



CITY MANAGER ACCOUNTABILITY POLICY

Policy 3.2. Staff Treatment Policy

With respect to treatment of paid and volunteer staff, the City Manager shall not knowingly cause or knowingly allow conditions, procedures, actions or decisions which are unlawful, unethical, unsafe, disrespectful, undignified, immoral, disreputable, disruptive of city operations, or in violation of commission policy.

Accordingly, the City Manager may not:

1. Fail to develop procedures for reasonable background inquiries and checks prior to hiring any paid personnel or utilizing the services of any volunteers;
2. Operate without written personnel and administrative policies which:
 - 1) Clarify personnel rules and procedures for staff;
 - 2) Provide for effective handling of grievances;
 - 3) Include adequate job descriptions for all staff positions;
 - 4) Include salary and compensation plans that comply with state law;
 - 5) Include an effective personnel performance evaluation system;
 - 6) Establish procedures for reductions in workforce;
 - 7) Protect against sexual harassment;
 - 8) Protect against racial, religious, gender, age, disability and ethnic bias or discrimination or any known legal infraction against a protected groups(s); and
 - 9) Provide for a workplace that is free from illegal drugs; misuse of legal drugs; and alcohol.
3. Prevent employees from grieving to the City Commission when internal grievance procedures have been exhausted and the employee alleges that the City Commission policy has been violated;
4. Fail to protect confidential information;
5. Fail to provide for open communication and the sharing of ideas; and
6. Fail to provide staff with an opportunity to become familiar with the provisions of this policy.

Adopted:	October 2009
Monitoring Method:	Personnel Committee
Monitoring Frequency:	Quarterly
