

TOWN OF PALMER LAKE, COLORADO

RESOLUTION NO. 20-2021

**A RESOLUTION TO ADOPT THE CODE OF CONDUCT POLICY FOR
THE TOWN OF PALMER LAKE**

WHEREAS, the Board of Trustees of the Town of Palmer Lake, Colorado, pursuant to Colorado statute and the Town of Palmer Lake Municipal Code, is vested with the authority of administering the affairs of the Town of Palmer Lake, Colorado; and

WHEREAS, the Town of Palmer Lake, Colorado, desires positive and professional conduct appropriate to the reputation of the town; and

WHEREAS, the Town shall provide for guidelines of appropriate conduct for all officials and employees in the performance of job duties for the best interest of the Town.


NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE, COLORADO AS FOLLOWS:

1. The Town Board of Trustees hereby adopts the Code of Conduct Policy, attached as Exhibit A.
2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The Board of Trustees hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.
3. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

INTRODUCED, RESOLVED, AND PASSED AT A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE ON THIS 11th DAY OF MARCH 2021.

ATTEST:

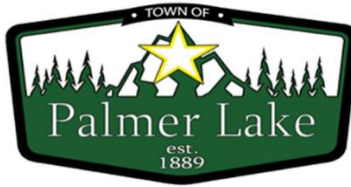
TOWN OF PALMER LAKE, COLORADO



Dawn A. Collins
Town Administrator/Clerk

BY: 

William Bass
Mayor



TOWN CODE OF CONDUCT POLICY

ISSUE DATE:	March 2021	REVISION DATE:	
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I. PURPOSE

The purpose of this policy is to identify the chain of command for Town reporting as well as guidelines for employee conduct at work.

II. POLICY

All Town officials and employees are expected to follow an organizational chain of command as well as meet a standard of conduct appropriate to the reputation of the Town. While conducting Town business, officials and employees are responsible to follow the chain of command laid forth and be aware of, and abide by, existing rules and regulations. It is also the responsibility of employees to perform their job duties to the best of their ability and to the standards set forth in their job description, or as otherwise established.

a. Chain of Command

The proper chain of command is laid forth in the Town organizational chart and, in summary, begins with the Mayor and Board of Trustees governing body, of which the appointed Municipal Judge, Town Attorney and Town Administrator (combined Administrator, Clerk, Treasurer) report to the body, and individual department heads (supervisor of Town departments) report to the Town Administrator. The staff hired within each respective department report to the supervisor and should communicate directly with their respective supervisor, unless there is an unresolved concern or issue, which then should be brought to the Town Administrator or Town Attorney or Mayor to properly address. Town officials are expected to communicate through the Town Administrator for department specific concerns or needs.

b. Expected Conduct

Town officials and employees are expected to conduct themselves in a positive and professional manner in order to promote the best interest of the Town. Examples of appropriate conduct include the following, although this list is **not** intended to be all-inclusive:

1. Treat all citizens, visitors and co-workers with respect and in a courteous manner;
2. Refrain from conduct that is offensive;
3. Report to management suspicious, unethical or illegal conduct by co-workers, citizens or business associates of the Town;
4. Cooperate with any Town investigation;
5. Comply with all Town safety and security regulations;
6. Wear clothing appropriate for the work being performed;
7. Perform assigned tasks efficiently and in accord with established standards;
8. Report to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time;

9. Give proper notice whenever unable to work or report on time;
10. Maintain cleanliness and order in the workplace and work area;
11. Confidentiality and non-disclosure concerning sensitive Town information.

c. Prohibited Conduct

Any conduct that interferes with operations, discredits the Town, or is offensive to citizens or co-workers will **not** be tolerated. The following are examples of conduct that is strictly prohibited, although this list is **not** intended to be all-inclusive. At management's discretion, any violation of Town policy, or any conduct considered inappropriate or unsatisfactory, may subject an employee to discipline up to and including termination.

1. Possessing fire arms or other weapons on Town property (unless employee is required to carry a firearm or other weapon as a condition of employment);
2. Fighting or assaulting a co-worker or citizen;
3. Threatening or intimidating co-workers, citizens, business associates, or guests;
4. Engaging in any form of sexual or other harassment;
5. Reporting to work under the influence of alcohol, illegal drugs, controlled substances or other narcotics;
6. Disclosing confidential Town information;
7. Falsifying or altering any Town record or report, such as an employment application, medical reports, production records, time records, expense accounts, absentee reports, or shipping and receiving records;
8. Stealing, destroying, defacing, or misusing Town property or another employee's or citizen's property;
9. Misusing Town communications systems including, but not limited to, electronic mail, computers, internet, and telephones;
10. Refusing to follow management's instructions concerning a job related matter or being insubordinate;
11. Failing to wear assigned safety equipment or failing to abide by safety rules and policies;
12. Tobacco use prohibited by local ordinance and Town rules;
13. Using profanity or abusive language;
14. Sleeping on the job without authorization;
15. Gambling on Town property;
16. Engaging in pranks or horseplay;
17. Accepting tips or gifts in the course of work;
18. Claiming sick leave under false pretense;
19. Working unauthorized overtime;
20. Deliberately restricting work output or encouraging another employee to do so;
21. Illegal, immoral, offensive or indecent conduct during the workday;
22. Illegal, immoral, or indecent conduct off the job if it tarnishes the image of the employer or impacts an employee's ability to effectively interact with other employees;
23. Solicitation or unwanted distribution of material to employees on work time.

d. Notice

Notice of a conduct violation may be provided verbally, or by written manner, and shall be reviewed with employee. All employees shall have an opportunity to be heard.