



## **WORK STANDARDS**

### **I. PURPOSE**

To reinforce the City's commitment to provide the best customer service and highest standards of professionalism to the citizens of Georgetown.

### **II. SCOPE**

This policy applies to all City employees.

### **III. POLICY**

It is the duty of each employee to maintain high standards of productivity, cooperation, efficiency and economy in his/her work for the City. Supervisors shall organize and direct the work of their departments to achieve these objectives. Employees are obligated to follow directions, that are in line with these personnel policies, given by their supervisors to achieve departmental goals and objectives.

If work habits, behavior, production or personal conduct of an employee falls below appropriate standards, supervisors should point out the deficiencies at the time they are observed. Counseling and warning the employee in sufficient time for improvement shall ordinarily precede formal action as provided elsewhere in these policies.