

ORDINANCE NO. 1534

AN ORDINANCE AMENDING SECTION IX - EMPLOYEE CONDUCT AND RELATIONS, OF THE CITY OF COLBY PERSONNEL HANDBOOK, PERTAINING TO ANY WEAPON CAPABLE OF DISCHARGING A PROJECTILE BY MEANS OF EXPLOSIVE FORCE.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF COLBY, KANSAS:

SECTION 1. The Personnel Handbook for the City of Colby which includes employment practices, personnel policies, and grievance procedures was adopted, incorporated by reference, and approved by the City Council on December 6, 2005.

SECTION 2. SECTION IX - EMPLOYEE CONDUCT AND RELATIONS, Paragraph T. Miscellaneous Provisions of the Personnel Handbook for the City of Colby is hereby repealed.

SECTION 3. SECTION IX - EMPLOYEE CONDUCT AND RELATIONS, Paragraph T. Miscellaneous Provisions of the Personnel Handbook for the City of Colby is hereby amended to read as follows:

SECTION IX - EMPLOYEE CONDUCT AND RELATIONS

T. Miscellaneous Provisions:

1. All employees shall observe all laws, including traffic laws, and shall exercise extreme caution when driving any City vehicles.
2. All employees shall at all times be courteous to the public. Employees should listen carefully to complaints and refer them to the proper supervisor for action.
3. Employees involved in an accident while operating City vehicles or equipment, or their personal vehicles or equipment while on City business, shall immediately notify their Department Head. The Department Head shall notify the appropriate law enforcement agency if required.

4. To ensure efficiency and effective service, each Department Head shall appoint employees to serve "on call" during weekends and holidays. Employees on call shall handle such complaints or emergencies that cannot await a regular workday for resolution. Employees shall not receive additional compensation simply because they are on call, but shall receive compensation for time spent working during their-call periods.
5. City vehicles shall be used only for City business. No City vehicle shall be used after working hours unless permission is obtained from the City Manager. All City equipment shall be restricted to assigned departments and shall not be borrowed by others unless permission is obtained from the involved Department Heads. No City vehicles shall be used for personal errands, personal transportation, or other such business.

City vehicles shall be used as a means of transportation to and from work for the following employees only: Department Heads, supervisory personnel and employees on "on call" duty.

6. City employees (except law enforcement officers) shall not carry on their persons concealed or unconcealed firearms, or any weapon capable of discharging a projectile by means of explosive force, while performing their duties.

SECTION 4. This Ordinance shall take effect and be in force from and after its passage and publication in the official city newspaper.

PASSED BY THE GOVERNING BODY AND SIGNED BY THE MAYOR this 17th day of December, 2013.

Gary L. Adrian, Mayor

ATTEST:

Joni L. Ketchum, City Clerk

SEAL