

Personnel Policy Changes

Under 17.9. Code of Conduct

Add-

- (N) When answering a City of Lead telephone (excepting cell phones) the answerer will announce that the caller has reached the City of Lead and who the caller is speaking with. An example of this would be, "City of Lead, this is (insert name here)".
- (O) When dealing with the public, commission members, committee members, volunteers, commissioners and city employees will always use general courtesy. Commission members, committee members, volunteers, commissioners and city employees will not yell, curse, get upset or act in an unprofessional manner. When dealing with an irate person from the public, ask them to calm down and if they do not, politely let them know that are sorry you could not resolve their issue and ask them if they would like to speak to a supervisor. Commission members, committee members, volunteers, commissioners and city employees are not expected to take verbal or physical abuse of any kind and may terminate a contact with the public if these actions are taking place. A written statement will be provided to the department head detailing the events that led to the termination of contact with the public.
- (P) City Employees will not smoke in or on city vehicles/equipment, buildings, while engaged with the public or in view of the public and on city property unless it is outside or dismounted from city equipment and in designated smoking areas. These areas will be designated by each Department Head in the areas they supervise. Smoking will include all electronic smoking devices (vaping) and or electronic nicotine delivery systems. Failure to comply with this directive will result in disciplinary action up to and including termination of employment. Please make sure all employees that you supervise are aware of this directive immediately.
- (Q) From time to time during your service for the City of Lead you may receive unsolicited contact from representatives of the media including but not limited to newspaper reporters, television and radio reporters and news people, and others. The purpose of this policy is to inform you of the proper steps to follow when such contact occurs.
- The City Administrator and members of the Board of Commissioners have been designated as the only authorized spokespeople for the City of Lead in the event of communications with the media. Therefore, if you receive contact from the media, advise them that you cannot comment respond by providing simple and factual information that falls within your area of expertise and refer them to the City Administrator or Board of Commissioners.
 - In addition to referring members of the media to our designated contact

person, notify your immediate supervisor immediately of any media contact.

- Media representatives will understand that you cannot comment. They will appreciate a referral to someone who may or may not be able to answer their questions.
- Any questions that extend beyond basic facts, or involve interpretations, opinions, policies, or confidential matters, must be directed to the organization's designated media contacts to ensure consistency and accuracy in public communications.
- When an incident occurs that could give rise to a claim against you or others of your fellow employees, please notify everyone that they may receive contact from the media and that they must be aware of and follow this media policy - e.g. not comment on any occurrence and refer to the media to the designated contact person.
- You should be friendly and not defensive or evasive when advising members of the media that you are not able to comment. As noted above, they will understand this position.
- No comment means no comment. Do not explain or discuss any occurrence or event with the media unless you are authorized to do so as the designated spokesperson.
- Keep in mind that whatever you say will be viewed as an official statement on behalf of your employer and your co-workers. This is yet another reason to follow the policy, make no comment, and direct the media representatives to the designated contact person.
- If you are present during Executive Session of the (City Commission, City Council, County Commission, etc.) where litigation or claims are discussed, keep in mind that executive sessions are privileged, that no record is made of these discussions, and that anyone present is absolutely forbidden to discuss the content of conversations which occur during executive session.

If you have any questions about the application of this policy, please contact your immediate supervisor.

(R) Cell Phone Usage-

When to Use- Cell phones should be turned off or set to silent or vibrate mode during meetings, conferences and in any circumstance where incoming calls may be disruptive.

Personal Cell Phones- While at work, employees are expected to exercise discretion in using personal cell phones. Excessive personal calls or texting during the workday can interfere with employee productivity and be distracting to others. Employees are encouraged to make any personal calls or texts during non-work time when possible and to ensure that friends and family members are aware of this directive.

City Provided Cell Phones- When job duties or business needs demand, the City of Lead may issue a business cellphone to an employee for work related communications. Personal use of city-owned cellphones should be kept to a minimum. Employees in possession of city-owned cellphones are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, or at any time on request, the employee may be asked to produce the cellphone for return or inspection.

Safety Issues for Cellphone Use- All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones always. Employees whose job requires driving/operating of City vehicles or equipment are expected to refrain from using a cellphone while driving/operating. The City of Lead does not require the use of a cellphone while driving. Regardless of the circumstances, including slow or stopped traffic, employees are required to use hands-free operation or pull to the side of the road and safely stop before placing or receiving a call. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area.

