



# **CITY OF HOLLISTER**

## **EMPLOYEE HANDBOOK**

**August 1, 2017**

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## **1.0 Welcome to the City of Hollister**

Dear Employee:

I am very happy to welcome you to the City of Hollister. Thank you for joining us! We want you to feel that your association with the City of Hollister will be a mutually beneficial and pleasant one.

You have joined a municipality that has established an outstanding reputation for quality services. Credit for this goes to every one of our employees. We hope you too, will find satisfaction and take pride in your work here.

This Employee Handbook provides answers to most of the questions you may have about the City's benefit programs, as well as the City policies and procedures we abide by, our responsibilities to you and your responsibilities to the City. If anything is unclear, please discuss the matter with your supervisor. You are responsible for reading and understanding this Handbook, and your performance evaluations will reflect your adherence to City policies. In addition to clarifying responsibilities, we hope it gives you an indication of the City of Hollister's interest in the welfare of all who work here.

From time to time, the information included in the Handbook may change. Every effort will be made to keep you informed through suitable lines of communication, including postings on the city bulletin boards, the city website and/or notices sent directly to you in-house through your supervisor.

Compensation and personal satisfaction gained from doing a job well are only some of the reasons most people work. Most likely, many other factors count among your reasons for working, pleasant relationships and working conditions, career development and promotion opportunities, and health benefits are just a few. The City of Hollister is committed to doing its part to assure you of a satisfying work experience.

I extend to you my personal best wishes for your success at the City of Hollister.

Respectfully,

Rick Ziegenfuss  
City Administrator

## **1.1 You're Part of the Team...**

As a member of Hollister's team, you will be expected to contribute your talents and energies to improve the environment and quality of the city, as well as the city's services. In return, you will be given opportunities to advance in your career.

The City of Hollister is dedicated to two standards:

- To provide the highest quality services at the best value possible.
- To provide wages and benefits comparable to others doing similar work within municipal government and within the region.

In Hollister, we always put safety first. We believe it is our duty to provide as safe a workplace as we possibly can. For your protection, we have an in-house safety inspection program and we enlist the services of outside safety consulting firms contracted by our Insurance Carrier. We also have a substance abuse policy, because you have a right to know you can depend on your co-workers.

The only things we require for employment, compensation, advancement, and benefits are performance and a good team attitude; however, all employment at Hollister is "at will." No one will be denied opportunities or benefits on the basis of age, sex, sexual orientation, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions; nor will anyone receive special treatment for those reasons.

## **1.2 Your Various Benefits with the City of Hollister**

You may not have thought about it, but the value of your benefits amounts to a considerable sum each year in addition to the wages or salary you earn.

These are some of the benefits Hollister provides for eligible employees each year:

- Annual Employee Meeting
- Family Leave
- Funeral (Bereavement) Leave
- Group Term Life Insurance
- Health Care/Hospitalization Insurance
- Leave of Absence
- Military Leave
- Paid Holidays
- Paid Safety Day(s)
- Paid Vacations
- Personal Leave
- Personal Holiday
- Retirement Plan
- Service Awards – Lapel Pins
- Sick Leave
- Social Security
- Training seminars applicable to job performance
- Unemployment Compensation Insurance
- Workers' Compensation Insurance

### **1.3 Purpose of the Employee Handbook**

This Handbook has been prepared to inform you about Hollister's history, philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee and the conduct expected from you.

No Employee Handbook can answer every question, nor would we want to restrict the normal question and answer exchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We hope this Handbook will help you feel comfortable with us. We depend on you; your success is our success. Please don't hesitate to ask questions. Your supervisor will gladly answer them. We believe you will enjoy your work and your fellow employees here. We also believe you will find the City of Hollister a good place to work.

We ask that you read this Employee Handbook carefully, and refer to it whenever questions arise. We also suggest that you share it with your family so they can become familiar with our policies.

Hollister's policies, benefits and rules, as explained in this Handbook, may be changed from time to time as business, employment legislation, and economic conditions dictate. If and when provisions are changed, those that have become outdated will be replaced.

### **1.4 Notice**

The policies in this Handbook are to be considered as guidelines. Hollister, at its option, may change, delete, suspend or discontinue any part or parts of the policies in it at any time without prior notice. Any such action shall apply to existing as well as future employees with continued employment being the consideration between the employer and employee. Employees may not accrue eligibility for monetary benefits that they have not earned through actual time spent at work. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked. No one other than the City Administrator of the City of Hollister may alter or modify any of the policies in this Handbook. No statement or promise by a supervisor, or department head may be interpreted as a change in policy, nor will it constitute an agreement with an employee.

Should any provision in this Handbook be found to be unenforceable and invalid, such finding does not invalidate it, but only the subject provision.

This Handbook replaces (supersedes) all other previous Handbooks as of the date of its adoption, August 1, 2017.

*This Handbook is not a contract guaranteeing employment for any specific duration.* Either you or the City may terminate this relationship at any time. We wish you the best of luck and success in your position, and we hope your employment relationship with the City of Hollister will be a rewarding experience.

## 1.5 City of Hollister Employee Handbook Acknowledgement

This Employee Handbook is an important document intended to help you become acquainted with the City of Hollister. This Handbook will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the State, Federal and local laws affecting the City of Hollister, and economic conditions are always changing, the contents of this Handbook may be changed at any time at the discretion of the City of Hollister. No changes in any benefit, policy or rule will be made without due consideration of the mutual advantages, disadvantages, benefits and responsibilities such changes will have on you as an employee and on the City of Hollister.

Please read the following statements and sign below to indicate your acknowledgement of the City of Hollister Employee Handbook.

- I have read the online version at [www.cityofhollister.com](http://www.cityofhollister.com). I understand that the policies, rules and benefits described are subject to change at the discretion of the City of Hollister at any time. I understand that this Handbook replaces (supersedes) all other previous versions as of August 1, 2017.
- I further understand that my employment is terminable “at will”, either by myself or the City of Hollister, regardless of the length of my employment or the granting of benefits of any kind, following specified procedures.
- I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" employment relationship.
- I am aware that during the course of my employment confidential information will be made available to me, i.e., customer lists, personnel files, and other related information. I understand that this information is critical to the success of Hollister and must not be given out or used outside of Hollister's premises or with non-Hollister City employees. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or City.
- I understand that, should the content be changed in any way, Hollister may require an additional signature from me to indicate that I am aware of and understand any new policies.
- I understand that my signature below indicates that I have read and understand the above statements.

**ACKNOWLEDGEMENT**

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Job Description

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City's Signature

\_\_\_\_\_  
Date

**WAGE DEDUCTION AUTHORIZATION**

At the termination of my employment, I hereby authorize the City of Hollister to deduct from my final paycheck any funds that are owed to the City.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City's Signature

\_\_\_\_\_  
Date

**REFERENCE RELEASE WAIVER**

At the termination of my employment, I hereby authorize the City of Hollister to provide the following employment related information, upon request: position held, dates of employment, salary/hourly pay rate at time of termination.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

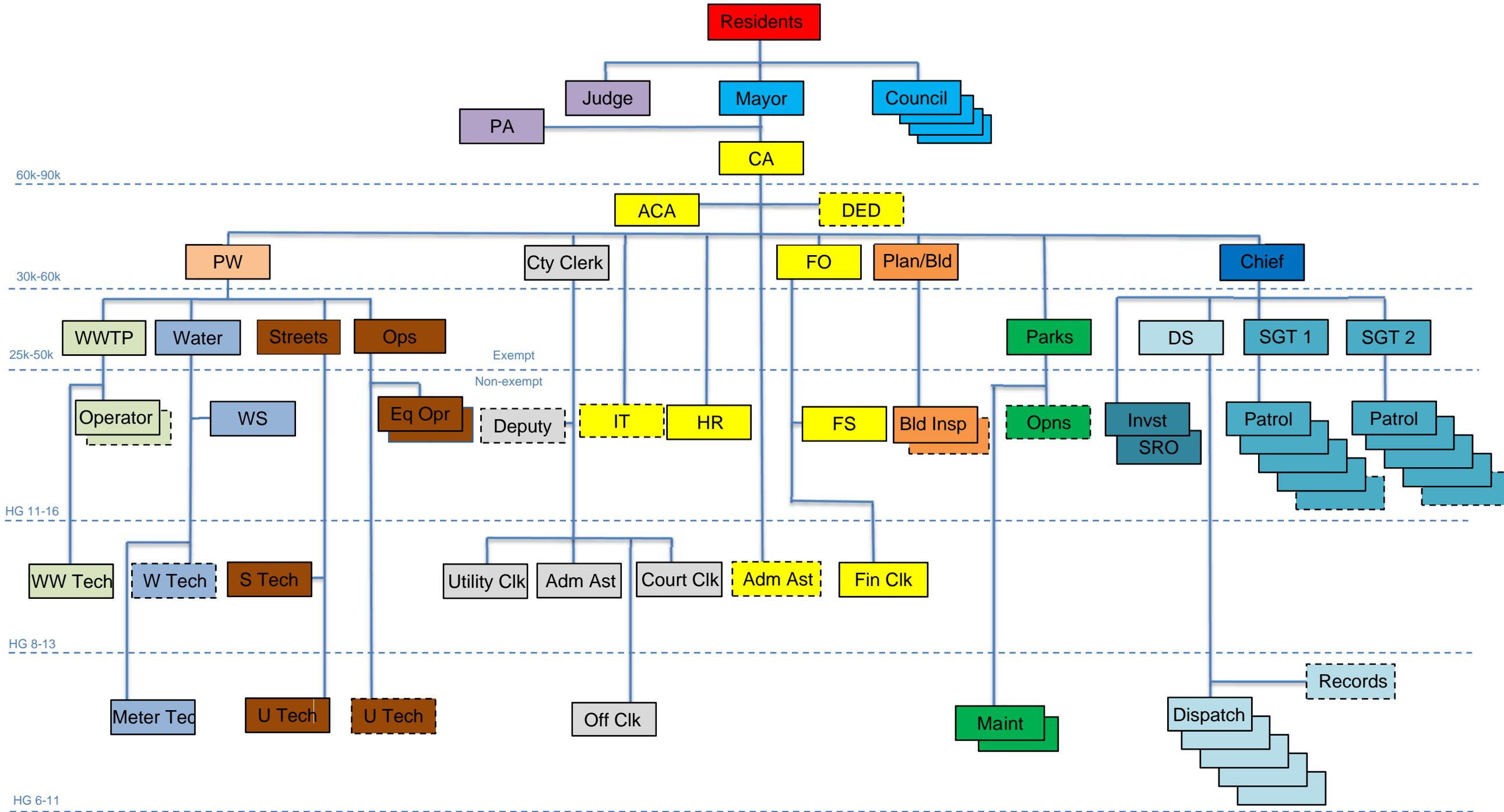
\_\_\_\_\_  
City's Signature

\_\_\_\_\_  
Date

The signed original copy of this agreement is given to Human Resources to be filed in your personnel file.

