

RESOLUTION NO.2-2000
CITY OF CLARK FORK, IDAHO

TITLE: CHANGES AND ADDITIONS TO THE PERSONNEL POLICY.

WHEREAS THE CITY OF CLARK FORK CURRENTLY HAS A PERSONNEL POLICY IN PLACE;

WHEREAS THE MAYOR AND COUNCIL OF THE CITY OF CLARK FORK, AT ITS JUNE 22, 2000 WORKSHOP MEETING REVIEWED SAID POLICY;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF CLARK FORK THAT THE FOLLOWING CHANGES AND ADDITIONS BE MADE TO THAT POLICY:

THE FOLLOWING PARAGRAPH REPLACES THE SECOND PARAGRAPH OF SECTION 3.F, JOB SAFETY, IN THE PRESENT PERSONNEL POLICY:

Report any accidents observed to have happened on entity property or involving the entity property. Each employee must provide as much information as he or she can from the observation, made in the course of activities associated with one's work. Employees shall cooperate in the reporting and reconstruction of any job-related accident in order that workplace hazards can be eliminated and that proper consideration can be accorded to injured workers and the public. Such information should be reported to the Mayor as soon as possible.

THE FOLLOWING SUBSECTIONS ARE ADDED TO SECTION 3 OF THE PRESENT PERSONNEL POLICY:

I. RISK MANAGER.

The RISK MANAGER for the City of Clark shall be the Mayor.

J. ON-THE-JOB INJURIES.

All on-the-job injuries shall be reported to the RISK MANAGER as soon as practical to allow the filing of Worker's Compensation claims in the proper manner. No employee shall report his or her own injury to Worker's Compensation. All employees must go through the RISK MANAGER. In the case of injury to the RISK MANAGER, then the CITY COUNCIL. If an employee is disabled temporarily by an on-the-job accident he/she shall be eligible for Worker's Compensation benefits. Return to employment shall be authorized on a case-by-case basis upon consultation with the supervising official and the State Insurance Fund. Concerns associated with the injured worker's status may be brought before the MAYOR and CITY COUNCIL.

K. EMPLOYEE TRAINING.

The Clark Fork City Council must approve all training, plus travel or lodging, prior to employee going to such training at the city's expense.

SECTION 6.C, CONDUCT TOWARD OTHER EMPLOYEES, IN THE PRESENT PERSONNEL POLICY IS REPLACED BY THE FOLLOWING:

Employees shall not engage in abusive conduct to fellow employees or the public, or use abusive language in the presence of fellow employees or the public. Abusive language shall include profanity and loud or harassing speech.

SECTION 6.E, GIFTS, OF THE PRESENT PERSONNEL POLICY IS REPLACED BY SECTION 6.E, GIFTS AND GRATUITIES, AS FOLLOWS:

E. GIFTS AND GRATUITIES.

Employees shall not accept gifts or gratuities in any personal or professional capacity, as this could create the impression that the giver was seeking favors from the employee or city officials.

THE FOLLOWING SUBSECTIONS ARE ADDED TO SECTION 6 OF THE PRESENT PERSONNEL POLICY:

L. ATTENTIVENESS.

Employees shall be attentive to their work at all times.

M. VISITING.

Employees shall not engage in prolonged visits with children, friends or family members, which interferes with the course of work in the department in which the employee serves.

N. GOSSIPING.

Employees shall not engage in malicious gossip and/or spread rumors; engage in behavior designed to create discord and lack of harmony; or willfully interfere with another employee's work in the department in which the employee serves.

O. SMOKING.

Employees shall not smoke except in designated smoking areas within the public office or other public buildings and not in city vehicles. Employees shall not smoke cigars and pipes in any indoor space.

P. REMOVAL OF PUBLIC RECORDS.

Employees shall not violate state statutes or local rules regarding the inappropriate use, alteration, destruction, or removal of any public records required by law to be kept by the entity or by other public officials.

Q. RECORDING CONVERSATIONS.

Employees shall not record oral conversations of any employee or supervisor or the public except as authorized for open meetings, or in compliance with Idaho Code.

THE FOLLOWING PARAGRAPH REPLACES SECTION 7.A.6 IN THE PRESENT PERSONNEL POLICY:

Be present in the workplace under the influence of drugs, alcohol, illegal substances or other substances which would threaten the safety or well being of other workers or the public. No worker shall be absent from work on account of such conduct, even though such conduct does not occur during regular working hours.

PASSED AND APPROVED THIS 10TH DAY OF JULY, 2000.

Linda V. Reed
Linda V. Reed, Mayor

CITY COUNCIL MEMBERS	YES	NO	ABSENT	ABSTAIN
Lynn Siple	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kathy Johnson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Shields	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mary Milotz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: *Elizabeth Parenti*
Elizabeth Parenti, City Clerk