



OFFICE OF THE
MAYOR
CITY OF SAN LUIS

Resolution

RESOLUTION NO.678

A RESOLUTION OF THE CITY OF SAN LUIS, ARIZONA,
ADOPTING A CHAIN OF COMMAND POLICY; DIRECTIONS TO
CITY STAFF

Whereas the City of San Luis has adopted, by ordinance, the Council/Manager form of government; and

Whereas the City Council desires to see the delivery of quality service to the residents of San Luis free from the influence of partisan politics, and in furtherance of this goal desires to recommit to this form of government by the adoption of an official chain of command policy:

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the City of San Luis, Arizona as follows;

Section 1: That the Mayor and City Council of the City of San Luis, Arizona hereby adopt as the official policy of the City of San Luis a chain of command policy as set forth below:

"Policy on Chain of Command

The City of San Luis is a Council/Manager form of government. By ordinance, the City Manager is in charge of the day-to-day operations of the city and the role of the City Council is that of making policy and giving policy directions to the Manager. It is the Manager's responsibility to implement the policy and decide the manner and method of policy implementation. Department heads, with the exception of the City Attorney and the Municipal Judge, work for and under the City Manager.

Employees are to take direction from their immediate supervisor, or supervisory staff within their department, within that department's chain of command. Ultimately, employees receive their instructions from their department head who receives his/her authority and/or directions from the City Manager. Supervisory staff in other departments, or other department heads, do not have the power to direct staff not under their supervision, but must work through, and with the approval of, the appropriate department head.

Council may only, acting as a body, in open meeting, give directions to the City Manager. If a staff member receives a request for action, or directions, from any member of council that is not in the ordinary course of business, that staff member must do the following:

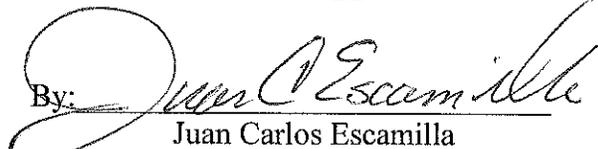
- 1) Report the contact and the request to his/her immediate supervisor, and that supervisor must report the contact and the request, in writing, through the chain of command within that department to the department head.
- 2) Take no action until such action has been approved by their immediate supervisor.

Department heads must report all such contacts and requests to the City Manager in writing.

Section 2: The City Manager and city staff are hereby directed to immediately implement said policy and to take such acts or actions as they may deem needed or necessary to carry such policy into effect.

Passed and adopted this 26th day of July, 2006.

APPROVED:

By: 
Juan Carlos Escamilla
Mayor

Page 3
Resolution No. 678

ATTESTED:



Sonia Sanchez
City Clerk

APPROVED AS TO FORM:



Glenn Gimbut, City Attorney

COVID-19 Planned Response and Preparedness Policy

Approved: 09/2020

The purpose of this policy is to create guidelines that will protect employees and the public, reduce the spread of disease, and protect people at higher risk for complications while continuing to maintain critical operations.

1.0 Key Business Functions

The city will put in place measures to protect employees and the public, reduce the spread of disease among staff, and maintain critical operations. Protocols outlined in this document are subject to change as needed, as conditions change, and in accordance with CDC guidelines, Federal and State regulations.

If a government shutdown becomes necessary, essential employees will be required to work at their assigned workplaces, from home or in their vehicles so that critical government services can still be provided. An essential employee performs an essential function (“Essential Function”) as defined by Arizona Governor Executive Order 2020-12 Section (3) as it may be amended and those which may be defined by emergency proclamation of the Mayor or by action of the City Council.

1.1 Impact on City Services

- a. Department heads should be prepared to backfill positions if employees are absent. They will also ensure lines of communication are available for all critical staff.
- b. All employees are subject to be called back to work during a government shutdown, depending on need and circumstances.

1.2 While city facilities remain closed to the public, management will ensure to minimize the number of employees physically working in facilities at one time. Department heads will work to create staggering shift schedules for staff. Telework is encouraged when possible.