# City of Hollister Organizational Chart

August 1, 2017



## **1.7 What You Can Expect from the City of Hollister**

Hollister's established employee relation policy is to:

- Operate an economically successful city government so that a consistent level of steady work is available.
- Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, sex, sexual orientation, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.
- Pay all employees according to their effort and contribution to the success of our city.
- Review wages, employee benefits and working conditions constantly with the objective of providing maximum benefits in these areas, consistent with sound business practices.
- Provide paid vacations and holidays to all eligible employees.
- Provide eligible employees with medical, retirement and other benefits.
- Develop competent people who understand and meet our objectives, and who accept with open minds the ideas, suggestions and constructive criticisms of fellow employees.
- Assure employees, after talking with their supervisor, an opportunity to discuss any problem with the City Administrator or appropriate elected official.
- Make prompt and fair adjustment of any complaint that may arise in the everyday conduct of our business, to the extent that is practicable.
- Respect individual rights, and treat all employees with courtesy and consideration.
- Maintain mutual respect in our working relationship.
- Provide buildings and offices that are attractive, comfortable, orderly and safe.
- Promote employees on the basis of their ability and merit.
- Make promotions or fill vacancies from within the City work force whenever possible.
- Keep all employees informed of the progress of Hollister, as well as the City's overall aims and objectives.
- Do all these things in a spirit of friendliness and cooperation so that the City will continue to be known as "a great place to work!"

## **1.8 What the City of Hollister Expects from You**

Your first responsibility is to know your own duties and how to do them promptly, correctly and pleasantly. Secondly, you are expected to cooperate with management and your fellow employees and maintain a good team attitude. How you interact with fellow employees and those whom Hollister serves, and how you accept direction can affect the success of your department. In turn, the performance of one department can impact the entire service offered by the City of

Hollister. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability. The result will be better performance for the City overall and personal satisfaction for you.

You are encouraged to grasp opportunities for personal development that are offered to you. This Handbook offers insight on how you can positively perform to the best of your ability to meet and exceed the City's expectations.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to management. We are dedicated to making Hollister a city where you can approach your supervisor, or any member of management, or elected official to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of Hollister. (Please take a look at the section describing the submission of Suggestions.) We're all human, so please communicate with each other and with management.

Remember, you help create the healthful, pleasant and safe working conditions that Hollister intends for you. Your dignity and that of fellow employees, as well as that of our community, is important.

The City of Hollister needs your help in making each working day enjoyable and rewarding.

## **2.0 Personnel Administration**

The task of handling personnel records, personnel administration functions and related questions at the City of Hollister, has been assigned to the Human Resources Administrator.

### **2.1 Your Personnel File**

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the following items, please be sure to notify your supervisor or Human Resources as soon as possible.

- Legal name(s) (employee, spouse, and dependents)
- Home and mailing address
- Current telephone number(s)
- Emergency contact information
- Marital status
- Number of dependents
- W-4 tax withholding (exemptions)
- Change of beneficiary or beneficiary information
- Driving record, status of driver's license, license renewals
- Military or draft status
- Any other pertinent information not listed

Coverage or benefits that you and your family may receive under City's benefits package could be negatively affected if the information in your personnel file is incorrect.

Since the City refers to your personnel file when we need to make decisions in connection with promotions, transfers, layoffs and recalls, it's to your benefit to be sure your personnel file

includes information about completion of educational or training courses, outside civic activities, and areas of interest and skills that may not be part of your current position here.

You may see information, which is kept in your own personnel file if you wish, and you may request and receive copies of all documents you have signed. Please ask your supervisor to make arrangements for you, with Human Resources.

### **3.0 Employment Classifications**

#### **3.1 Exempt or Non-exempt Employees**

All employees are classified as either “**exempt**” or “**non-exempt**.” By law, **non-exempt** employees are entitled to overtime pay for hours worked in excess of their “regular” work week. A “regular” work week for **non-exempt law enforcement** personnel is forty-three (43) hours. A “regular” work week for all other **non-exempt** personnel is forty (40) hours.

**Note:** See “Wage & Salary Policies” in the “Compensation & Performance” section of this Handbook for a full description of overtime payment policies.

**Exempt** employees are administrators, directors, supervisors and others whose duties and responsibilities allow them to be “**exempt**” from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable State laws.

For budgeting and other wage calculating purposes; all exempt personnel (including *law enforcement personnel*), have a forty (40) hour “regular” work week.

#### **3.2 Full-time Employees**

At the time you are hired, you are classified as full-time, part-time or seasonal/temporary and are also told whether you qualify for overtime pay. Unless otherwise specified, the benefits described in this Handbook apply only to full-time employees. All other policies described in this Handbook and communicated by the City apply to all employees, with the exception of certain wage, salary and time off limitations applying only to “non-exempt” (see the definition that follows) employees. If you are unsure of which job classification your position fits into, please ask your supervisor.

An employee who has successfully completed the Probationary Period (see the Employment Policies section for definition) of employment and who works at least thirty-five (35) hours per week is considered a full-time employee.

Full time employees will receive various benefits afforded by the City of Hollister.

At the direction of your supervisor, individual hours may be rescheduled in any given week to maintain appropriate workflow.

If you were a full-time employee and were laid off, you will be considered a full-time employee upon return to work, provided that you were not on layoff for longer than one (1) year.

If you were a full-time employee and have been on an approved leave of absence, upon return you will be considered a full-time employee, provided you return to work as agreed in the provisions of your leave.

### **3.3 Part-time Employees**

An employee hired to work 20 hours or more, but less than thirty-five (35) hours per week is considered a part-time employee. If you are a part-time employee, please understand you shall be eligible for holidays, sick leave, and vacation leave based on your pro-rata percentage of a full time work schedule. Health and dental insurance is not available.

### **3.4 Seasonal or Temporary Employees**

From time to time, the City may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a seasonal or temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis.

Normally, a temporary position will not exceed six (6) months in duration, unless specifically extended by a written agreement. Summer employees are considered temporary employees.

If you are a temporary employee, please understand that you are not eligible for benefits described in this Handbook, except for unemployment insurance, worker's compensation, and social security. Those temporary employees classified as "non-exempt" (see the definition that follows) who work more than forty (40) hours during any workweek will receive overtime pay.

## **4.0 Employment Policies**

Whether you are a new hire or a former employee returning to the City, you may feel a little strange in your new surroundings. This is a normal feeling and is expected. Your fellow employees, especially your supervisor, want to help you get off to a good start. Feel free to ask them for help concerning anything you don't understand.

One of the first things you should do is carefully read this Employee Handbook. It is designed to answer many of your questions about the practices and policies of the City, what you can expect from the City, and what the City expects from you.

### **4.1 Age**

The minimum age for employment as a regular employee shall be eighteen (18) years of age, except Police personnel and the City Clerk, which must be twenty-one (21) years of age. The minimum age for seasonal or temporary employment shall be sixteen (16) years of age. Mandatory retirement is eliminated except for Law Enforcement Officers, whose maximum age for employment shall be seventy (70) years of age.

### **4.2 Anniversary Date**

The first day you report to work is your "official" anniversary date. Your anniversary date is used to compute various conditions and benefits described in this Handbook.

### **4.3 Aptitude & Ability Tests**

If you have a disability, which will affect your ability to take such a test, it is important that you advise a City representative of this so that a reasonable accommodation can be arranged. Requested accommodations may include accessible testing sites, modified testing conditions, and accessible testing formats. The City reserves the right to require medical documentation concerning the need for the accommodation.

### **4.4 “At Will” Employment**

All employment and compensation with the City is "at will" which means that your employment can be terminated with or without cause, and with or without notice, at any time, at the option of either the City or yourself, except as otherwise provided by law.

### **4.5 Bonding Requirement**

Under certain circumstances, the City may require that you be bonded. It is your responsibility to assure that you are bondable. The City will pay the cost of bonding. Should you fail to maintain these qualifications, you will be subject to transfer to another position, if available, or termination.

### **4.6 Business Hours**

City Hall’s regular operating hours are 8:00am to 5:00pm Monday through Friday.

Your particular hours of work and the scheduling of your lunch period and breaks will be determined and assigned by your supervisor. Most employees are assigned to work a forty (40) hour workweek. You are required to take an unpaid lunch period daily; please understand that you may not "work through lunch" in order to arrive late or to leave early or to work extra time unless previously approved by your supervisor. You will not be allowed to work periods of time not appropriated during your hiring period without prior approval of your supervisor.

### **4.7 City/Community Relationship**

The success of the City of Hollister depends upon the quality of the relationships between the City, our employees and our community. Their impression of the City and interest and willingness to cooperate is greatly influenced by the people who serve them. In a sense, regardless of your position, you are an ambassador for the City of Hollister. The more goodwill you promote, the more our community will respect and appreciate you, the City and its services.

