

ORDINANCE 3442

AN ORDINANCE OF THE CITY OF KIRKLAND AMENDING THE PERSONNEL ORDINANCE RELATING TO DISCIPLINARY ACTIONS

Be it ordained by the City Council of the City of Kirkland as follows:

Section 1. Kirkland Municipal Code subparagraphs 3.80.050 (c) (1) & (2) are hereby repealed.

Section 2. Kirkland Municipal Code sub-section 3.80.050 (c) is hereby amended by the addition of subparagraphs 3.80.050 (c) (1) & (2) to read as follows:

(c) Disciplinary Actions.

(1) In addition to the City Manager's authority described in subparagraph (a), whenever an employee's performance, attitude, work habits or personal conduct falls below satisfactory levels, the following individuals are authorized to take disciplinary action as indicated below:

(A) The employee's supervisor may impose: counseling for which there is a written record; an oral or written warning; or a written reprimand;

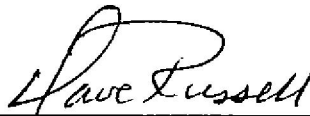
(B) The employee's department head may impose: counseling for which there is a written record; an oral or written warning; a written reprimand; suspension with or without pay, demotion, or termination. Before imposing a suspension without pay for more than 2 days or terminating an employee, the department head shall consult with the City Manager.

(2) The individual taking disciplinary action has the discretion to select the appropriate type of initial or progressive discipline. Factors to be considered in selecting the severity of discipline include the seriousness of the employee's conduct and whether less severe discipline would impact the efficiency of the work unit or place an unfair burden on other employees. For example, an act of dishonesty, moral turpitude, consumption of alcohol during work hours, or conduct of a parallel magnitude, may result in termination being the initial form of discipline to be imposed against an employee.

Section 3. This Ordinance shall be in force and effect five days from and after its passage by the Kirkland City Council and publication, as required by law.

Passed by majority vote of the Kirkland City Council in regular, open meeting this 13th day of December, 1994.

Signed in authentication thereof this 13th day of
December, 1994.




MAYOR

Attest:



City Clerk

Approved as to Form:



City Attorney

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