

17. OTHER PROVISIONS

- 17.1 **Seniority.** Seniority of an employee shall be established by computing the amount of continuous service from the date of employment. Leaves without pay will not be considered when computing seniority. All seniority privileges shall be forfeited by the resignation or dismissal of an employee.
- 17.2 **Employee Responsibilities.** All employees are required to inform their Department Heads of illnesses, absences from work, or tardiness. All employees are required to inform the City Finance Office of any change in their personal status (addresses, contacts, etc.)
- 17.3 **Worker's Compensation.** All injuries on the job must be reported immediately to the Department Head or person in charge. The injured employee must then, after medical attention, report to the City Finance Office for completion of worker's compensation forms. Employees, in cases where worker's compensation reimbursement is paid, may use accrued sick leave to make up the difference between worker's compensation and their regular pay. When all leave becomes exhausted, worker's compensation will be continued, but City participation will discontinue, and leave benefits will not accrue. All benefits will continue upon return to work.
- 17.4 **Unacceptable Activities.** Employees shall not participate in any activity or enterprise which is inconsistent, incompatible or in conflict with the duties and responsibilities of the position. The Lead City Commission shall make the ultimate determination as to whether a specific activity is prohibited.
- 17.5 **Additional Employment.** Employees shall not seek or accept additional outside employment except with the approval of the Commissioner in charge. Such approval will not be granted when additional employment will interfere, conflict with, or adversely affect the employee's municipal duties and responsibilities.
- 17.6 **Political Activity.** Employees are encouraged to exercise their right to vote in municipal elections but shall not engage in or participate in any other way in said elections, except with permission of the Lead City Commission. Immediate dismissal from city employment may result from failure to comply with this provision.
- 17.7 **Public Relations.** All employees are responsible for providing their municipal services to the public in a courteous, polite manner. All employees are expected to maintain high standards of conduct and cooperation in their duties for the city. The city feels an individual accepts an additional responsibility to the community by accepting a position with municipal government and requires its employees to act accordingly.
- 17.8 **Travel.** All travel for city business shall be in accordance with current regulations on file in the City Finance Office and must be approved prior to the travel occurring.
- 17.9 **Code of Conduct.**

(A) Integrity and Honesty: Commission members, committee members, volunteers, city commissioners and city employees are expected to act with integrity and honesty in all matters relating to their position. This includes being truthful, transparent, and avoiding conflicts of interest.

(B) Accountability: Commission members, committee members, volunteers, city commissioners and city employees should be accountable for their actions and decisions.

(C) Respect: Respect for fellow commission members, committee members, volunteers, city commissioners, city staff, public, and the community is paramount. This includes listening to diverse viewpoints, treating others with dignity, and fostering a positive working environment.

(D) Confidentiality: Commission members, committee members, volunteers, city commissioners and city employees must maintain the confidentiality of sensitive information discussed during executive sessions of any meetings or are of a protected nature and related to municipal affairs unless disclosure is legally required.

(E) Fairness and Impartiality: Decisions should be made impartially, without bias or favoritism, and in the best interests of the community.

(F) Compliance with Laws and Policies: Commission members, committee members, volunteers, city commissioners and city employees are expected to comply with all applicable laws, regulations, and municipal policies governing their conduct and decision-making.

(G) Proper Use of Authority: Commission members, committee members, volunteers, city commissioners and city employees should exercise their authority judiciously, avoiding abuse of power or influence for personal gain.

(H) Professionalism: Always conduct oneself in a professional manner, both in public and private interactions, representing the municipality with dignity and respect.

(I) Continuous Improvement: Commission members, committee members, volunteers, city commissioners and city employees should strive for ongoing self-improvement, staying informed about relevant issues, and participating in relevant training and development opportunities.

(J) Avoiding Personal Gain: Commission members, committee members, volunteers, city commissioners and city employees should refrain from using their position for personal gain or engaging in activities that could create the appearance of impropriety.

(K) Promotion of Public Trust: Uphold and promote public trust in the municipal government through ethical conduct and transparency in decision-making processes.

(L) Compliance with Code: Commission members, committee members, volunteers, city commissioners and city employees are expected to familiarize themselves with this code of conduct and adhere to its' principles in their duties as elected, hired or appointed representatives of the municipality. Failure to adhere to this code of conduct could result in suspension or removal from the commission the member was appointed to.

(M) Attendance at meetings is required of commission members. The chairperson of each commission, committee, volunteer group may, with a majority vote of a

quorum of the commission, committee or volunteer group recommend the removal of a commission member, committee member or volunteer for lack of attendance or violation of any of the codes of conduct.