Here are several things you can do to help give a good impression of the City:

- Act competently and present yourself in a courteous and respectful manner.
- Communicate pleasantly and respectfully with others at all times.
- Follow up on work orders and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
- Take great pride in your work and enjoy doing your very best.

These are the building blocks for you and the City's continued success. Thank you for adding your support.

#### **4.8 Confidential Information**

Our residents, businesses and suppliers entrust the City with important information. The nature of this relationship requires confidentiality and safeguarding of information received. In return, the City and employees earn respect and further trust of our residents, businesses and suppliers.

Your employment with the City assumes an obligation to maintain confidentiality, even after you leave our employ.

Any violation of confidentiality seriously injures the City's reputation and effectiveness. Therefore, please do not discuss City, Police, or Court business with anyone who does not work for us, and never discuss business transactions with anyone who does not have a direct association with the transaction. Even casual remarks can be misinterpreted and repeated, so develop the personal discipline necessary to maintain confidentiality. If you hear, see or become aware of anyone else breaking this trust, consider what he or she might do with information they get from you.

If you are questioned by someone outside the City or your department and you are concerned about the appropriateness of giving them certain information, remember that you are not required to answer. As politely as possible, refer the request to your supervisor, a person more qualified to respond, or the City Administrator.

No one is permitted to remove or make copies of any City records, reports or documents without prior management approval. No exception will be tolerated.

Because of its seriousness, disclosure of confidential information could lead to termination.

#### **4.9 Driver's License & Driving Record**

This need only apply to employees who are required to drive as part of their job or who on occasion drive a City vehicle.

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license, or valid CDL license and a driving record acceptable to our insurer. The City may check your driving record from time to time. Any changes in your driving record must be reported to Human Resources immediately. Any adverse change of your driving record may affect your employment status resulting in adverse action, including possible termination.

**Note:** See "Traffic Violations" and "Use of City Vehicle" in the "Other Policies" section of this Handbook for further information.

#### **4.10 Equal Employment Opportunity**

Hollister has a long-standing record of nondiscrimination in employment and opportunity because of race, color, religion, creed, national origin, ancestry, disability, sex, sexual orientation, or age. The City has issued the following policy stating the City's views in this matter:

It is the policy of the City to:

- Strictly follow personnel procedures that will ensure equal opportunity for all people without regard to race, color, religion, creed, national origin, sex, sexual orientation, age, ancestry, marital status, and disability, veteran or draft status.
- Comply with all the relevant and applicable provisions of the Americans with Disabilities Act ("ADA"). City will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.
- Make reasonable accommodations wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense.
- Achieve understanding and acceptance of City's policy on Equal Employment Opportunity by all employees and by the community.
- Thoroughly investigate instances of alleged discrimination and take corrective action if warranted.
- Be continually alert to identify and correct any practices by individuals that are at variance with the intent of the Equal Employment Opportunity Policy.

At this time, the City would like to reaffirm this policy and call upon all personnel to effectively pursue the policy as stated. Please check the employee information bulletin board for all related equal opportunity and job announcements.

**Note:** Throughout this Employee Handbook, masculine pronouns such as him, his, or he shall be construed as gender neutral.

#### **4.11 Fair Labor Standards Act**

All records maintained by the City shall be in compliance with the Fair Labor Standards Act as amended January 16, 1987, and with all other Federal and State governing regulations concerning employees, payroll, and payroll taxes.

#### **4.12 Former Employees**

Depending on the circumstances, the City may consider a former employee for re-employment. Such applicants are subject to the City's usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of their previous termination of employment with the City and must have provided at least two weeks advance notice of their intention to terminate their employment with the City.

#### **4.13 Former Employees - Reinstatement of Benefits**

In the event you return to work for the City, regardless of the length of your previous employment and length of time since you terminated your employment with the City, your benefits shall accrue as if you were a new/first-time City employee.

#### 4.14 Harassment – Including Sexual Harassment Policy

- **Purpose**

To establish the City's position on the subject of harassment, set forth guidelines for handling violations of the policy, and to specify the related complaint-handling procedure.

- **Scope**

This policy applies to all employees. Furthermore, executive management will establish appropriate procedures to insure that non-employees (vendors, contractors, trades people, etc.) on our premises are also made aware of the intent of this policy.

- **Policy**

Harassment, including sexual harassment, is contrary to basic standards of conduct between individuals and is prohibited by Equal Employment Opportunity Commission and State regulations. Any employee who engages in any of the acts or behavior defined below violates City policy, and such misconduct will subject an employee to corrective action up to and including immediate discharge.

Employees who feel they have been discriminated against or harassed in any manner should immediately report such incidents, following the procedure described below, without fear of reprisal. Confidentiality will be maintained to the extent permitted by the circumstances.

- **Definitions**

**Employee:** Any employee of the City including officials, managers and supervisors.

**Harassment:** Verbal, physical or visual conduct of a racial, ethnic or other type which, in the employee's opinion, impairs his ability to perform the job.

**Sexual Harassment:** Sexual harassment includes unwelcome sexual advances or visual, verbal or physical conduct of a sexual nature. This definition encompasses many forms of offensive behavior, including gender-based harassment of a person of the same sex as the harasser, conduct of a sexual nature that creates an offensive, intimidating or hostile work environment; and coerced sexual conduct by a person in a position of authority in the workplace.

Examples of prohibited sexual harassment include:

- Unwelcome sexual flirtation or advances.
- Offering employment, promotions or other benefits in exchange for sexual favors.
- Making or threatening reprisals for refusing sexual advances.
- Non-Verbal conduct such as leering; making sexual gestures; displaying sexually suggestive objects or pictures; cartoons or posters; suggestive or obscene letters, notes or invitations.
- Verbal conduct such as derogatory comments; epithets; slurs; sexual innuendo; sexual jokes; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual.
- Physical conduct such as unwanted, suggestive or offensive touching; assault; impeding or blocking movement.

Sexual or other forms of harassment of an employee by any City employee, supervisor or manager will not be tolerated. Sexual harassment by a non-employee is also prohibited.

- **Procedure**

Complaints of harassment of any type will be handled through the City's Personnel Policy, which provides several options by which an employee may initiate action on a job related complaint. An employee may report to their immediate supervisor, the City Administrator, and/or any level of management the employee chooses.

#### **4.15 Health Examinations**

The City reserves the right to require an employee to participate in a health examination to determine the employee's fitness to perform the essential job functions. The City shall pay for all such health exams.

#### **4.16 How You Were Selected**

We carefully select our employees through written application, personal interview and reference checks. After all available information was carefully considered and evaluated; you were selected to become a member of our team.

For “senior staff” (department heads) positions, the selection process involves two (2) additional steps. The first additional step is a review of all applications received. These applications are scored and subsequently ranked according to pre-established selection criteria. The second additional step is the top four (4) applicants will be scheduled to appear before a personal interview board. This board will consist of not less than three (3) members: the selecting supervisor, an elected official and a person who is a currently qualified expert of the career field being hired. If a selection is not made from this process, the remaining applications will be considered or the position will be reopened to additional applications.

This careful selection process helps the City to find and employ people who are concerned with their own personal success and the success of the City; people who want to do a job well and who can carry on their work with skill and ability; and people who are comfortable with the City and who can work well with our team.

#### **4.17 Investigation Release - Disclaimer Form**

All job applicants shall sign an investigation release and disclaimer form to be eligible for employment with the City of Hollister.

#### **4.18 Job Descriptions**

Every position with the City shall have a job description. The job description shall consist of job title, classification, revision date, description of duties & responsibilities, qualifications-education and/or experience, physical demand, and work environment.

Job descriptions shall be on file in the Human Resources Administrator’s office and be in full force and effect as if fully set out herein.

All changes to job descriptions will be approved by the City Administrator.

When your duties and responsibilities are changed, your job description will be updated.

#### 4.19 Position Description Classification Ranges

Non-exempt employee's position description will list a classification salary wage range. Overtime exempt employees do not have a classification range.

Position-Title and Wage Classification Range:

<b>Position-Title</b>	<b>Hourly Class Range</b>	<b>Hourly Class Range</b>	<b>Salary Range</b>	<b>Salary Range</b>
<b>Executive Department</b>				
City Administrator	N/A	- N/A	\$60,000	- \$90,000
Assistant City Administrator	N/A	- N/A	\$30,000	- \$60,000
Director of Community and Economic Dev.	N/A	- N/A	\$30,000	- \$60,000
Finance Officer	N/A	- N/A	\$30,000	- \$60,000
Finance Specialist	HS 11	- HS 16		
Human Resources Administrator	HS 11	- HS 16		
Information Technology	HS 11	- HS 16		
Administrative Assistant	HS 08	- HS 13		
Finance Clerk	HS 08	- HS 13		
<b>Administrative Department</b>				
City Clerk / Director of Administration	N/A	- N/A	\$30,000	- \$60,000
Deputy City Clerk	HS 11	- HS 16		
Administrative Assistant	HS 08	- HS 13		
Municipal Court Clerk	HS 08	- HS 13		
Utility Clerk	HS 08	- HS 13		
Office Clerk	HS 06	- HS 11		
<b>Building &amp; Planning Department</b>				
Building & Planning Supervisor	N/A	- N/A	\$30,000	- \$60,000
Building & Planning Inspector	HS 11	- HS 16		
<b>Police Department</b>				
Police Chief	N/A	- N/A	\$30,000	- \$60,000
Police Sergeant	N/A	- N/A	\$25,000	- \$50,000
Police Corporal	HS 11	- HS 16		
Police Investigator	HS 11	- HS 16		
Police Officer	HS 11	- HS 16		
Police School Resource Officer	HS 11	- HS 16		
Police Dispatcher/Communications Supervisor	N/A	- N/A	\$25,000	- \$50,000
Police Dispatcher/Communications	HS 06	- HS 11		
Police Records Specialist	HS 06	- HS 11		

**Public Works Department**

Director of Public Works	N/A	-	N/A	\$30,000	-	\$60,000
Operations Supervisor	N/A	-	N/A	\$25,000	-	\$50,000
Street Supervisor	N/A	-	N/A	\$25,000	-	\$50,000
Water Supervisor	N/A	-	N/A	\$25,000	-	\$50,000
Equipment Operator	HS 11	-	HS 16			
Water Specialist	HS 11	-	HS 16			
Street Technician	HS 08	-	HS 13			
Water Technician	HS 08	-	HS 13			
Meter Technician	HS 06	-	HS 11			
Utility Technician	HS 06	-	HS 11			

**Wastewater Treatment Plant Department**

Wastewater Treatment Plant Supervisor	N/A	-	N/A	\$25,000	-	\$50,000
Wastewater Treatment Plant Operator	HS 11	-	HS 16			
Wastewater Treatment Plant Technician	HS 08	-	HS 13			

**Park Department**

Parks Director	N/A	-	N/A	\$25,000	-	\$50,000
Parks Operations	HS 11	-	HS 16			
Parks Maintenance	HS 06	-	HS 11			

#### **4.20 Knowledge of the City of Hollister**

After learning to competently perform your own duties, your next step is to familiarize yourself with other City activities. This can prove valuable to you, and the City.

