

ORDINANCE NO. 992

AN ORDINANCE OF THE CITY OF KYLE, TEXAS, AMENDING, REPLACING, AND ADDING PROVISIONS OF THE CITY PERSONNEL POLICY; AND PROVIDING FOR RELATED MATTERS

Whereas, the quality and efficiency of the municipal services provided to its citizens and taxpayers by the City of Kyle are significantly dependent on the quality and longevity of city employees and/or personnel; and,

Whereas, it is in the general public interest that the City of Kyle maintain and, from time to time, improve a personnel policy that benefits both the general public and employees of the city;

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KYLE, TEXAS, THAT:

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made part hereof for all purposes as findings of fact.

Section 2. Approval and Adoption of City Personnel Policy. The City Council hereby adopts this ordinance clarifying and amending sections of the City's Personnel Policy to read as set forth in Exhibit "A" attached to and incorporated in this ordinance for all purposes.

Section 3. Sections Replaced, Amended, Added. The following sections are hereby replaced, amended, or added to the Kyle Personnel Policy in the corresponding sections in with those attached as Exhibit A:

- Section 2.01 included a new addition (a) to reference the Code of Ethics Ordinance and where to locate it;
- Section 2.13 removed. Section is covered through Section 2.01 Code of Ethics; and
- Section 2.17 included as a new addition.

Section 4. Repeal of Conflicting Ordinances. All existing City of Kyle Ordinances in conflict with the provisions of this Ordinance are repealed to the extent of the conflict.

Section 5. Effective Date. This ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the City Charter.

Section 6. Open Meetings. It is hereby officially found and determined that the meeting at which this ordinance is passed was opened to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act.

PASSED AND APPROVED on this the 3rd day of April, 2018.

FINALLY PASSED AND APPROVED on this the 17th day of April, 2018.

ATTEST:

The City of Kyle, Texas



Jennifer A. Vetrano, City Secretary



Travis Mitchell, Mayor

Exhibit A

Section 2.01. Code of Ethics. All employees shall strive to uphold the Constitution and laws of the United States, the State of Texas, and the Charter and ordinances of the City of Kyle, and all employees shall also strive to be:

- (a) In compliance with the current Code of Ethics adopted by City Council through ordinance and available on the City website;
- (b) Honest and trustworthy in what they say and write and in all professional and employment relationships;
- (c) Dedicated to providing quality services by being cooperative and constructive, and by making the best and most efficient use of available resources;
- (d) Fair and considerate in the treatment of fellow employees and citizens, addressing concerns and needs with equity, granting no special favors;
- (e) Committed to accomplishing all tasks in a superior way and abstaining from all job behavior that may tarnish the image of the City or public service;
- (f) Aware and recognize that public and political policy decisions are ultimately the responsibility of the City Council; and
- (g) Dedicated to service to improve the quality of life in the City of Kyle.

This Code of Ethics requires hard work, courage, and difficult choices. However, employees and citizens will be better served by doing what is right rather than what is expedient.

~~**Section 2.13. Gifts.** An employee shall not accept any gift, gratuity or benefit from any person, contractor or vendor having contact with, doing business with, seeking to do business with, or that has within the immediate preceding twelve (12) calendar months done business with the City; provided that this section shall not be interpreted to include any pen, pencil, calendar, cap or similarly valued item distributed by any such company for advertising purposes. Refer to Ordinance No. 333, the City of Kyle Ethics Ordinance.~~

Section 2.17. Team Kyle Organizational Culture

The City of Kyle culture defines the way in which our employees interact with one another and with the public. The City of Kyle has taken specific actions to define its organizational culture with four essential core values. All management processes are developed to instill and reinforce the culture using the core values through employee job descriptions, hiring interview practices, on-the-job training, performance evaluations and the day-to-day work environment.

Team Kyle Culture is based on the Core Values (KYLE) listed below:

KNOWLEGDE- Knowledgeable in all aspects of job and City operations; maintains high quality of work; follows health and safety guidelines.

YES-ATTITUDE- Demonstrates superior customer service; treats other employees and citizens with kindness; promotes goodwill; solves conflict with tact.

LEADING EDGE- Continually looking for areas to improve upon; decisive and adaptive; supports new ideas; a driver for change. Innovative.

EMPLOYEE ACCOUNTABILITY- Actively seeks and gives performance feedback to determine developmental opportunities; uses feedback as an opportunity for continuous improvement. Takes accountability for their mistakes and learns from them.

Team Kyle leaders are also expected to live by these additional Core Values:

ABILITY TO MANAGE PERFORMANCE- Organizes work processes to be effective and efficient; provides employees with the necessary training and resources to get the job done; communicates clear performance expectations and standards to the team and provides formal feedback on performance on an ongoing basis constructively and tactfully.

DEVELOPS AND LEADS AN EFFECTIVE TEAM- Provides learning opportunities to the team; encourages decision making and accountability; establishes a vision and direction and motivates/inspires the team to follow suit; leads by example.

Each employee plays an essential part in Team Kyle. All employees are expected to live the core values and learn the behavior that is expected to live the values every day at work. Managers are key for promoting the Team Kyle culture. Managers shall be responsible for any training value gaps in their perspective departments. All employees are expected to be committed to the goals and the culture of the organization. Employees that fail to adhere to the City's core values will be subject to discipline, up to and including termination of employment.