

ORDINANCE NO. PP-001

AN ORDINANCE DEFINING WORK STANDARDS FOR THE CITY OF BELLS EMPLOYEES

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF BELLS, TEXAS, THAT:

Section 1:

Employees while on duty are at all times individually responsible for conducting themselves in a professional and ethical manner and for treating coworkers and members of the public with respect and dignity. The intent of this policy is to make a clear statement that unprofessional and abusive behavior will not be tolerated in the workplace. In addition to the provisions in these policies, employees are responsible for complying with any other federal and state laws or regulations or local ordinances governing their conduct.

Grounds for immediate dismissal of an employee may include, but are not limited to:

- A. Use of intoxicants while on duty, or reporting for duty while under the influence of intoxicants;
- B. Abuse of a controlled substance while on duty, or reporting for duty while under the influence of a controlled substance;
- C. Unauthorized possession of firearms, explosives or any dangerous weapons at any time, on any City property (including, but not limited to parking lots and City vehicles) or while performing City work;
- D. Conviction of a felony; or crimes involving moral turpitude which would include, but not be limited to, such misdemeanors as public intoxication and disorderly conduct;
- E. Absence without leave for three consecutive working days or more, with or without notice by the employee, or absence for any reason, medical or otherwise, for twelve (12) weeks or more as long as such circumstances comply with applicable laws;
- F. Insubordination or refusal to obey a just order, including, but not limited to, neglect of duty, refusal or failure to obey orders or instructions in the line of duty, public disrespect displayed toward the Mayor/City Council or the City while performing work for the City and abusive language to any supervisor, Mayor, City Council, or Citizen of the city;
- G. Fighting, threat of violence or any unnecessary abruption in the workplace;

H. Willful or reckless misuse, destruction, theft or conversion of City property, whether on or off duty, including, but not limited to, destruction, misappropriation or removal of City property (including files and work documents) or the property of employees, clients or customers;

I. Falsification of official documents or records;

J. Repeated or habitual absenteeism or tardiness;

K. Substandard performance, inability or unwillingness to perform the duties of the position;

L. Misconduct or mismanagement of a position of employment by action or inaction, neglect that jeopardizes the life or property of another, intentional wrongdoing, intentional violation of a law or violation of a policy or rule adopted to ensure the orderly work and safety of employees;

M. Engaging in activities other than assigned work during working hours and/or while operating city equipment, without advance approval by the Mayor/employee's supervisor;

N. Use of City property or time for personal financial gain;

O. Failure to report occupational injuries or accidents promptly to the Mayor/ employee's supervisor, including motor vehicle accidents in a City vehicle;

P. Violation of the ordinances of the City of Bells or of these rules;

Q. Non-compliance with any written or established departmental policy; or

R. Any reason or no reason as deemed appropriate by the Mayor and the City Council.

The City of Bells will make every effort to establish a positive working climate in which employees may function. Management must maintain efficiency within its operations and must determine the methods by which functional areas accomplish their objectives. Management also must schedule work events and employees to accomplish its mission.


It shall be the duty of each employee to maintain high standards of cooperation, proficiency, and economy in their work for the City. Employees are expected to conduct their personal business in such a manner as to cause little interference with individual or group work performance. This includes personal visits of friends and relatives, phone calls, and requests for absence from work for personal, financial, medical, or other reasons. If work habits, attitude, production, and or personal conduct of an employee become a problem, supervisors should take appropriate action at that time.

Paid time off may be provided to conduct personnel-related business such as Workers' Compensation claims, promotion and transfer applications, discrimination complaints, grievances and insurance claims. This may be accomplished during working hours, with knowledge and approval of the Mayor or employee's supervisor.

Section 2:


Any direct violation of the above mention items will result in immediate disciplinarian action including Verbal warnings, written warnings, suspension from work without pay, and termination of employment.

PASSED AND ADOPTED this 4 day of March, A.D. 2014.



Mayor

ATTEST:



City Secretary