Knowledge of City services in general, will help you avoid the “I don't know” syndrome. Confidence in you increases, as you are able to answer basic questions. However, please don't pretend you know the answer or try to guess the answer when you are uncertain. If you are unsure of the correct information, refer the inquiry to your supervisor, or to a person more qualified to respond.

#### **4.21 Outside Employment**

If you are employed by the City in a full-time position, the City will expect that your position here is your primary employment. Any outside activity must not interfere with your ability to properly perform your job duties with the City.

If you are thinking of taking a second job, you are required to notify your supervisor, in writing, immediately. He will thoroughly discuss this opportunity with you to make sure that it will not interfere with your job at the City, pose a conflict of interest, or promote detrimental or unethical behavior in relation to your job classification.

Self-employment and/or part time employment will not be allowed during hours an employee is on duty with the City, nor on City property or equipment.

#### **4.22 Probationary Period**

The first 6 months of employment at the City are considered the Probationary Period. During this period you will accrue benefits described in this Employee Handbook with the exception of health benefits, (health benefits become effective on the 1<sup>st</sup> day of the month following 60 days of employment) unless otherwise required by law. The LAGERS retirement program begins on the 1<sup>st</sup> day of the month following 6 months of employment. The Probationary Period will be a time for getting to know your fellow employees, your supervisor and the tasks involved in your job position, as well as becoming familiar with City services. Your supervisor will work closely with you to help you understand the needs and processes of your job.

The Probationary Period is a try-out time for both you, as an employee, and the City, as an employer. During the Probationary Period, the City will evaluate your suitability for employment, and you can evaluate the City as well. At any time during this first 6 months you may resign without any detriment to your record. If, during this period, your work habits, attitude, attendance or performance do not meet our standards, the City may release you. If you take **approved** time off in excess of five work days, the Probationary Period may be extended by that length of time.

At the end of the Probationary Period, your supervisor will discuss your job performance with you. This review will be much the same as the performance review that is held for regular full-time or part-time employees on an annual basis. At this time a written appraisal will be completed. During the course of the discussion, you are encouraged to give your comments and ideas as well.

Please understand that completion of the Probationary Period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for "cause."

A former employee who has been rehired after a separation from City is considered a probationary employee during their first 6 months following rehire.

#### **4.23 Proof of U.S. Citizenship and/or Right to Work**

Federal regulations require that 1) before becoming employed, all applicants must complete and sign Federal Form I-9, Employment Eligibility Verification Form; and 2) all applicants who are hired need to present documents of identity and eligibility to work in the U. S.

#### **4.24 Relatives/Nepotism/Relationship Chart**

All regulations regarding nepotism are adopted as required by the State Statutes of the State of Missouri and the Attorney General.

##### **What is nepotism?**

Nepotism is the practice among those with power or influence, of favoring relatives or friends, especially by giving those individuals jobs.

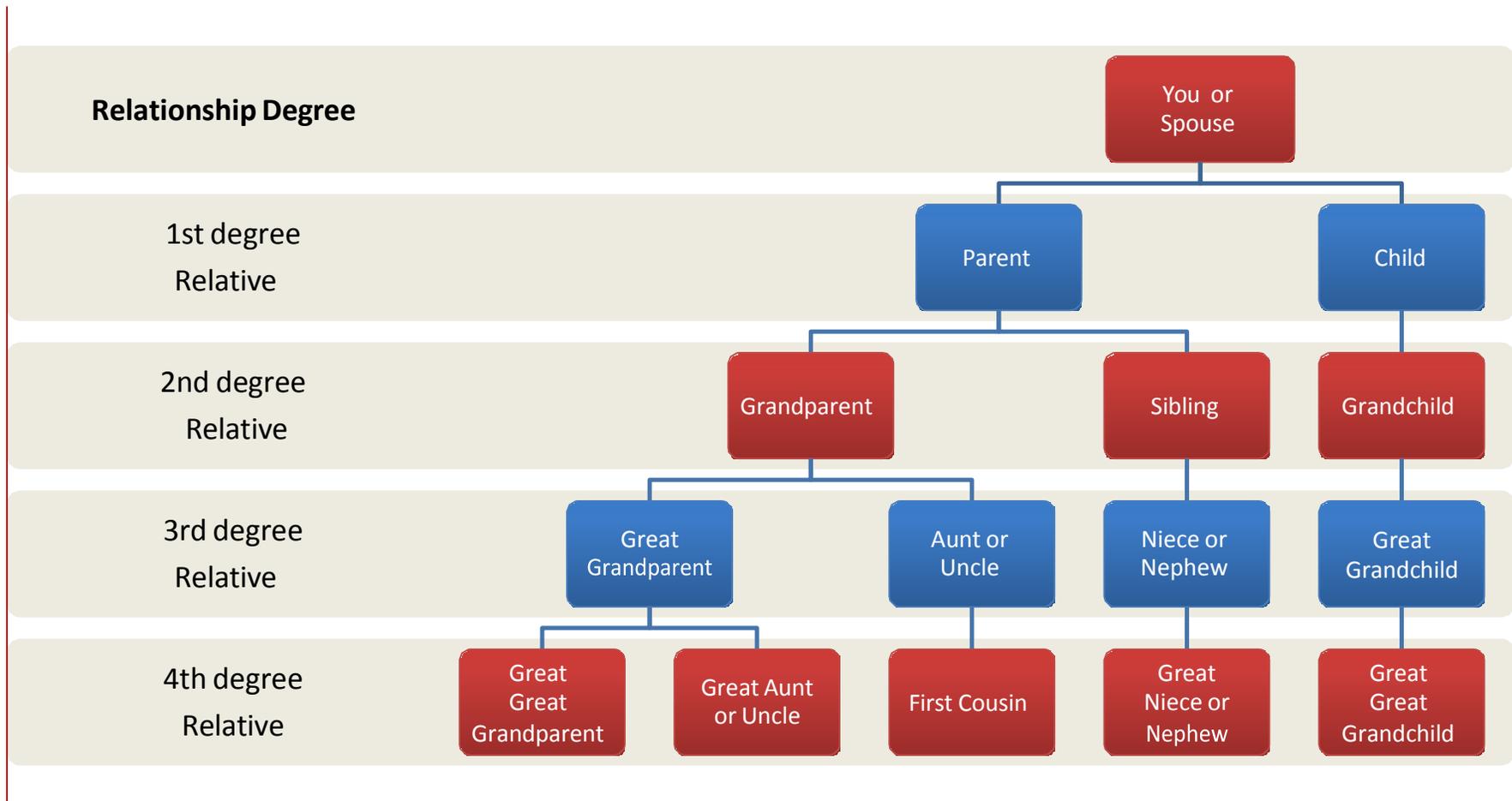
Any public officer or employee, elected or appointed, in this state who by virtue of their office or employment names or appoints to public office or employment any relative within the fourth degree of consanguinity or affinity, shall thereby, forfeit his office or employment. By law, the naming officer loses title to their public office or employment and is subject to removal.

The relative is not subject to removal.

If the City employs you, members of your immediate family are not eligible for City employment. "Immediate family" is defined as father, step-father, mother, step-mother, sister, brother, spouse, children, step-children, grandparents, grandchildren, in-laws of the same degree, domestic partner, or any relative with reference to the fourth degree as described in the relationship chart (page 20). Domestic partner is defined as a personal relationship, of 6 months or longer, between individuals who live together and share a common domestic life but are not joined in a traditional marriage.

Should two present employees decide to marry; one person will no longer remain employed by the City. The date of termination will be on or before the date of marriage.

Should two present employees that work together or supervise each other enter into a personal, non-work related relationship; one or both employees will have to be transferred.



Consanguinity relationships are relatives by blood. Affinity relationships are relatives by marriage or adoption.

This document is intended only as a guide to aid in understanding the duties and responsibilities of the Missouri Ethics Commission. For the Law's complete requirements, consult the law itself, codified at Chapter 105 and 130 of the Revised Statutes of Missouri.

## **4.25 Security Checks**

The City may exercise its right to inspect all packages and parcels entering and leaving City of Hollister premises.

## **4.26 We Need Your Ideas**

Ask any of our employees who have worked with us for a long time and they will probably tell you of the many changes and improvements that have come about in their departments since they first joined us. We believe the person doing a job is in the best position to think of ways of doing it more easily, more efficiently, and more effectively. If you think of a better way of doing your job or the job of a fellow employee, discuss it with your supervisor, who will welcome your suggestions and ideas.

Remember, there may be areas in the City's operation that can be improved. These could be in service, equipment maintenance, communications, safety, and ways to reduce costs, losses, waste, or other improvements you may see a need for. Please give us the benefit of your unique experience and thoughts. Your contributions, as well as those of others, could improve the overall services.

