

First Reading: 02/10/2025
Bill No.: 25-09

Second Reading: 02/24/2025
Ordinance No.: 250210A

AN ORDINANCE ADOPTING THE CITY OF WILLARD DISCIPLINARY POLICY

WHEREAS, the City of Willard is committed to fostering a professional, accountable, and high-performing workforce that delivers quality services to the community; and

WHEREAS, the City recognizes the need for a structured, fair, and transparent disciplinary process to ensure consistent application of workplace standards and policies; and

WHEREAS, the Disciplinary Policy establishes clear expectations for employee conduct and performance, provides a framework for progressive discipline, and ensures all disciplinary actions are administered equitably and with due process; and

WHEREAS, the policy aligns with the City's Merit Evaluation and Performance Policy, reinforcing the connection between employee accountability, performance management, and merit-based compensation; and

WHEREAS, the Board of Aldermen finds it necessary and appropriate to adopt the City of Willard Disciplinary Policy to promote fairness, consistency, and operational efficiency within City departments;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AS FOLLOWS:

SECTION I: Adoption of Policy: The City of Willard Disciplinary Policy, attached hereto and incorporated by reference, is hereby adopted and shall take effect immediately.

SECTION II: Scope and Applicability: This policy shall apply to all City employees, whether they are employed on a part-time, full-time or contractual basis. This policy shall not apply to elected officials. All department heads, supervisors, and employees shall adhere to the provisions of the policy as outlined.

SECTION III: Implementation and Oversight: The City Administrator and HR Director shall oversee the implementation of this policy to ensure fairness and consistency in its application. All supervisors shall receive training on administering discipline in accordance with this policy.

SECTION IV: Repeal of Conflicting Provisions: Any previously adopted resolutions, policies, or practices in conflict with this resolution are hereby repealed to the extent of such conflict.

SECTION V: Severability: If any section, subsection, sentence, clause, or phrase of this resolution is held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this resolution.

SECTION VI: Effective Date: This resolution shall take effect immediately upon its passage and approval.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AS FOLLOWS:

Dated: This the **24th day of February 2025** by the Board of Aldermen of the City of Willard, Missouri.

Approved By: _____
Troy Smith, Mayor

Attested By: _____
Rebecca Hansen, City Clerk

Approved as Form: _____
Nate Dally, City Attorney