- a. While teleworking all employees are expected to check-in periodically with their direct supervisor.
- b. Employees are expected to respond to city business calls/emails/text messages and remain available to come into the office when requested during telework hours.

2.0 Priority Designations and Phased Re-opening

The City of San Luis is using the following priority designations and definition to categorize all city functions and services:

- a. ***Priority 1 Services – Public Safety and Security***

Immediate threats to public health and/or safety. Activities that must remain uninterrupted. Generally, these would be departments and divisions that operate 24 hours a day. These services include but are not limited to: 9-1-1 call-center, water and wastewater, fire suppression, law enforcement, court personnel, park personnel that provide admission, maintenance and operation of park facilities, facilities, IT and cyber security, and emergency medical services are designated Priority 1 Services.

b. **Priority 2 Services – Essential and Core Services**

Activities that can be disrupted temporarily, or may be periodic in nature, but must be re-established within a few days. For example, mixed refuse collection, processing payroll, payment to vendors, and benefit payments to individuals would generally be considered Priority 2 Services. Economic impact and chaos may develop if services are not delivered after a few days.

c. **Priority 3 Services – Necessary Services**

Activities required by law or rule and can be suspended by executive order or emergency declaration. Activities that can be disrupted temporarily (a few days or weeks), but must be re-established sometime before the pandemic wave is over (less than 6 weeks). For example, license renewals would be considered Priority 3 Service.

d. **Priority 4 Services – Deferrable Services**

Inconvenient but recoverable after several weeks without it. Services that can be suspended during an emergency and are not required by law or rule. Activities that can be deferred for the duration of a COVID-19 emergency. For example, educational programs, training, and general maintenance programs would generally be considered Priority 4 Services.

2.1 Advanced Planning

- a. Staff should be informed of their priority designation and expectations. Employees may be required to work on different priorities due to a pandemic. All city departments and offices must categorize their functions and services accordingly. After completing categorization, departments must communicate this information to employees.
- b. Departments shall identify the conditions that activate the plan. For example, the Mayor has proclaimed an emergency; or although a city emergency has not been proclaimed, a Department Head has received authority from the Mayor to activate the plan because the COVID19 pandemic has had a negative impact on the business continuity of his or her department.
- c. Departments shall predetermine primary personnel for each of the priority areas and the minimum number of staff necessary to perform the functions. Departments should identify secondary personnel that have the skills and abilities to perform other functions. Such personnel may be:
 - Employees in the same classification series as those who normally perform the function.
 - Employees who have previously performed the work and are currently employed elsewhere in organizations within the city.
 - Employees who can be trained either in advance of the need or on-the-job when the need arises.

- d. Departments should identify other personnel who may be available to perform the priority functions. It may be helpful for departments to develop a pool of personnel to call upon. Such personnel may include retired employees, former employees, temporary workers, and contract workers.
- e. Each department shall predetermine the payroll function as a Priority 2 function and shall have a plan of succession and cross training for the payroll function. There should be at least two employees; one of whom may include the payroll accountant, who are trained to perform the payroll function.

2.2 Phased Re-opening

- a. The city will follow the phased approach as described in the joint White House, CDC guidelines as may be amended, and additional gating criteria as determined by the State of Arizona, the Yuma County Health District, or the city. The phases start with the first strictest infection control to the least infection controls. Yuma County Health District and ADHS provide data for the below gating criteria.
- b. If the gating criteria are met, then restriction are loosened as the city would move on to the next phase.
- c. If the indicators of illness in Yuma County go up for a 14-day period or the hospital capacity goes down or both, then depending upon the severity of the conditions, management will go back to an earlier phase and tighten the infection controls or shut down except for essential functions.

| Symptoms | Cases | Hospitals |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Downward trajectory of influenza-like illnesses reported in a 14-day period. AND Downward trajectory of COVID-19 like syndromic cases reported within a 14-day period. | Downward trajectory of documented cases within a 14-day period. OR Downward trajectory of positive tests as a percent of total tests with a 14-day period (flat or increasing volume of test) | Treat all patient without crisis care. AND Robust testing program in place for at-risk healthcare workers, including emerging antibody testing |