## **5.0 Standards of Conduct**

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. Some people have problems with "rules" and "authority figures," and past experience may have justified these thoughts and feelings; however, at the City, we hold ourselves to a high standard of quality where the rules and authority figures simply assure that quality is maintained.

By accepting employment with us, you have a responsibility to the City and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that he or she can fully depend upon fellow workers to follow the rules of conduct, then our organization will be a better place to work for everyone.

### **5.1 Workplace Violence**

- **Purpose**

The City does not tolerate acts of workplace violence committed by or against employees, and strictly prohibits employees from making threats or engaging in violent acts. This is a zero-tolerance policy meaning that the City can terminate any employee found to have violated this policy.

- **Prohibited Conduct**

Prohibited conduct (unless an authorized Law Enforcement Officer acting in the line of duty) includes, but is not limited to:

- Injuring another person physically.
- Engaging in behavior that creates a reasonable fear of injury in another person.
- Engaging in behavior that subjects another individual to extreme emotional distress.
- Possessing, brandishing, or using a firearm or other weapon while on employer premises or engaged in employer business.
- Damaging property intentionally.
- Threatening to injure an individual or damage property.
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment.

- **Identifying and Responding To Risks**

Employer identifies and responds to workplace violence hazards as follows:

**Threat assessment:** The City Administrator assesses employer's vulnerability to violence and determines the appropriate preventative measures. The City Administrator annually reviews the workplace to identify existing or potential violence hazards. The worksite review should include, but not be limited to, inspecting security measures, analyzing records of violent incidents and monitoring trends, and conducting screening surveys to learn about employees' security concerns. The City Administrator, with a copy to the personnel file, maintains records of all threats and incidents of violence committed against employees. Access to such records is on a need-to-know basis only.

**Security planning for at-risk employees:** Some employees are known to be at risk for violence because of the nature of their jobs. Other employees can be at risk because they are subject to violence, threats or harassment from a current or former spouse or partner or other non-employee. The City Administrator works with at-risk employees and their supervisors to develop safety plans that address the specific risks the employees face while at work.

**Pre-hire screening:** The City Administrator and/or a designee will review job candidates' backgrounds to determine if they have a history of committing violent acts or making threats. Pre-hire screening generally consists of reference checks with prior employers, but the screening can include rigorous background investigations for safety-sensitive positions and positions involving extensive, unsupervised contact with the public.

- **Guidelines for Handling Violent Situations**

All employees shall be given a copy of this Section including guidelines and procedures for handling workplace violence and threats. The City Administrator is responsible for periodically reviewing the guidelines to ensure that they are adequate and up-to-date. If a violent incident occurs, the City Administrator must re-evaluate the guidelines and procedures and modify them accordingly.

- **Support for Victims of Violence**

Victims of violent incidents in the workplace might have to contend with a variety of medical, psychological and legal consequences. Employer accommodates victims of workplace violence by:

- Referring victims to appropriate community resources such as medical centers, counseling services, victim advocacy groups, legal aid, and domestic violence shelters.
- Cooperating with law enforcement personnel in the investigation of the crime and the prosecution of the offender.

- Providing a debriefing for employees twenty-four (24) to forty-eight (48) hours after a serious violent occurrence to explain what happened and what steps are being taken by employer to support affected employees.

- **Enforcement**

The City Administrator must immediately investigate any reported violence, harassment or threats committed on employer premises. All employees who commit violent acts or who otherwise violate this policy are subject to adverse action, up to and including termination of employment. Employer will seek the prosecution of all of those who engage in violence on its premises or against its employees while they are engaged in employer business.

- **Workplace Violence--Employee Guidelines and Procedures**

While we endeavor to provide our employees with a safe and secure workplace, employer recognizes that crime and violence sometimes can spill over into the workplace. We are providing you with these guidelines so you can be better prepared to handle violent and threatening situations. This document summarizes actions you should and should not take to deal with threatening or violent situations. Taking a few moments to become familiar with these guidelines and general security practices is an important part of being prepared for workplace emergencies.

- Never hesitate to call the Police if confronted with a potentially violent situation. It is better to have called the Police unnecessarily than not to have the Police available when a threatening situation turns violent.
- Never attempt to physically restrain or physically remove a threatening or violent individual by yourself. Doing so puts you in danger and leaves you and employer vulnerable to possible lawsuits.
- Always report violent, threatening or harassing behavior to your supervisor. Alert your supervisor to the presence of strangers in your work area or the presence of any suspicious packages.
- In the event of armed robbery, comply with the robber's demands, including demands for employer money or property.

- **Coping with Threatening or Violent Individuals**

Effective handling of threatening or violent individuals requires you to use good judgment and common sense and rely on your own assessment of the particular situation. Nevertheless, you might be able to resolve or cope with many types of threatening or violent situations by following the guidelines below.

When confronted with an angry or hostile individual

- Stay calm
- Listen attentively
- Maintain eye contact
- Be courteous and patient, but try to keep the situation under control by expressing a willingness to calmly discuss the matter with the individual.

When confronted with a person shouting, swearing, threatening violence, or engaging in bizarre or dangerous behavior

- Stay calm.
- Be courteous and patient, but maintain your distance from the individual.
- If possible, signal a co-worker or supervisor that you need help.
- Have the co-worker or supervisor call the Police. Dial 911.

When confronted by someone with a gun, knife, or other weapon.

- Stay calm.
- Never try to grab the weapon.
- If possible, quietly signal a co-worker or supervisor that you need help.
- Have the co-worker or supervisor call the Police. Dial 911.
- Be courteous and patient. Keep talking, but follow the instructions from the person who has the weapon. Stall for time, but do not risk harm to yourself or others.
- Watch for a safe chance to escape to a safe area. Take direction from the Police once they arrive on the scene.

## **5.2 Adverse Action Policy**

### **Unacceptable Activities**

Generally speaking, we expect each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as the benefit of the City. If you have any questions of the unacceptable activities listed, please see your supervisor for clarification.

**Occurrences of any of the following violations, because of their seriousness, may result in immediate termination without warning. This list is not all inclusive and all employment with the City is “at will”.**

- Willful violation of any City rule; any deliberate action that is extreme in nature and is obviously detrimental to City's efforts.
- Willful violation of security or safety rules or failure to observe safety rules or the City safety practices; failure to wear required safety equipment; tampering with City equipment or safety equipment.
- Negligence or any careless action, which endangers the life or safety of another person.
- Being intoxicated or under the influence of controlled substance drugs while at work; use or possession or sale of controlled substance drugs in any quantity while on City premises except medications prescribed by a physician which does not impair work performance.
- Unauthorized possession of dangerous or illegal firearms, weapons or explosives on City property or while on duty.
- Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on City premises or when representing the City; fighting, or horseplay or provoking a fight on City property, or negligent damage of property.
- Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work; refusal to help out on a special assignment.

- Threatening, intimidating or coercing fellow employees on or off the premises -- at any time, for any purpose.
- Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of City property, or the property of other employees, suppliers, citizens, or visitors in any manner.
- Theft of City property or the property of fellow employees; unauthorized possession or removal of any City property, including documents, from the premises without prior permission from management; unauthorized use of City equipment or property for personal reasons; using City equipment for profit.
- Dishonesty; willful falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by City; alteration of City records or other City documents.
- Violating the non-disclosure agreement; giving confidential or proprietary City information to competitors, other organizations or unauthorized City employees; accepting secondary employment without prior approval while a City employee; breach of confidentiality of personnel information.
- Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do the same.
- Immoral conduct or indecency on City property.
- Conducting an illegal lottery or illegally gambling on City premises.

**Occurrences of any of the following activities may result in immediate termination without warning. This list is not all inclusive and all employment with the City is “at will”.**

- Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by your supervisor; mistakes due to carelessness or failure to get necessary instructions.
- Any act of harassment, sexual, racial or other; telling sexist or racial-type jokes; making racial or ethnic slurs.
- Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your supervisor; stopping work before time specified for such purposes.
- Sleeping on the job; loitering or loafing during working hours.
- Excessive use of City telephone for personal calls.
- Leaving your workstation during your work hours without the permission of your supervisor, except to use the rest room.
- Smoking in restricted areas or at non-designated times, as specified by department rules.
- Creating or contributing to unsanitary conditions.
- Posting, removing or altering notices on any bulletin board on City property without permission of an officer of the City.
- Failure to report an absence or late arrival; excessive absence or lateness.
- Obscene or abusive language, indifference or rudeness, disorderly or antagonistic behavior or conduct toward any other person.
- Speeding or careless driving of any City equipment or any other City vehicles.
- Failure to immediately report damage to, or an accident involving City equipment.

- Soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours, or at a time or place that interferes with the work of another employee on City premises.
- Failure to maintain a neat and clean appearance in terms of the standards established by your supervisor; any departure from accepted conventional modes of dress or personal grooming; wearing improper or unsafe clothing.
- Failure to use your timecard; alteration of your own timecard or records or attendance documents; punching or altering another employee's timecard or records, or causing someone to alter your timecard or records.

### **Adverse Actions**

Unacceptable behavior, which does not lead to **immediate** termination, may be dealt with in the following manner:

- Verbal Warning
- Written Warning
- Decision Making Suspension
- Termination

Written warnings will include the reasons for the supervisor's dissatisfaction and any supporting evidence. You will have an opportunity to defend your actions and rebut the opinion of your supervisor at the time the warning is issued. Adverse actions may also include suspensions or other measures deemed appropriate to the circumstances.

All pertinent facts will be carefully reviewed, and the employee will be given a full opportunity to explain his conduct before any decision is reached.

The Adverse Action Policy applies to all regular employees who have completed the Probationary Period.

This policy pertains to matters of conduct as well as the employee's competence. However, an employee who does not display satisfactory performance and accomplishment on the job may be dismissed, in certain cases, without resorting to the steps set forth in this policy.

Under normal circumstances, supervisors are expected to follow the three-step procedure outlined below. There may be particular situations, however, in which the seriousness of the offense justifies the omission of one or more of the steps in the procedure. Likewise, there may be times when the City may decide to repeat an adverse action step.

