



City of Maricopa

Legislation Details (With Text)

File #:	RES 21-12	Version:	1	Name:	Amending Personnel Policies Sections 4.1.1, 4.1.2, Amend Personnel Policy Section 4: Disciplinary Action
Type:	Resolution	Status:	Passed		
File created:	3/10/2021	In control:	City Council Regular Meeting		
On agenda:	5/4/2021	Final action:	5/4/2021		
Title:	A Resolution of the Mayor and City Council of the City of Maricopa, Arizona, amending Sections 2.1, 2.2, 2.3 and 4.1 of the City of Maricopa Personnel Policies and Procedures related to Disciplinary Action and the Merit System. Discussion and Action.				
Sponsors:	Jennifer Brown, Tina Vannucci, Fernanda Osgood				
Indexes:	Fiscal Policies and Management				
Code sections:					
Attachments:	1. Resolution, 2. New Administrative Employee Discipline Policy, 3. New Administrative Hearing Officer Policy				

Date	Ver.	Action By	Action	Result
5/4/2021	1	City Council Regular Meeting	Approved	Pass

A Resolution of the Mayor and City Council of the City of Maricopa, Arizona, amending Sections 2.1, 2.2, 2.3 and 4.1 of the City of Maricopa Personnel Policies and Procedures related to Disciplinary Action and the Merit System. Discussion and Action.

Review of Section 2 and 4 of the Personnel Policies and Procedures Handbook to determine that such sections should be revised to amend the polices related to disciplinary action and the Merit System.

Specifically propose that the current Sections 2.1.1, 2.2 and 2.3 of the City of Maricopa Personnel Policies and Procedures shall be deleted in their entirety and replaced with the following:

As set forth in Section 3.70.010 of the City Code, as may be amended from time to time, Council hereby adopts a merit system for the employees of the City to ensure that all city employees and job applicants receive rights as prescribed in all sections of the Personnel Policies and Procedures Manual and to ensure that qualified and competent individuals are attracted to positions with the City of Maricopa, and appointments and promotions within the city service are based on factors such as qualification, work performance, and dedication to serving the residents of Maricopa.

The City Manager is hereby authorized to establish a Code of Conduct and related disciplinary processes and procedures in accordance with the following principles:

- a) **Recruitment from all segments of society, and selection and advancement on the basis of ability, knowledge, and skills, under fair and open competition.**
- b) **Fair and equitable treatment in all personnel management matters, without regard to politics, race, color, religion, national origin, sex marital status, age, or disability condition, and with proper regard for individual privacy and constitutional rights.**
- c) **Equal pay for work of equal value, considering both national and local rates paid by private and public employers.**
- d) **High standards of integrity, conduct, and concern for the public interest.**

- e) **Efficient and effective use of the municipal work force.**
- f) **Retention of employees who perform well, correcting the performance of those whose work is inadequate, and separation of those who cannot or will not meet required standards.**
- g) **Improved performance through effective education and training.**
- h) **Protection of employees from arbitrary action, personal favoritism, or political coercion.**
- i) **Protection of employees against reprisal for lawful disclosures of information.**

Specifically propose that the current Section 4.1 of the City of Maricopa Personnel Policies and Procedures shall be deleted in their entirety and replaced with the following:

Disciplinary action is to correct deficiencies in employee performance, to seek improvement to meet appropriate standards, and/or to correct for violation of City policies. The City maintains, through administrative policy, a progressive disciplinary process to provide general guidelines for a fair method for disciplining employees. Employees who have completed their probationary status and are not at-will, shall only be disciplined with cause. Probationary and at-will employees are subject to discipline up to, and including termination, without cause.

This item will be presented by the Assistant City Manager, Jennifer Brown.

Staff recommends Mayor and City Council approve a resolution amending City of Maricopa Personnel Policies and Procedures Sections 2.1, 2.2, 2.3 and 4.1 regarding disciplinary action and the merit system.