3.0 Infection Control Measures

3.1 Pre-Screening

- a. During the COVID-19 pandemic every employee will be required to assess their symptoms and take their temperature prior to beginning their workday, at their respective places of work. Each workplace will have a designated employee entrance with sanitary station with thermometer to check for fever.
- b. Employees will be responsible for self-monitoring and temperature readings without assistance. If an employee is feeling sick or experiencing COVID-19 symptoms, they shall immediately be separated from other employees, customers and the public with directions to go home. If tele-work is feasible, the supervisor may require the employee to work from home.
- c. At any time, an employee who has had symptoms or signs of COVID-19 within the last 14 days, or has received a positive result of a diagnostic test

- for COVID-19 within the last 14 days, the employee shall communicate the information to the supervisor and human resources as soon as possible and follow the reporting protocol document.
- d. Accommodations will be made for employees who are members of a vulnerable population. For purposes of this policy, this includes elderly individuals and those with serious underlying health conditions, as outlined in CDC guidelines.
 - e. All employees shall be vigilant in making and keeping the workplaces healthy and safe. Management shall allow employees time and resources to implement this policy. Workers shall report health and safety concerns to management. If they are uncomfortable reporting to their direct supervisor, they may report to the Department Head, HR Director, Risk Manager, or the City Attorney.

3.2 Employee Precautions

- a. The city is committed to providing safe and healthy workplaces for our most important assets, our employees, and to protecting the health and safety of the public we serve. Since COVID-19 is highly contagious from person to person, employees and public are ultimately responsible for taking precautions to protect their own health and safety.
- b. Employees shall wear a face covering or appropriate PPE at all times; unless working alone at their work stations without high risk of airborne hazards and which have physical barriers of more than 6-feet from the next work station or driving alone in a vehicle while on duty.
 - a. The city shall follow HR procedures for reasonable accommodations for those who have a disability that prevents use of a surgical mask. A cloth face covering or face shield may be reasonable alternatives.
- c. Employees shall practice social distancing of at least 6 feet in the workplace whenever possible, including wearing a face covering, as work duties permit.
- d. Employees shall not congregate in break rooms, lunch rooms, or meeting rooms which cannot adhere to a 6-8 foot social distancing requirements.
- e. Employees shall prioritize the use of electronic means of communication. If absolutely necessary to meet in person, limit meetings to no more than 10 individuals.
- f. Employees shall greet others without physical touch (handshakes) and will frequently wash hands and practice sanitary measures including regularly disinfecting frequently touched objects, surfaces, equipment (i.e. workstations, keyboards, and telephones) and vehicles.
- g. Employees shall follow City Council Order No. 2020-12 to obtain City Manager permission for essential business travel and adhere to CDC guidelines regarding isolation following travel where maintaining 6-foot distances was not possible. Evaluate whether increased use of technology

and video conferencing may be substituted for in-person meetings to avoid business travel.

- h. Where appropriate, employees will limit internal or external customers, and the public's access to the worksite, or restrict access to only certain workplace areas.

3.4 Precautions for the Public

Members of the public and visitors to workplaces will be required to:

- a. Refrain from entering any city facility if they are experiencing symptoms of COVID-19.
- b. Have at a minimum a cloth covering of their nose and mouth before entering any city facilities, as required by law in San Luis.
 - a. All members of the public who refuse to wear face covering will be denied entrance or be asked to leave by a peace officer.
- c. Maintain a 6-foot distance from others while on site.
- d. Follow all posted signage regarding flow of traffic through facilities.
- e. The city shall provide sanitation supplies in conference area and hand sanitizer will be made easily accessible in public areas where feasible

4.0 Notices

Failure to comply with any of the requirements set forth in this policy may result in disciplinary action up to and including dismissal.