To insure that City business is conducted properly and efficiently, you must conform to certain standards of attendance, conduct, work performance and other work rules and regulations.

When a problem in these areas does arise, your supervisor will coach and counsel you in mutually developing an effective solution. If, however, you fail to respond to coaching or counseling, or an incident requiring formal adverse action, the following procedures occur.

### **Step One: Verbal Reminder**

Your supervisor will meet with you to discuss the problem, making sure that you understand the nature of the violation and the expected remedy. The purpose of this conversation is to remind you of exactly what the rule or performance expectation is and also reminds you that it is your responsibility to meet that expectation.

You will be informed that the Verbal Reminder is the first step of the adverse action policy. Your supervisor will fully document the Verbal Reminder, which will remain in effect for 6 months. Documentation of the incident will remain in your permanent record.

### **Step Two: Written Reminder**

If your performance does not improve, or if you are again in violation of City practices, rules or standards of conduct, your supervisor, after reviewing the situation with the City Administrator, will discuss the problem with you, emphasizing the seriousness of the problem and the need for you to immediately remedy the problem.

Following the conversation, your supervisor will write a memo to you summarizing the discussion. The original memo will go to you and a copy will be placed in your file.

The Written Reminder will remain in your permanent file.

### **Step Three: Decision Making Suspension**

Prior to placing an employee on Decision Making Suspension, the supervisor will consult with the City Administrator.

If an employee's performance does not improve following a Written Reminder, or if they are again in violation of City practices, rules or standards of conduct, they may be placed on Decision Making Suspension. Decision Making Suspension is an unpaid, one-day suspension. It is the final step of the City's adverse action policy.

During this period the supervisor and human resources staff will review the employee's employment and performance record to determine the merit and sufficiency for further adverse action. In certain cases this period can be used to consult with legal counsel. In addition, supervisory staff will determine if the employee has any outstanding obligations, such as personal telephone charges, uniform or clothing charges, garnishments, insurance charges or other miscellaneous charges owed to the City.

This period is also recognized as beneficial in providing the supervisor and employee time to reflect on the contemplated actions and events that have led up to this point.

If, as a result of the above listed reviews, the decision is made to continue employment, the process will return to Step 2 above.

If, as a result of the above listed reviews, the decision is made to terminate employment, this time will be used to prepare an adjusted final payroll, document the personnel actions and prepare for final out processing. A letter will be written, by the supervisor, stating the fact that the individual will no longer be employed by the City of Hollister and state the applicable reference in City policy.

Prior to issuance, a copy of the letter will be sent to the City Administrator for approval and endorsement. The date of the letter will be the effective date of the action. A copy will be placed in the personnel file.

### **Sequence of Steps**

In most cases, if an informal coaching discussion does not solve a problem, the supervisor moves to the Verbal Reminder step and continues through the steps until either the problem is solved or the individual is terminated.

However, if a significant period of time has passed following a Verbal or Written Reminder, or if the employee commits an entirely unrelated offense during the active period of a Verbal or Written Reminder, it may be appropriate to give the person a second Verbal or Written Reminder rather than automatically moving to the next more serious step. The criterion is the supervisor's judgment about what action will be most likely to bring about a permanent performance correction.

Likewise, there are times when it is appropriate to start the adverse action procedure at the Written Reminder or the Decision Making Suspension level, without previous action having been taken. This would be the case when an employee commits an offense, which is very serious but does not quite justify termination.

### **Crisis Suspension**

Whatever the City's formal adverse action policy may be, it is important for supervisors to recognize that there is never a situation, which justifies an employee being terminated on the spot. Whatever the offense, the appropriate action is to suspend the individual pending investigation. Once the employee is off the premises, the supervisor and other members of management can investigate the situation calmly away from "the heat of the moment." Any time a crisis situation arises; the supervisor should advise the individual that he is being "suspended pending investigation" and that he is to leave the City premises immediately. In cases where it appears the individual may be intoxicated or under the influence of some other drug, transportation should be provided or arranged.

If you commit any of the actions listed below, or any other action not specified but similarly serious, you will be suspended without pay pending the investigation of the situation. Following the investigation you may be terminated without any previous action having been taken.

- Theft
- Falsification of City records
- Failure to follow safety practices
- Conflict of interest
- Threat or the act of doing bodily harm
- Willful or negligent destruction of property
- Use and/or possession of intoxicants, drugs or narcotics
- Neglect of duty
- Refusal to perform assigned work or to follow a direct order
- Harassment

## **Adverse Action – Deactivation**

If an employee changes their behavior, following adverse action, fully corrects the problem and maintains that improvement for a significant period of time, the employee can request deactivation and removal of the action from his Official Personnel File. The more serious the action, the longer period of time before it can be deactivated.

The shortest and longest time periods below are guidelines used for the adverse action sequence previously discussed in the Standards of Conduct section of this Handbook.

<b>STEP</b>	<b>Shortest</b>	<b>Longest</b>
Verbal Reminder	3 months	12 months
Written Reminder	6 months	18 months
Decision Making Suspension	9 months	24 months

The employee will request deactivation, in writing, to their immediate supervisor. The immediate supervisor will ensure the request is reviewed and appropriate action taken.

### **5.3 Discharge of an employee while on probation**

If at any time during the probation period the supervisor determines the service of the employee to be unsatisfactory, with approval of the City Administrator, the employee may be separated from the service of the City without the right of appeal or hearing. If an employee has been promoted, they may be returned to the previous position held, or a similar position, with all rights of appeal or hearing.

### **5.4 Dismissal**

Employment and compensation with the City is "at will" in that they can be terminated with or without cause, and with or without notice, at any time, at the option of either the City or employee, except as otherwise provided by law.

If your performance is unsatisfactory due to lack of ability, failure to abide by the City rules or failure to fulfill the requirements of your job, you will be notified of the problem.

If satisfactory change does not occur, you may be dismissed. Some incidents may result in immediate termination.

### **5.5 Dismissal – Voluntary Termination**

- **Notification**

When an employee notifies their supervisor of plans to leave City employment, a written notification (letter of resignation), containing last date of duty, employee signature and date of notice is required. An employee's last day of employment is their last day of duty.

- **Personnel Out Processing**

The employee is required to personally meet with Human Resources to complete an employee termination checklist and to insure all final personnel processing is completed, this includes the return of all uniforms and equipment.

- **Final Payroll**

Any employee, voluntarily terminating their employment will receive their final payroll on the next regularly scheduled payday. The final payroll will include all hours worked, from the last payroll until termination, less any reimbursement due the City. All accrued, unused vacation, as of the last full pay period worked, will also be paid at this time as a separate disbursement. Final payroll may be personally picked up at City Hall, mailed to an employee's home address or other distribution method determined during out processing.

## **5.6 Dismissal - Involuntary Termination**

- **Notification**

When an employee is dismissed the supervisor shall provide Human Resources a written notification, containing last day of duty and any other essential information. An employee's last day of employment is their last day of duty.

- **Personnel Out Processing**

The employee is required to personally meet with Human Resources to complete an employee termination checklist and to insure all final personnel processing is completed, this includes the return of all uniforms and equipment.

- **Final Payroll**

Any employee, involuntarily terminating their employment will receive their final payroll once all out processing requirements have been met. The final payroll will include all hours worked, from the last payroll until termination, less any reimbursement due the City. All accrued, unused vacation, as of the last full pay period worked, will be paid at this time as a separate disbursement. Final payroll may be personally picked up at City Hall, mailed to an employee's home address or other distribution method determined during out processing.

## **6.0 Wage & Salary Policies**

It is the City's desire to pay wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable, variable with individual and the City performance and in compliance with all applicable statutory requirements.

You are employed by the City of Hollister and will be carried directly on our payroll. No person may be paid directly out of petty cash or any other such fund for work performed. The only exception to this policy is where a contract relationship exists with a bona fide contractor.

### **Application**

City applies the same principles of fairness and external comparability to all employees, regardless of organizational level, sex, religion, national origin, age or race.

### **Basis for Determining Pay**

Your pay is influenced by these factors:

- The nature and scope of the job
- What other employers pay their employees for comparable jobs

- Individual performance
- Job classification
- Salaried status

### **Job Scope**

Through a process called job evaluation, the scope, responsibility, impact and required skills and abilities of each job at the City are compared. The result is a relative ranking of all jobs, from high to low. Job evaluation is independent of any employee or his performance.

### **External Comparability**

Once jobs are ranked, jobs are compared with external market data. Each job is assigned a range of pay, including a minimum and a maximum. Periodically the City will examine the market conditions to ensure ongoing comparability. Changes in pay ranges will be made as needed and as the City can afford, to maintain market comparability.

### **Salary Schedule – Hourly Employees**

The City has adopted a 20-year wage scale that represents years of service, starting wage and **HS** (Hollister Salary) columns.

Definition of columns

Vertical (down) columns = HS (Hollister Salary) columns ranging from HS1 to HS25.

Horizontal (across) columns = starting wage and years of service from 0 to 20 years.

Salary Schedules will be on file in the Human Resources office and be in full force and in effect as if fully set out herein.

The City Administrator will make any changes to the wage scale.

### **Salary Schedule – Overtime exempt (exempt)**

There is not a wage scale for exempt employees. An exempt employee's position description lists a salary range available for that position.

In January of each year the City Administrator will determine if the budget will allow a salary increase for exempt employees. Normally, this wage increase will not exceed 5% of an employee's current salary.

### **Individual Pay**

An individual's pay, within the described ranges, will depend on sustained performance over time. Each year every employee will have a performance review with his supervisor. During that review, significant performance events that occurred throughout the year will be reviewed.

The overall performance rating will influence the wage/salary adjustment. Through individual performance and by increasing job responsibilities and moving to higher-level jobs, you can have significant impact on your pay.

