

TITLE 9

EMPLOYMENT RELATIONS

CHAPTER 1 – GENERAL

- Article 1.01 – Employees Relations
- Article 1.02 – Dealings with Public
- Article 1.03 – At-Will Employment
- Article 1.04 – Drug Free Workplace
- Article 1.05 – Administration and Discipline
- Article 1.06 – Method of Amendment

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TITLE 9

EMPLOYMENT RELATIONS

CHAPTER 9-1 - GENERAL

Article 9-1.01 – Employees Relations It is the policy of the City of Williams to implement fair and effective personnel policies and to ensure that all employees act in the best interests of the City. The City of Williams is an Equal Opportunity Employer in full conformity with all applicable state and federal laws. The City Manager has the responsibility to and shall prepare and implement the City of Williams Personnel Regulations, which shall govern the conduct of employee relations between the City and its employees. The City Manager may from time to time amend and/or modify the Personnel Regulations and shall be charged with the responsibility to effect the preparation and/or enforcement of regulations as may from time to time be required. (Ord. 850 (part), 2006)

Article 9-1.02 – Dealings with Public The City of Williams, as part of its commitment to providing its citizens, the public and customers with quality products and services, expects all employees:

- (a) To deal with citizens, the public, customers and suppliers in a professional manner;
- (b) To perform assigned tasks in an efficient and conscientious manner;
- (c) To be punctual;
- (d) To demonstrate a considerate, friendly, and constructive attitude toward fellow employees; and
- (e) Follow the policies adopted by the City of Williams. (Ord. 850 (part), 2006)

Article 9-1.03 – At-Will Employment

- (a) Employees who do not have an individualized written employment contract are employed at the will of the City of Williams and are subject to termination of employment at any time, for any reason not unlawful, with or without cause or notice. No City of Williams representative is authorized to modify this policy for any employee or to enter into any agreement; oral or written that changes the at-will employment relationship. No statements written or oral made at any time to an employee or prospective employee including statements that discharge will occur only "for cause" shall alter the at-will nature of the employment relationship.
- (b) This Chapter 9 taken alone or in combination with any other ordinance, rule or regulation of the City of Williams shall not create an express or implied contract concerning any terms or conditions of employment. (Ord. 850 (part), 2006)

Article 9-1.04 – Drug Free Workplace It is the policy of the City of Williams that certain rules and regulations regarding employees' behavior are necessary for efficient business operation and for the benefit and safety of all employees. The City of Williams will maintain a workplace that is free from the effects of alcohol and drug abuse. (Ord. 850 (part), 2006)

Article 9-1.05 – Administration and Discipline It is the policy of the City of Williams that all employees are expected to comply with the standards of behavior and performance and that any noncompliance with these standards must be corrected or discipline up to and including discharge may be imposed. The City of Williams, however, retains the right to administer discipline up to and including discharge in any manner it sees fit. (Ord. 850 (part), 2006)

Article 9-1.06 – Method of Amendment

- (a) The City Manager has the authority and the responsibility to prepare and implement the foregoing policies of the City of Williams in the form of rules and/or regulations.
- (b) The City Manager shall effect the preparation of the rules and/or regulations embodying the employer-employee policies of the City of Williams.
- (c) The rules and/or regulations resulting from the preparation efforts of the City Manager will be reviewed and subject to approval by a Employment Policy Review Committee. Prior to being published and implemented the Mayor and the City Council must render final approval.
- (d) The Employment Policy Review Committee shall be comprised of six (6) members:
 - (1) A member of the Williams City Council;
 - (2) The City Attorney;
 - (3) The City Manager;
 - (4) The Director of Personnel;
 - (5) The finance Director; and
 - (6) One (1) employee chosen from the employee base at large. (Ord. 850 (part), 2006)