

## Executive Limitations: Treatment of Staff

**Scope: Council Directed**

### Policy Contact

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**Policy Number: 001**

**Date of Adoption: 06-07-2018**

**Resolution No.: 2018-0209**

**Monitoring Method:** Council Report.

**Frequency:** Annually.

With respect to the workforce (paid and volunteer) the City Manager will develop and maintain a high-quality workforce gender and demographically representative of the city and without significant gender pay disparity. The city manager shall not cause or allow conditions that are unfair, undignified, unsafe, or discriminatory.

Accordingly, the City Manager shall not:

1. Operate without written administrative regulations and personnel rules that clarify policies and procedures for staff, which provide for effective handling of their concerns, and protect them against wrongful conditions.
2. Allow staff members to be discriminated against for non-disruptive expression of ethical dissent, nor be without clear encouragement to report or inquire about illegal practices, improper conduct, or violations of city policy.
3. Fail to inform the workforce about their right to raise in confidence any matters covered by this policy to the City Manager or if the City Manager is implicated to the Human Resources Director.
4. Fail to acquaint staff with their rights under this policy.
5. Fail to take reasonable steps to safeguard the safety and welfare of employees.
6. Fail to annually provide to the council a report detailing the makeup of the workforce. The report should provide information on gender, sexual orientation, ethnicity, and compensation by job classification as well as promotions and disciplinary actions.

7. Fail to protect the integrity of the workforce by allowing nepotism, cronyism, and sexual harassment.
8. Fail to protect the integrity of the workforce by allowing fraternization between supervisors and their employees.
9. Fail to lawfully discipline any employee who
  - a. Steals city materials.
  - b. Causes physical or emotional harm to a coworker.
  - c. Causes detriment to the integrity of the city organization.