City's Right to Waive or Amend: When it is deemed in the best interest of the City to do so, the City Manager or designee may waive or amend any portion of this policy not in conflict with the Personnel Rules, Arizona State or Federal law.

CITY OF SAN LUIS

CELLULAR DEVICE POLICIES AND PROCEDURES

Purpose:

The Information Technology Department has developed this policy to establish procedures for acquiring and guide lines for use of city issued cellular phones and air cards.

Business Use:

Cellular devices are issued to individuals and departments to support the effective performance of their jobs. They are intended for city business purposes only. Each individual who receives a cellular device is responsible for safeguarding the equipment and controlling its use.

The employee assigned the use of a cellular phone is expected to exercise discretion regarding persons having access to the employee's cellular phone number in an effort to minimize phone usage costs while maintaining department service capabilities.

Cellular phones and air cards are not to be used when a less costly alternative is readily available.

Abbreviated calls to home or family members by employees when required to work beyond the normal working day shall be considered business calls. The employee is responsible for keeping the duration of such calls to a minimum.

Employees using a city issued cell phone are not permitted to withhold their cell phone number from other city employees who need it to conduct City business.

Personal Use:

The use of city owned cellular equipment for personal use is strongly discouraged, although it is understood that usage for personal reasons may be necessary in emergency situations when no other immediate means of communication are available to the employee.

Employees must realize that although personal calls are under the usage limits provided by the employee's plan they do count toward the overall time limits established under the City's service agreement.

Employees are responsible for promptly reimbursing the City for all non business cellular device charges incurred. This practice shall apply to both incoming and outgoing cellular phone calls.

Employees are not permitted to operate a personal business from a City issued cell device.

Damage, Loss or Theft:

Employees should make reasonable precautions to prevent loss, damage, theft or vandalism to City issued cell devices.

The city will accept responsibility for equipment that is damaged in the course of business unless the damage is the result of reckless or deliberately destructive actions of the employee.

Equipment that is lost, stolen or damaged outside the course of business is the responsibility of the employee that the device is assigned to. The Information Technology Department will have pricing information for the cost of a replacement device.

All lost, stolen or damaged equipment should be brought to the attention of the employee's department head. The department head or assigned individual will contact the Information Technology department who will contact the vendor for replacement or repair. Employees and department heads are NOT to contact the cell device provider directly.

Lost or stolen equipment should be reported to the Information Technology department immediately so the service can be suspended or cancelled.

Safe Use:

In the interest of safety, employees using cellular devices are expected to exercise appropriate care and caution if used in a moving motor vehicle. Employees are to avoid the use of cellular equipment under any circumstances where such use might create or appear to create a hazard. Employees should use cell devices only when the vehicle is not in operation.

City of San Luis will not reimburse employees for business calls or internet usage made on non city devices. Employees that feel that they need to use a cell phone or have mobile internet service for city business must follow the procedures to acquiring a city issued device.

Any employee who violates any part of this policy or otherwise abuses the privileges of a City issued cell device will be subject to disciplinary action including reprimand, suspension, dismissal and/or criminal charges.

Usage Monitoring:

Cell invoices will be audited on a monthly basis (or such other periods as the City Manager may direct to examine usage). The City has the right to terminate an account at any time. The City also has the right to suspend or alter plans at any time.

Procedure for acquiring city cell phone:

1. Department must contact the Finance Department to ensure funds are available before requesting cellular devices. This will be verified by Information Technology Department.
2. All requests for City issued cell phones must include the following information:
 - a. Requesting Department Name
 - b. GL Account where monthly invoices will be paid from
 - c. Primary User (Employee using the cell phone)
 - d. Reason for Request (Detail explanation of why cell phone is necessary)
 - e. Estimated monthly usage (minutes)
 - f. Department Head / Elected Official Signature (Not necessary if Department Head / Elected Official is submitting the request from their email account)
3. All requests for city cell phones and air cards must be sent to the Information Technology Department. Request can be sent by email (from Department head / Elected Official) or by interoffice mail with Department head / Elected Official signature. Please send request to Help Desk helpdesk@cityofsanluis.org.
4. The Information Technology Department will review request and, if everything is complete and funds are available, assign a device and an appropriate plan.

