Service Board Rules, the Employee Handbook, and the City Charter.

Additional reminders:

- **Supplemental Employment:**  
Career employees must receive written approval before accepting outside employment, including running a side business or LLC. This does not apply to non-career employees. The policy and request form can be found here:  
[SupplementEmploymentPolicyAndForm.pdf](#)
- **Remote Work Outside the Region:**  
Departments shall not approve permanent remote work arrangements for employees living outside the Sacramento region or out-of-state.
- **Licenses and Certifications:**  
Employees are responsible for maintaining all licenses or certifications required for their positions. Failure to maintain the required credentials may lead to disciplinary action, up to and including termination.

Supervisors, managers, department heads, and PAR contacts are responsible for ensuring that probationary employees secure any required credentials before their probation ends. Failing to do so may also result in disciplinary action.

The purpose of this memo is to remind all of us that, as public employees, we are expected to do the people's work, and in doing so, we are held to a high standard of accountability and ethical conduct.

We recognize that many of our employees, including our managers and supervisors, regularly go above and beyond to meet the needs of the City. This memo is not intended as a critique of that dedication, but rather as a reminder that accountability and integrity must remain consistent across the organization. Thank you to those who continue to uphold the highest standards of public service.