### Salary Schedule – Police Dispatcher’s Step Increases

Dispatcher’s first year wage scale is

HS 06 - 0	New dispatcher hired
HS 07– 0	6 month probation period and CTO (Communications Training Officer) completed
HS 07 – 1	Salary Range after 1 year

### Salary Schedule – Police Officer’s Step Increases

Police Officer’s first year wage scale is

HS 11 – 0	New officer hired
HS 12 – 0	6 month probation period and FTO (Field Training Officer) completed
HS 13 – 1	Salary Range after 1 year

#### 6.1 Call Back Pay

Occasionally, you may be asked to return to work after you have left the premises for the day. If this occurs, you will be paid for the time you actually worked (minimum 1 hour) at a rate equal to your normal rate of pay. Any hours worked in excess of the 40 hour work week will be paid at time and one half rate of pay.

#### 6.2 Compensation

Regularly scheduled work hours: Hours that an employee is scheduled to work, on a recurring basis over the preceding 30-day period. These hours are usually reflected as the number of hours worked on a “normal work day”.

#### 6.3 Compensation for On Call Duty

- The after-hours, on call public works department non-exempt employee required to carry a cell phone will be entitled to \$20 per day and will be paid at the regularly required pay rate for every additional hour worked, while on call. You must be available to take calls and report to work as needed.
- **Compensation** for on call duty will not be paid to an employee while they are on any leave or vacation status. If an employee is scheduled to be on call on a day that they are unable to perform regular duty, due to their leave status, their cell phone will be reassigned to another employee who is in a full duty status.

#### 6.4 Deductions from Paycheck (Mandatory)

The City is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes and your contribution to Social Security as required by law. Also, the City’s retirement plan (Lagers) is mandatory. These deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information you furnish on your W-4 form regarding the number of

dependents/exemptions you claim. Any change in name, marital status or number of exemptions must be reported to the payroll department immediately, to ensure proper credit for tax purposes. The W-2 form you receive for each year indicates precisely how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered attachments, will be explained whenever the City is ordered to make such deductions.

**Note:** See "Wage Assignments (Garnishments)" later in this section for further information.

## **6.5 Deductions (Other)**

It may be possible for you to authorize the City to make additional deductions from your paycheck. Contact Human Resources for details and the necessary authorization forms.

## **6.6 Error in Pay**

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell your supervisor immediately. They will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly by the next pay period.

## **6.7 Overtime Pay – Non-exempt employees**

From time to time, it may be necessary for you to perform overtime work in order to complete a job on time. Your supervisor must approve all overtime in advance. When it is necessary to work overtime, you are expected to cooperate as a condition of your employment. There are two types of overtime work:

- **Scheduled Overtime:** Scheduled overtime work is announced in advance and generally will involve an entire department or operation. This type of overtime becomes part of the required workweek of the people who are members of the department or operation. If you need to be excused from performing scheduled overtime, please speak with your supervisor. They will consider your situation and the requirements of the department or operation in deciding whether you may be excused from performing the scheduled overtime.
- **Incidental Overtime:** Incidental overtime is not scheduled; it becomes necessary in response to extenuating circumstances. It is extra time needed to complete work normally completed during regular hours. Incidental overtime may become necessary when an illness or emergency keeps co-workers from being at work as anticipated. It may require you to return to the workplace for emergency work. The opportunity to perform incidental overtime will be given first to the employee who normally performs the task. If that employee cannot perform the overtime, the supervisor will offer the overtime to a suitably qualified person who is available to perform the overtime work.

All non-exempt be entitled to overtime pay for hours worked over forty (40) hours per week. All non-exempt police officers shall be entitled to overtime pay for hours worked over forty-three (43) hours per week (FLSA 29 CFR 553.230). A "workweek" is defined as a seven (7) day period beginning on Sunday and ending on Saturday. "Work" shall be defined

as in the service of the City. All employees must have worked as defined in a seven (7) day period before they will be paid overtime. Overtime rate shall be one and one-half (1½) times their normal hourly rate.

Employees exempt from overtime compensation by FLSA exempting an executive, administrative or professional employee are employees that are designated by the City Administrator.

## **6.8 Pay Period & Hours**

Our payroll workweek begins on Sunday at 12:01 a.m. and ends on Saturday at 12:00 midnight.

## **6.9 Pay Cycle**

The City shall have a pay period of bi-weekly, with payroll distributed on the Friday following the end of the pay period. All hourly employees shall punch a time clock. Employees exempt from overtime shall submit a report of hours absent and the reason from work to the City Administrator. Upon ceasing employment with the City, the last payroll check for hours worked, any vacation leave earned and not taken shall be paid to the employee within a reasonable length of time, or on the normal pay period that would have occurred next. At the time of employment and during the time of employment, an equipment check out list shall be maintained in the employee's Official Personnel file. It shall be the responsibility of the supervisor to furnish this information for the employee files (see example form on file in the Human Resources office). Final checks will not be released until all property has been returned to the City.

## **6.10 Paycheck Distribution & Cashing Procedures**

Paychecks are:

- direct deposited into your checking/savings account (except for final check)
- deposit notices are distributed by your supervisor

Paychecks may:

- not be cashed at the City
- not be picked up by anyone other than the employee or a designee

## **6.11 Reporting Time Pay -- Inclement Weather & "Acts of God"**

In the event you report for work without being notified in advance that we are temporarily closed due to special circumstances, you will receive a minimum of one (1) hour of straight time pay. Special circumstances include inclement weather, fire, flood or some other "Act of God", power/utility failure, or an inoperable computer system. You may be asked to perform work for the one (1) hour period. If you refuse, you will forfeit your claim to reporting pay. This policy applies to our "non-exempt" employees only.

Please tune to your radio station KRZK (106.3) for updates on current conditions and contact your supervisor.

Unfortunately, you will not be paid when you have been notified, in advance, that work is not available due to circumstances not within the City's control; the following are examples of such circumstances.

- Operations cannot commence or continue due to threats to employees or property or when recommended by civil authorities.
- Public utilities fail to supply electricity, water, or gas, or there is a failure in the public utilities, or sewer system.
- The interruption of work is caused by an "Act of God" (inclement weather, fire, flood, earthquake, avalanche, etc.) or some other cause not within the City's control.

### **6.12 Termination & Severance Pay**

- Accrued vacation will be paid to employees being terminated.
- Accrued sick leave will not be paid.
- The City of Hollister does not pay severance pay.

In the event of employment termination, you will be paid for actual time worked, plus any accrued but unused vacation time, as specified under "Vacations" in the "Benefits" section of this Handbook.

### **6.13 Time Cards/Records**

Rules prohibit employees from recording another's time, causing another employee to record time for him, or failing to record his time. Rules forbid signing in too soon or out too late without authorization. "Falsifying" time cards is considered theft of time and could be considered cause for termination.

Supervisors must keep a record of hours worked by "non-exempt" employees. Care must be taken to ensure start/stop times follow regularly scheduled work hours. Early sign-ins or late sign-outs will make the City liable for overtime pay in case of a conflict or dispute.

By law, we are obligated to keep accurate records of the time worked by "non-exempt" employees, time clock cards do this.

Your time card is the only way the payroll department knows how many hours you worked and how much to pay you. Your time card indicates when you arrived and when you departed. You

are to punch in and out for lunch and for brief absences like a doctor or dentist's appointment. All employees are required to keep your supervisor advised of their departures from and returns to the premises during the workday.

You are responsible for your time card. Remember to record your time. If you forget to punch in or make an error on your card, your supervisor must make the correction and you and your supervisor must initial the correction. You are not permitted to punch in more than five (5) minutes before your scheduled starting time or more than five (5) minutes after your scheduled quitting time without your supervisor's approval.

**No one may record hours worked on another's card.** Tampering with another's time card is cause for adverse action, including possible termination, of both employees. Do not alter another person's record, or influence anyone else to alter your record for you. In the event of an error in recording your time, please report the matter to your supervisor immediately.

Time cards must be turned in to your supervisor along with any appropriate Absence Report and Leave Request form in order to receive payment of wages. Time cards and Absence Report and Leave Request forms not received by the payroll department will result in either a shortage of pay, or no pay. Employees must wait until the next pay period to be compensated.

**6.14 Time Clock Use/Rounding Conversion Chart**

All hourly employees are required to use a time clock. Employees shall personally clock in and out for their shift and during lunch hours.

- **Time Clock - Difference between clock records and actual hours worked**

Employees, who voluntarily come in before their regular starting time or remain after their closing time, will not be paid for such periods, provided that they do not engage in any work. Their early or late clock punching may be disregarded. Minor difference between the clock records and actual hours worked cannot ordinarily be avoided, but major discrepancies shall be discouraged since they raise a doubt as to the accuracy of the records of the hours actually worked.

- **Time Clock - "Rounding" practices**

Every time an employee clocks in and out, in a series, the total end time for each series shall be rounded (up or down) to the nearest quarter hour (15 minutes or .25 continental time).

This arrangement of rounded time (up & down) averages out so that employees are fully compensated for all the time they actually work.

- **Time Clock - Example rounding down**

Shift start	07:90 clock in	Shift series (meeting same day)
	13:14 clock out for lunch	18:75
	14:12 clock in from lunch	<u>20:26</u>
	<u>17:00</u> clock out	1.51 (time is rounded down to 1.5 hours)
Total time	8.12 (time is rounded down to 8 hours)	

- **Time Clock - Example rounding up**

Shift start	08:06 clock in
	13:14 clock out for lunch
	14:20 clock in from lunch
	<u>17:00</u> clock out
	7.88 (time is rounded up to 8 hours)

A series of time is any time someone clocks in and out during any given day and/or if they have to return later on the same day.

Any time over 15 minutes must be approved overtime.