5. The employee receiving the cell phone or air card must sign an acknowledgement of receipt of the device and agree to comply with this policy.

No employee or department head, other than the Information Technology Department, is permitted to negotiate or discuss cellular device plans on City devices with an outside vendor.

Casual Dress Code Guidelines

Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional, casual appearance at work.

Clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not appropriate for a place of business. In our work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable.

Casual Business Attire Recommendations

In a casual work setting, employees should wear clothing that is comfortable and practical for work, but not distracting or offensive to others. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Clothing that has the company logo is encouraged. University, and fashion brand names on clothing are generally acceptable.

Makeup, Perfume, and Cologne

Remember that some employees are allergic to the chemicals in perfumes and makeup, so wear these substances with restraint.

Conclusion

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable casual attire for work, please ask your supervisor or your Human Resources staff.

If clothing fails to meet these standards, as determined by the employee's supervisor and Human Resources staff, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. All other policies about personal time use will apply. Progressive disciplinary action will be applied if dress code violations continue.

Supervisors, Department Heads, City administrator, and Human Resources reserve the right to determine what is appropriate or inappropriate. To include but not limited to clothing attire and or general appearance.

GUIDELINES:

This policy applies to all full, part time, seasonal, and contractual City of San Luis employees.

1. ACCEPTABLE BUSINESS CASUAL ATTIRE INCLUDES THE FOLLOWING:

- Sports Coats or Blazers
- Slacks
- Jeans (neat and clean)
- Chinos
- Dockers
- Polo Shirts with Collars
- Oxford button down shirts
- Split skirts
- Loafers
- Cardigans
- University (alma matter or otherwise) attire
- Undergarments must be worn at all times, but should not be visible

2. UNACCEPTABLE CASUAL BUSINESS ATTIRE INCLUDES THE FOLLOWING:

- Shorts
- Flip Flops
- Spandex & Lycra (i.e. biking shorts)

- Tank tops
- Tube tops
- Halter tops
- Beach wear
- Cutoffs and Capris
- Wrinkled, torn, stained, dirty, faded, discolored, patched, ripped, frayed clothing – or clothing with missing buttons – are not appropriate
- Revealing or skin-tight shirts, pants, etc., are not acceptable
- Clothes with offensive slogans or pictures, e.g., profanity and nude or seminude pictures, offensive gestures, suggestive cartoons

UNACCEPTABLE ATTIRE (CONTINUED):

- Clothes with political slogans, derogatory words, Nazi regalia, KKK regalia, and gang colors
- Offensive, explicit, or graphic buttons, hats, caps, or other attire are prohibited
 - No – Sleeveless shirts

3. INAPPROPRIATE FOOTWEAR:

- Clogs
- Sandals
- No open toe shoes

CITY OF SAN LUIS

INTERNET, E-MAIL, AND COMPUTER USAGE POLICY

Policy Statement

The use of City of San Luis automation systems, including computers, fax machines, and all forms of Internet/intranet access, is for City business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense or harm to the City or otherwise violate this policy.

Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to the City's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

Use of City computers, networks, and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate City purposes;
- Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms (see below);
- Accessing networks, servers, drives, folders, or files to which the employee has not been granted access or authorization from someone with the right to make such a grant;
- Making unauthorized copies of City files or other City data;
- Destroying, deleting, erasing, or concealing City files or other City data, or otherwise making such files or data unavailable or inaccessible to the City or to other authorized users of City systems;
- Misrepresenting oneself or the City;
- Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way;
- Engaging in unlawful or malicious activities;
- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the City's networks or systems or those of any other individual or entity;
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
- Sending, receiving, or accessing pornographic materials;
- Becoming involved in partisan politics;
- Causing congestion, disruption, disablement, alteration, or impairment of City networks or systems;

- Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms", or private/personal/instant messaging;
- Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended;
- Using recreational games; and/or
- Defeating or attempting to defeat security restrictions on City systems and applications.