Exceptions for Cellphone Use while driving or operating- Employees are allowed to use cellphones while driving or operating provided the use is hands-free by connecting the cellphone to the vehicle or using the speaker on the cellphone. Emergency cell phone use will be allowed under the following statutes:

32-26-47.1. Use of mobile electronic device--Prohibitions--Violation as misdemeanor-Exceptions. No person may operate a motor vehicle while using a mobile electronic device. A violation of this section is a Class 2 misdemeanor.

This section does not apply to:

A law enforcement officer, firefighter, emergency medical technician, paramedic, operator of an authorized emergency vehicle, or similarly engaged paid or volunteer public safety-first responder during the performance of that person's official duties, and a public utility employee or contractor acting within the scope of that person's employment.

The use of a mobile electronic device for emergency purposes, including a text messaging device to contact a 911 system, an emergency call to a law enforcement agency, health care provider, fire department, or other emergency services agency or entity, or to report to appropriate authorities a fire, traffic accident, serious road hazard, or medical or hazardous materials emergency, or to report the operator of another motor vehicle who is driving in a reckless or otherwise unsafe manner or who appears to be driving under the influence of alcohol or drugs, or to report a crime;

The use of a global positioning or navigation system feature of a mobile electronic device but does apply to manually entering information into the global positioning or navigation system feature of the device.

Reading, selecting, or entering a telephone number or name in a mobile electronic device for the purpose of making or receiving a telephone call and using the device

for the call, or if a person otherwise activates or deactivates a feature or function of a mobile electronic device; or

The use of a mobile electronic device in a voice-operated or hands-free mode if the operator of the motor vehicle does not use the operator's hands to operate the device, except to activate or deactivate a feature or function of the device.

Source: SL 2020, ch 124, § 2.

32-26-47.2. Social networking sites--Prohibition--Violation as misdemeanor.

No person may access, read, or post to a social networking site while operating a motor vehicle. A violation of this section is a Class 2 misdemeanor.

Source: SL2020, ch 124, § 3.

Texting- Reading or sending text messages while driving or operating is strictly prohibited.

Applications- Using social networks and other applications while driving or operating is strictly prohibited.

Consequences- Employees violating this directive will be subject to discipline outlined in the City of Lead Employee Personnel Policy. Violation of this directive could result in termination of employment.

Add-

DRESS CODE

While employed for the City of Lead, you will meet many people. Not only do you represent yourself, but you are also a reflection of the City of Lead. Wearing clothing and choosing grooming styles that positively reflect on yourself, and the City of Lead is a must in the workplace.

The City of Lead is generally a casual dress environment. Employees are expected to use good judgement and to show courtesy to their co-workers by dressing in a manner that is professional and appropriate for the work activity.

Employees must maintain a professional personal appearance and dress appropriately for their job function and work environment.

All City Staff:

Not allowable, (not exclusive):

- Skirts or shorts shorter than 3” above the knee
- Low cut shirts without a camisole, tube tops, cropped shirts, spaghetti straps, strapless, tank-tops or sleeveless shirts with straps less than 2” wide
- T-shirts, hoodies or sweaters that are not workplace-appropriate
- Ripped or excessively worn clothing, even if purchased as such
- Clothing that exposes the mid riff or undergarments
- No bare feet or flip-flops

Police Department/Public Works:

*Allowable- Any issued items along with jeans, reflective shirts or vests, boots, t-shirts that do not have offensive language or logos. Jackets or coats that do not have offensive language or offensive logos.

Part Time Employees shall follow the dress code for the department in which they are working.

There may be situations requiring more formal attire.

If an employee is conducting or attending meetings, seminars, reviews or similar events, the employee is expected to represent the City of Lead in a professional manner and dress appropriately for conducting such business.

Enforcement:

The City of Lead wishes to provide a work environment that is free of safety hazards, offensive behavior or harassment of any kind. The City of Lead reserves the right to send any person home to change clothes if they are in violation of any part of the dress code. Where an employee’s clothing is questionable, the supervisor, department head, or city administrator will have approval is disapproval of any attire.

If an employee has any questions as to appropriate dress, they can check with their immediate supervisor, department head or the city administrator. If the above policy causes religious concerns or concerns based upon any other legally protected class, please contact your supervisor to discuss what accommodations are available and reasonable.