

**BILL NO.: 5082**

**ORDINANCE NO.: \_\_\_\_\_**

**Introduced by: Acting City Manager April Walton**

**AN ORDINANCE CREATING THE CODE OF CONDUCT POLICY FOR THE  
EMPLOYEE HANDBOOK OF PERSONNEL RULES AND REGULATIONS,  
POLICIES, AND BENEFITS**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BERKELEY,  
MISSOURI, AS FOLLOWS:**

**Section 1.** The Council of the City of Berkeley, Missouri hereby adopts the attached Code of Conduct Policy to be added to the Berkeley Employee Handbook of Personnel Rules and Regulations, Policies, and Benefits.

**Section 2.** The attached policy is hereby incorporated herein and made a part of this ordinance, as if fully set out herein.

**Section 3.** This ordinance shall be in full force and effect from and after its passage.

1st Reading this 16<sup>th</sup> day of June 2025

2nd Reading this \_\_\_\_\_ day of \_\_\_\_\_ 2025

3rd Reading, PASSED and APPROVED, this \_\_\_\_\_ day of \_\_\_\_\_ 2025

\_\_\_\_\_  
Rita Crawford-Graham, Mayor

ATTEST:

Final Roll Call:

\_\_\_\_\_  
Deanna L. Jones, City Clerk

Councilwoman Holmes  
Councilwoman Williams  
Councilman Hoskins  
Councilwoman Anthony  
Councilman Hindeleh  
Mayor Crawford-Graham

Aye	___	Nay	___	Absent	___	Abstain	___
Aye	___	Nay	___	Absent	___	Abstain	___
Aye	___	Nay	___	Absent	___	Abstain	___
Aye	___	Nay	___	Absent	___	Abstain	___
Aye	___	Nay	___	Absent	___	Abstain	___
Aye	___	Nay	___	Absent	___	Abstain	___

\_\_\_\_\_  
Approved as to Form:  
Felica Ezell-Gillespie, City Attorney

# **City of Berkeley Employee Handbook**

## **Employee Code of Conduct**

The City of Berkeley wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity and value for all of our employees.

Every employee has a shared responsibility toward improving the quality of our work environment. By deciding to work for the City, every employee agrees to follow the City's rules.

While it is impossible to list every item that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment.

This policy is not intended to limit the City's right to discipline or terminate employees for any reason permitted by law. In fact, while the City values the employees, the City retains the right to terminate an employee on an "at-will" basis.

### **Examples of inappropriate conduct include:**

## **Violations of City Policies and Laws**

- Violation of any City policy or procedure, including those set forth in this manual, personnel ordinances, municipal code, and departmental policies and procedures.
- Violation of City ordinances, state or federal laws, whether on-duty or off-duty if the violation impacts the employee's role or the City's reputation.
- Giving directives that violate City ordinances, state or federal laws, or City ethics policies.
- Failure to notify a supervisor or Human Resources immediately after being charged with a misdemeanor or felony.

## **Substance Use and Misconduct**

- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Possessing, using, distributing, selling, negotiating the sale of, or being under the influence of alcohol or controlled substances during working hours, on City property (including City vehicles), while in City uniform, or on City business.

## **Attendance and Time Reporting**

- Inaccurate reporting of hours worked by oneself or another employee.
- Excessive tardiness or unexcused absences.
- Use of unapproved time off.
- Working unauthorized overtime.
- Claiming PTO pay outside of qualified events as defined in the PTO Policy.

## **Honesty and Integrity**

- Knowingly providing inaccurate, incomplete, or misleading information when representing the City or preparing employment-related documents (e.g., job applications, personnel files, finance reports).
- Dishonest statements or actions.
- Misappropriation, improper destruction, or theft of City property.
- Damaging City property through vandalism, negligence or other misconduct.
- Accepting bribes or other improper forms of valuable consideration.
- Making malicious, false, or harmful statements about others.

## **Workplace Behavior and Conduct**

- Fighting with or harassing (as defined in City policies) any fellow employee, vendor, resident or customer.
- Use of abusive, threatening, obscene, or harassing language in the workplace.
- Use of intimidation tactics or making threats.
- Sabotaging another employee's work.
- Engaging in unprofessional or disruptive behavior, which significantly disrupts the work environment or operations, including creating disharmony among other employees.

- Repeated criticism of any employee to the detriment of the City.
- Engaging in discrimination, harassment, or retaliation, as prohibited by law, against any employee or member of the public.
- Retaliating against any employee who reports a concern or participates in an investigation.

### **Confidentiality and Information Security**

- Unauthorized disclosure of City confidential or sensitive information, including records deemed closed under the Sunshine Law.
- Misuse of City email, IT systems, or social media to share inappropriate content or harass others.
- Failing to adhere to laws or regulations to protect data.

### **Safety and Property**

- Refusal or failure to follow safety rules and procedures.
- Possession of potentially hazardous or dangerous property (e.g., firearms, weapons, chemicals) without prior authorization.
- Lending keys or keycards to unauthorized persons for access to City property.
- Using City property, including technology, for personal gain, accessing inappropriate content or introducing malware through negligent behavior.
- Failure to report accidents, hazards or unsafe conditions promptly

#### **Employment and Outside Work**

- Outside employment that has not been pre-approved or interferes with the employee's ability to perform their duties at the City.
- Gambling on City premises, with the exception of City-approved fundraising events.

### **Dress Code and Appearance**

- Failure to dress according to City policy.

#### **Performance and Conduct**

- Unsatisfactory work performance or conduct.
- Refusal or failure to follow directions or perform required job tasks.