Using City automation systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material, defined as any visual, textual, or auditory entity, file, or data, is strictly prohibited. Such material violates the City anti-harassment policies and is subject to disciplinary action. The City's electronic mail system, Internet access, and computer systems must not be used to harm others or to violate the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way. Use of City resources for illegal activity can lead to disciplinary action, up to and including dismissal and criminal prosecution. The City will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use.

Unless specifically granted in this policy, any non-business use of the City's automation systems is expressly forbidden.

If you violate these policies, you could be subject to disciplinary action, up to and including dismissal.

Ownership and Access of Electronic Mail, Internet Access, and Computer Files; No Expectation of Privacy

The City owns the rights to all data and files in any computer, network, or other information system used in the City and to all data and files sent or received using any City system or using the City's access to any computer network, to the extent that such rights are not superseded by applicable laws relating to intellectual property. The City also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use by employees of the Internet and of computer equipment used to create, view, or access e-mail and Internet content. Employees must be aware that the electronic mail messages sent and received using City equipment or City-provided Internet access, including web-based messaging systems used with such systems or access, are not private and are subject to viewing, downloading, inspection, release, and archiving by City officials at all times. The City has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with City policies and state and federal laws. No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate City official.

The City uses software in its electronic information systems that allows monitoring by authorized personnel and that creates and stores copies of any messages, files, or other information that is entered into, received by, sent, or viewed on such systems. Accordingly, employees should assume that whatever they do, type, enter, send, receive, and view on City electronic information systems is electronically stored and subject to inspection, monitoring, evaluation, and City use at any time. Further, employees who use City systems and Internet access to send or receive files or other data that would otherwise be subject to any kind of confidentiality or disclosure privilege thereby waive whatever right they may have to assert such confidentiality or privilege from disclosure. Employees who wish to maintain their right to confidentiality or a disclosure privilege must send or receive such information using some means other than City systems or the City-provided Internet access.

The City has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software. Violation of this policy can lead to disciplinary action, up to and including dismissal.

Confidentiality of Electronic Mail

As noted above, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable state and federal laws and City rules, policies, and procedures on confidentiality. Existing rules, policies, and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software. Since there is the possibility that any message could be shared with or without your permission or knowledge, the best rule to follow in the use of electronic mail for non-work-related information is to decide if you would post the information on the office bulletin board with your signature.

It is a violation of City policy for any employee, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others, unless such access is directly related to that employee's job duties. Employees found to have engaged in such activities will be subject to disciplinary action.

Electronic Mail Tampering

Electronic mail messages received should not be altered without the sender's permission; nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's electronic mail message.

Policy Statement for Internet/Intranet Browser(s)

The Internet is to be used to further the City's mission, to provide effective service of the highest quality to the City's residents and staff, and to support other direct job-related purposes. Supervisors should work with employees to determine the appropriateness of using the Internet for professional activities and career development. The various modes of Internet/Intranet access are City resources and are provided as business tools to employees who may use them for research, professional development, and work-related communications. Limited personal use of Internet resources is a special exception to the general prohibition against the personal use of computer equipment and software.

Employees are individually liable for any and all damages incurred as a result of violating City security policy, copyright, and licensing agreements.

All City policies and procedures apply to employees' conduct on the Internet, especially, but not exclusively, relating to: intellectual property, confidentiality, City information dissemination, standards of conduct, misuse of City resources, anti-harassment, and information and data security.

Personal Electronic Equipment

The City prohibits the use or possession in the workplace of any type of camera phone, cell phone camera, digital camera, video camera, or other form of image- or voice-recording device without the express permission of the City and of each person whose image and/or voice is/are recorded. Employees with such devices should leave them at home unless expressly permitted by the City to do

otherwise. This provision does not apply to designated City personnel who must use such devices in connection with their positions of employment.

