

## Article XXII – General Policies and Procedures

### Section A. Employee Conduct

Employees of the City shall not engage in any criminal, dishonest, infamous, immoral, or notoriously disgraceful conduct or behavior, activity, or association, either on or off duty, which discredits him/her and/or the City. Each employee is expected to conduct himself/herself both on and off the job in such a manner as to reflect positively on both himself/herself and the City.

### Section B. Political Activity

In accordance with T.C.A. Sections 7-51-1501 through 7-51-1503, all City employees shall:

- 1) Enjoy the same rights of other citizens of Tennessee to be a candidate for and to hold any federal, state or local political office except for any elected office of the City of Franklin; and
- 2) Enjoy the right to participate in political activities by supporting or opposing political parties, political candidates, and petitions to governmental entities.

Provided, however, that:

- 1) Employees of the City shall not participate in any such political activities while on-duty for the City; and
- 2) Employees shall not use City equipment or any other City resources either on or off duty while participating in political activities; and
- 3) Employees shall not seek election or appointment to City office.

Any willful violation or violations through negligence of any of this policy shall be sufficient grounds for the discharge of any employee guilty of such violation.

### Section C. Records

The Human Resources Director shall maintain adequate records of all personnel activities and transactions, the proceedings of any and all hearings and appeals as they relate to personnel administration, this Human Resources Manual, the record of every applicant as required by applicable record retention standards, and the employment record of every employee.

The City abides by the Tennessee Open Records Act, TCA Title 10, Chapter 7.