



RESOLUTION R-074-25

A RESOLUTION OF THE WALKER COUNTY BOARD OF COMMISSIONERS TO ADOPT A POLICY ON EMPLOYEE PROFESSIONALISM AND TIME MANAGEMENT

WHEREAS, the Board of Commissioners of Walker County ("Board") is the governing authority of Walker County, Georgia; and

WHEREAS, the Board desires to ensure the highest level of efficiency, productivity, and ethical conduct from all county employees to effectively and responsibly serve the citizens of Walker County; and

WHEREAS, the Board has determined that establishing clear, updated guidelines on professional conduct and time management is necessary for maintaining a positive and productive work environment;

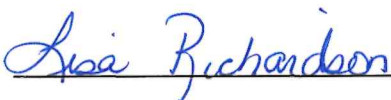
THEREFORE, BE IT RESOLVED by the Board of Commissioners of Walker County, Georgia, that the policy on Employee Professionalism and Time Management, attached hereto marked "Exhibit A," and incorporated by reference, is hereby adopted and shall be implemented immediately.

BE IT FURTHER RESOLVED that any previous resolutions or policies related to employee conduct, ethics, or time management that are in conflict with this resolution are hereby repealed.

SO RESOLVED AND ADOPTED this 6th day of November, 2025.

ATTEST:

WALKER COUNTY, GEORGIA



LISA RICHARDSON, County Clerk



ANGELA TEEMS, Chairwoman/CEO



The foregoing Resolution received a motion for Approval from Commissioner Teems, second by Commissioner Blakemore, and upon the question the vote is 4 ayes, 0 nays to adopt the Resolution.



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PROFESSIONALISM AND TIME MANAGEMENT

Summary

The purpose of this policy is to outline the expectations for professionalism and time management for all employees of the Walker County Government. Maintaining a high standard of professionalism and effective time management contributes to the efficiency, integrity, and success of the organization in serving the public.

Scope

This policy applies to all employees, contractors, and volunteers working for or on behalf of the Walker County Government.

Professionalism

Walker County Government is committed to fostering a respectful, inclusive, and collaborative work environment. Professionalism is expected in all aspects of work, including communication, behavior, and appearance.

Behavior

- Employees must treat colleagues, the public, and external partners with respect, courtesy, and dignity at all times.
- All employees are expected to act with honesty, integrity, and professionalism at all times, upholding the values and mission of Walker County Government. This expectation extends to both workplace behavior, outside of work hours and online activity, including social media and other digital communications, to ensure a positive and respectful representation of the County.
- Discriminatory, harassing, or inappropriate behavior of any kind will not be tolerated.
- Employees must resolve conflicts professionally, seeking appropriate channels for discussion and resolution, including supervisors or HR when necessary.

Communication

- Employees should communicate clearly, effectively, and professionally in all forms of communication (e.g., verbal, written, electronic, and digital).
- Confidential information, both about the county's business and personal matters of employees, must be protected and not shared without proper authorization.
- Employees should respond to emails, phone calls, and other communications in a timely manner, demonstrating respect for the time and concerns of others.

Appearance

- Employees should maintain a professional appearance that reflects the standards of the Walker County Government, and the position held.
- Dress codes may vary by department, and employees should adhere to any specific guidelines provided by their department. When in doubt, employees are encouraged to consult their supervisor for guidance.

Time Management

Efficient use of time is critical to the performance of the Walker County Government's functions. All employees are expected to manage their work time effectively, meet deadlines, and contribute to the successful operation of the county.

Work Hours



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- Employees must adhere to their scheduled work hours unless authorized for flexible schedules, overtime, or leave.
- Regular and punctual attendance is a requirement for all employees. Employees should notify their supervisor in advance if they are going to be late or absent, except in emergency situations.

Breaks and Meal Periods

- Employees should take breaks and meal periods as required, in accordance with departmental policies. Breaks and meal periods should be taken in a manner that does not disrupt the operation of the department or the service to the public.
- Employees should be mindful of time when taking breaks and meals, ensuring that they return to work on time to maintain overall productivity.

Prioritization and Deadlines

- Employees are responsible for prioritizing tasks based on their importance and deadlines. Time sensitive projects should be addressed with urgency, and resources should be allocated efficiently to meet required deliverables.
- Employees should communicate with supervisors if they feel overwhelmed by deadlines or workload and collaborate on finding solutions.
- It is expected that employees will utilize tools like calendars, task lists, and time management software as needed to stay organized and efficient.

Meeting Time

- Employees should arrive on time and prepared for scheduled meetings.
- Meetings should have clear objectives and agendas, and participants should remain focused and engaged throughout the duration of the meeting.
- To respect everyone's time, unnecessary meetings should be avoided, and virtual meetings should be considered where appropriate to reduce travel time and increase efficiency.

Personal Sales or Personal Business on County Time

To ensure that all Walker County employees maintain professionalism and focus on their official duties during work hours, this establishes clear guidelines regarding personal sales or business activities during county time.

Employees of Walker County Government are strictly prohibited from conducting any personal sales or operating personal business ventures during their scheduled work hours. This includes, but is not limited to:

- Selling goods or services for personal profit during work hours
- Promoting or distributing personal business materials
- Using county resources (e.g., computers, phones, printers, vehicles, or email systems) for personal commercial activity
- Conducting any form of side business, including phone calls, texting, or meeting clients/customers while on duty

Accountability

Failure to adhere to this policy may result in corrective action, including counseling, training, or other disciplinary measures, depending on the severity of the situation. Continued issues related to professionalism or time management will be addressed in accordance with the Walker County Government's disciplinary policies.



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Review and Revision

This policy will be reviewed periodically and revised as needed to ensure that it remains relevant and in compliance with legal requirements and the needs of the Walker County Government.