Employees should not bring personal computers or data storage devices (such as floppy disks, CDs/DVDs, external hard drives, flash drives, iPods, or other data storage media) to the workplace or connect them to City electronic systems unless expressly permitted to do so by the City. Any employee bringing a personal computing device, data storage device, or image-recording device onto City premises thereby gives permission to the City to inspect the personal computer, data storage device, or image-recording device at any time with personnel of the City's choosing and to analyze any files, other data, or data storage devices or media that may be within or connectable to the personal computer or image-recording device in question. Employees who do not wish such inspections to be done on their personal computers, data storage devices, or imaging devices should not bring such items to work at all.

Violation of this policy, or failure to permit an inspection of any device covered by this policy, shall result in disciplinary action, up to and possibly including immediate termination of employment, depending upon the severity and repeat nature of the offense. In addition, the employee may face both civil and criminal liability from the City, from law enforcement officials, or from individuals whose rights are harmed by the violation.



City of San Luis

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CITY MANAGER'S EXECUTIVE ORDER NO. 2018-02

AN EXECUTIVE ORDER OF THE CITY MANAGER OF THE CITY OF SAN LUIS IMPLEMENTING A ZERO-TOLERANCE BULLYING POLICY.

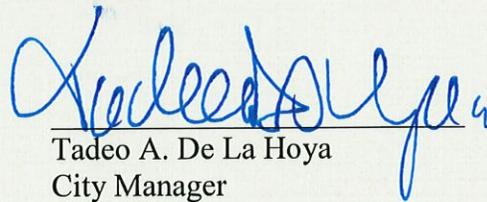
IT IS HEREBY ORDERED as follows:

1. The purpose of this policy is to communicate to all City of San Luis ("City") personnel, including supervisors and managers, that the City will not in any instance tolerate bullying behavior. Personnel found in violation of this policy will be disciplined, up to and including termination of employment.
2. For purposes of this policy, "bullying" is defined as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the workplace and/or in the course of employment. Such behavior violates the City's Personnel Policies, HR-5-01 and HR-7-01.
3. Although bullying may be intentional or unintentional, the intent of the alleged bully is irrelevant and will not be given consideration in imposing disciplinary action.
4. Although not an exhaustive list, the City considers the following types of behavior examples of bullying:
 - a. Verbal bullying: Slandering, ridiculing, or maligning a person or his or her family; persistent name calling that is hurtful, insulting, or humiliating; using a person as the object of jokes; abusive and offensive remarks.
 - b. Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
 - c. Gesture bullying: Nonverbal threatening gestures; glances that can convey threatening messages.
 - d. Exclusion: Socially or physically excluding or disregarding a person in work-related activities.
5. The following may also be considered evidence of bullying:
 - a. Persistent singling out of one person,
 - b. Shouting or raising voice at an individual in public or in private,
 - c. Using verbal or obscene gestures,
 - d. Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting),

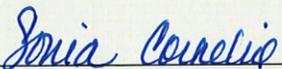
- e. Personal insults and use of offensive nicknames,
- f. Public humiliation in any form,
- g. Constant criticism on matters unrelated or minimally related to the person's job performance or description,
- h. Public reprimands,
- i. Deliberately interfering with mail and other communications,
- j. Spreading rumors and gossip regarding individuals,
- k. Encouraging others to disregard a supervisor's instructions,
- l. Manipulating the ability of someone to do his or her work (e.g., overloading, under loading, withholding information, assigning meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions),
- m. Inflicting menial tasks, not in keeping with the normal responsibilities of the job,
- n. Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings or
- o. Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

6. This Executive Order shall be effective immediately.

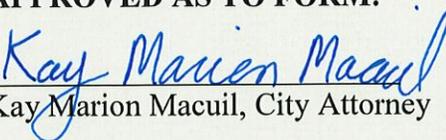
DATED this 8th day of February 2018.


Tadeo A. De La Hoya
City Manager

ATTEST:


Sonia Cornelio, City Clerk

APPROVED AS TO FORM:


Kay Marion Macuil, City Attorney