

Know Your Responsibilities

As employees come aboard to Pinellas County Government, they take on the responsibility to provide professional and friendly service to the citizens of Pinellas County. Along with the responsibility to serve the public comes certain basic responsibilities to follow. It is important for supervisors to communicate these responsibilities to all employees.

First and foremost, as stewards of the public trust, County employees must conduct themselves in the highest manner. Citizens look to County employees to provide courteous and honest service. Employees must follow the [Pinellas County Statement of Ethics](#) and commit to the highest standards of personal integrity, honesty and competence in the performance of their work.

All employees have set work schedules which may vary from person to person. Along those lines, the County does not have a uniform policy about calling in if a person will miss or be late for work. It is important for supervisors to convey to their work units what is required of an employee if they will be late or out for the day. Further, the Personnel Rules state that if an employee does not show up for work, or call for three consecutive work days, s/he may be considered to have resigned.

Each employee's department determines the dress code they must follow. One department may have a more stringent dress code than another, but at all times, employees are expected to dress appropriately for their positions. The way an employee dresses helps create a good perception of public servants.

Computers play a large role in helping many employees do their jobs. To that end, employees have the responsibility to use their computers for work-related business only. Further, employees

who utilize social media sites for the promotion of the County, must do so in a way that projects the County in a positive way while promoting County services.

Safety, whether on job sites, in the office, or driving on County business is paramount. If employees notice an unsafe condition or situation, they should report it immediately. Not only may the situation be unsafe for employees, but also for our customers. Additionally, employees who drive in the course of County duties have a responsibility to follow all traffic laws as well as maintain a valid driver's license.

When emergency strikes, be it in the form of a natural disaster or man-made emergency, all County employees will have a responsibility in some form to help ensure the safety of citizens. Supervisors are responsible for communicating those expectations to employees, as well as employees have a responsibility to be prepared to do their part when disaster strikes.

If for some reason, a County employee is arrested—whatever the cause—it is County policy to report the arrest to their supervisor by the next business day. County employees are held to a higher standard as stewards to the public, thus this responsibility of employees to report any arrests.

It all sounds so basic, but sometimes it is the most basic of responsibilities that don't get communicated to employees or are overlooked. To help project a professional image of the County, it is incumbent on all employees to follow these basic responsibilities and for supervisors to ensure they are communicated effectively. A good place to start is to review the [new Employee Responsibilities web page](#) and encourage employees to do so too.