

Chapter 2.56

GENERAL CONDUCT AND DISCIPLINE

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2.56.010 **Personal appearance and conduct.** All employees shall report for work in a clean and neat fashion as suits the job classifications in which he or she is working. It shall be the responsibility of all employees to represent the city to the public in a manner which shall be courteous, efficient, and helpful. Distasteful personal habits such as loud gum chewing or boisterous speech, etc., shall be curtailed. (Ord. 390 SI (part), 1981.)

2.56.020 **Disciplinary action--Purpose.** The city will attempt, at all times, to operate its business in the most professional, efficient, economic and orderly manner consistent with good management practices. All employees shall conduct themselves in a manner that will be consistent with established rules and regulations. Disciplinary action is not primarily intended to be punitive, but rather to maintain the efficiency of day-to-day operations and in keeping with sound principles of human relations in the city service. (Ord. 390 SI (part), 1981.)

2.56.030 **Disciplinary action--Causes.** All appointed employees shall be subject to disciplinary action for cause, including, but not limited to:

- A. Drinking intoxicating beverages, or the use of unlawful drugs on the job, or arriving on the job under the influence of intoxicating beverages or drugs.
- B. Violation of a lawful duty.
- C. Insubordination.
- D. Breach of discipline.

- E. Being absent from work without first notifying and securing permission from the employee's supervisor.
- F. Being habitually absent or tardy for any reason.
- G. Misconduct.
- H. Conviction of a felony or a misdemeanor involving moral turpitude.
- I. Using religious, political or fraternal influence.
- J. Accepting of fees, gifts, or other valuable items in the performance of the employee's official duties for the city.
- K. Inability to perform the assigned job.
- L. Loud, vulgar or abusive language. (Ord. 390 SI (part), 1981.)

2.56.040 **Disciplinary action--Degrees.**

- A. The degree of discipline administered must depend upon the severity of the infraction. It is the responsibility of the supervisor to evaluate thoroughly the circumstances and facts as objectively as possible, after reporting the need for disciplinary action to and confirming with the mayor.
- B. There are several types of disciplinary action which are described in Sections 2.52.050 through 2.52.080 and shall be applied to discourage detrimental behavior or action. (Ord. 390 SI (part), 1981.)

2.56.050 **Oral warnings.** An oral warning shall be talking to the employee, in private. This type of discipline should be applied for infractions of a relatively minor degree. Supervisors should at all times inform the employee that he or she is being administered an oral warning and that the employee is being given an opportunity to correct the condition. If the condition is not corrected, the employee will be subjected to more severe disciplinary action. A report that an oral warning has been given will be placed in the employee's personnel file describing the infraction, corrective action required, and success or failure of the corrective action. (Ord. 390 SI(part), 1981.)

2.56.060 **Written notice.** This notice will be issued by the supervisor or mayor in the event that the employee continues to disregard an oral warning. The supervisor will set forth in the warning notice the nature of the infraction in detail and will sign the notice. He or she will discuss the warning notice with his or her immediate supervisor, then with the employee to be certain the

employee understands the reason for the disciplinary action. (Ord. 390 SI(part), 1981.)

2.56.070 **Suspension without pay.** Upon being charged with a felony or misdemeanor involving moral turpitude, the employee will immediately be suspended without pay until he or she is either acquitted or convicted. Acquittal will allow immediate reinstatement. Conviction will be grounds for immediate dismissal. (Ord. 390 SI (part), 1981.)

2.56.080 **Dismissal.** Dismissal shall be a last resort and under normal circumstances will be used only after oral warning and/or written notices have failed to produce the desired results. Insubordination, being under the influence of alcoholic beverages or unlawful drugs while on duty or conviction of a felony or misdemeanor involving moral turpitude shall be grounds for immediate dismissal without written notice. (Ord. 390 SI (part), 1981.)

2.56.090 **Grievances--Filing.** An employee may file a grievance with respect to a claim or dispute arising from the interpretation, meaning, or application of the provisions of these rules and regulations. Such grievance must be filed in writing within thirty working days of the occurrence of the incident producing the violation, dispute or grievance. (Ord. 390 SI (part), 1981.)

2.56.100 **Grievances--Procedure.** The following grievance procedure applies unless other procedures are provided by state law, as in the case of a uniformed service or by union contract:

- A. If an employee believes he or she has a justified complaint or problem, he or she must discuss this problem with his or her supervisor or department head.
- B. If, within three working days after receiving an answer from such department head or supervisor, the employee believes that his or her problem has not been resolved to his or her satisfaction, the employee and the immediate supervisor shall both submit a written report outlining the complaint and the circumstances surrounding it. The department head shall also reply in writing to the parties regarding the complaint within five working days. Copies of all written statements shall at this point be forwarded to the chief administrative officer. All written grievances and responses shall be in the personnel file.
- C. If the employee believes that his or her complaint is not fairly resolved by the department head, he or she may, within five working days submit a written complaint to the chief administrative officer. If the grievance continues to exist, the chief administrative officer shall agree to other legal means available for resolving the employee's grievance, including arbitration by an outside third party. No punitive action shall be carried out against an employee for utilizing the grievance procedures contained in this section. (Ord. 390 SI (part), 1981.)