<b>2.090 Wage - Time Clock Rounding Conversion Chart</b>			
<b>ROUNDING CONVERSION CHART</b>			
	<b>MINUTES</b>	<b>TENTHS</b>	<b>HUNDREDTHS</b>
	<b>60</b>	<b>10</b>	<b>100</b>
	59	0.9	98
	58	0.9	96
	57	0.9	95
	56	0.9	94
	55	0.9	92
	54	0.9	90
	53	0.8	88
	52	0.8	86
	51	0.8	85
	50	0.8	84
	49	0.8	82
	48	0.8	80
	47	0.7	78
	46	0.7	76
	<b>45</b>	<b>0.7</b>	<b>75</b>
	44	0.7	74
	43	0.7	72
	42	0.7	70
	41	0.6	68
	40	0.6	66
	39	0.6	65
	38	0.6	64
	37	0.6	62
	36	0.6	60
	35	0.5	58
	34	0.5	56
	33	0.5	55
	32	0.5	54
	31	0.5	52
	<b>30</b>	<b>0.5</b>	<b>50</b>
	29	0.4	48
	28	0.4	46
	27	0.4	45
	26	0.4	44
	25	0.4	42
	24	0.4	40
	23	0.3	38
	22	0.3	36
	21	0.3	35
	20	0.3	34
	19	0.3	32
	18	0.3	30
	17	0.2	28
	16	0.2	26
	<b>15</b>	<b>0.2</b>	<b>25</b>
	14	0.2	24
	13	0.2	22
	12	0.2	20
	11	0.1	18
	10	0.1	16
	9	0.1	15
	8	0.1	14
	7	0.1	12
	6	0.1	10
	5	0	8
	4	0	6
	3	0	5
	2	0	4
	1	0	2
	<b>0</b>	<b>0</b>	<b>0</b>

↑  
87 Round up

↓

↑  
63 Round up

↓

↑  
37 Round up

↓

↑  
13 Round up

↓

## **6.15 Wage Assignments (Garnishments)**

We hope you will manage your financial affairs so that we will not be obligated to execute any court-ordered wage assignment or garnishment against your wages. However, whenever court-ordered deductions are to be taken from your paycheck, you will be notified.

## **7.0 Performance & Compensation Reviews**

### **7.1 Pay Rate – Exempt Employees**

The compensation rate for all exempt positions is stated as a salary range, listed on each exempt employee's position description. The specific base compensation rate for an individual, exempt employee will be determined by experience, knowledge, skills and abilities that relate directly to their selection. This determination will be made and documented as a part of the job selection process.

### **7.2 Pay Rate – Hourly (Non-Exempt) Employees**

As per the salary schedule for each job description, each employee shall be evaluated and recommendation made for any pay increase within the salary schedule of that job description. This will be based on length of employment, performance of duties, and all other pertinent questions as to performance on the job. Evaluations shall be presented to the City Administrator who shall then allocate, approve or disapprove the salary of the employee.

If an employee is recommended for an increase the supervisor shall use the City's salary schedule (wage scale). An employee would go horizontally across the chart for completed years of service and if circumstances warrant the supervisor may recommend going vertically up or down the chart, within the job description range.

### **7.3 Reviews - Performance**

Your supervisor is continuously evaluating your job performance. Day-to-day interaction between you and your supervisor should give you a sense of how your supervisor perceives your performance.

- Supervisors will conduct a performance review/evaluation at least once every 12 months for each employee.
- Annual employee performance evaluations will normally be given upon completion of the current year of service, by the immediate supervisor.
- The evaluation period will start on the anniversary date that an employee is hired and will include a one-year period that ends on the anniversary of the day preceding that date.
- If an employee is reassigned, transferred or promoted to a new position, their annual evaluation/anniversary date period will remain unchanged. A "close-out" evaluation will be completed by the supervisor, of their old position. This evaluation period will reflect their performance during the period from their last evaluation until their last day in that position.
- The initial 6 month period in the new position will result in a probationary evaluation.

- All new employees will be given an evaluation upon the completion of their initial 6 month probationary period. Evaluations don't necessarily or automatically result in an increase in pay.
- During performance reviews, your supervisor will consider the following things, among others:
  - Attendance, excessive use of leave without proper documentation, initiative and effort
  - Knowledge of work
  - Attitude and willingness to assist other co-workers
  - The quality and quantity of work
  - The conditions under which you work
  - Incentive (commitment to performing work within the department so that it remains running smoothly. Balancing work load with co-workers, etc.

The primary reason for performance reviews is to identify an employee's strengths and weaknesses in order to reinforce good habits and develop ways to improve. This review also serves to make an employee aware of and to document how job performance compares to the goals and description of the job. This is a good time to discuss interests and future goals. Your supervisor is interested in helping employees succeed and achieve personal as well as work-related goals. They can recommend additional training or opportunities for an employee.

In addition to individual job performance reviews, the City periodically conducts a review of job descriptions to insure that we are fully aware of any changes in the duties and responsibilities of each position and those changes are recognized and adequately compensated.

#### **7.4 Reviews - Compensation**

Wage and salary increases are based on several circumstances. Having your compensation/performance reviewed does not necessarily or automatically result in an increase.

Compensation reviews are conducted annually on each employee's anniversary date following completion of their current year of service.

#### **7.5 Reviews – Promotion**

It is our policy to advise all employees about advancement opportunities by means of bulletin boards, electronic or other suitable methods. Please submit your request for consideration for a specific position directly to your supervisor.

Whenever a position becomes available, every effort will be made to fill it by promoting a qualified employee. Jobs will be awarded based on individual ability and past job performance, as well as length of service if two people have similar qualifications. By utilizing all opportunities for education and performing your job excellently, you may become qualified to fill a position of greater skill, responsibility and value at the City. The City will always continue to look outside the City for potential employees.

#### **7.6 Reviews – Transfers**

In the event that you are transferred from one position to another your wage may need to be adjusted to suit the new position.

## **7.7 Reviews – Specialized Training**

Employees who achieve professional certifications specific to the performance of their job may be advanced on the HS pay scale.

## **7.8 Reviews – Technical Job Training**

The City will pay (depending on the availability of funds) 100% of City recommended technical training to achieve or maintain required or desirable, licensing and/or certifications. Specific examples include; MDNR water/sewer certification, Post law enforcement certification (continuing education only), IIMC and MPCC municipal clerk, and MACA court clerk certifications.

## **7.9 Reviews – Extraordinary Performance**

Employees who have demonstrated extraordinary achievement specific to the performance of their job may be advanced on the HS pay scale.

## **7.10 Lump Sum Merit- All Employees**

The lump sum merit is a one-time payment awarded to employees as recognition of an exceptional contribution that benefits the City of Hollister.

- New ideas for long-term cost savings to the City and residents
- Implementing new safety initiatives
- Being pro-active in helping others reach their goals
- Creative ideas for improvements to City provided services

An employee can receive only 1 (one) lump sum merit award in any consecutive 12 month period. Lump sum merit shall not exceed 3% of the employee's base annual wage/salary and shall not affect the wage scale system.

## **8.0 Work Schedule**

The normal workweek consists of five (5) days, eight (8) hours long, Monday through Friday; except for the police officers normal workweek consists of four (4) days, ten (10) hours long. Your supervisor will give your schedule of daily work hours to you. You will be notified promptly whenever a change is necessary. Should you have any questions concerning your work schedule, please ask your supervisor.

### **8.1 Absence or Lateness**

From time to time, it may be necessary for you to be absent from work. The City is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Sick days and personal days have been provided for this purpose.

If you are unable to report to work, or if you will arrive late, please contact your supervisor immediately. Give him as much time as possible to arrange for someone else to cover your position until you arrive. If you know in advance that you will need to be absent, you are required to request this time off directly from your supervisor. He or she will determine when will be the most suitable time for you to be absent from your work.

When you call in to inform the City of an unexpected absence or late arrival, ask for your supervisor directly. For late arrivals, please indicate when you expect to arrive for work. Notifying the switchboard operator or a fellow-employee is not sufficient. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call on your behalf. If your supervisor is not available when you call, you may leave the information with another supervisor.

All absences **must** be reported to your supervisor with an absence report and leave request form. Without this form, **pay will not be compensated.**

Absence from work for three (3) consecutive days without notifying your supervisor will be considered a voluntary resignation.

## **8.2 Attendance**

You are expected to be at your work station and ready to work at the beginning of your assigned daily work hours, and you are expected to remain at your work station until the end of your assigned work hours, except for approved breaks and lunch. When your work takes you away from your workstation, please let your supervisor know where you are going and how long you expect to be gone.

Be aware that excessive time off could lead to adverse action.

(Note: See “Excessive Absenteeism or Lateness” in this section for further information.)

## **8.3 Breaks/Rest Periods**

Each employee scheduled to work four (4) hours or more shall be given one (1) fifteen (15) minute break in each four (4) hour period of work with pay. You are entitled to two (2) fifteen (15) minute rest breaks each full day worked. Normally these rest breaks will be scheduled in mid-morning and mid-afternoon. Your supervisor will determine these. If you work in a department where breaks are not directly assigned, please coordinate with your co-workers to maintain adequate coverage at all times. Always be sure to return to work on time at the end of any break.

In the unlikely event of an emergency or unusual condition, your supervisor may ask you to change or postpone your break in order to finish a particular project.

## **8.4 Closure after Starting Time**

If severe weather conditions exist and the City Administrator decides to close City Hall for the remainder of the day, you will be notified as soon as possible by your supervisor. If you are sent home before having worked one (1) hour, you will be paid for one (1) hour of work. If you are sent home after having worked one (1) hour, you will be paid for the time that you actually worked.

## **8.5 Closure Prior to Starting Time**

If you report to work and find that, due to severe weather conditions, City Hall will unexpectedly be closed for business, you will be paid for one (1) hour of work for that day only.

## **8.6 Excessive Absenteeism or Lateness**

In general, five (5) absences in a 90-day period, or a consistent pattern of absence, will be considered excessive, and the reasons for the absences may come under question. Tardiness or leaving early is as detrimental to the City as an absence. Three (3) such incidents in a 90-day period will be considered a “tardiness pattern” and will carry the same weight as an absence. Other factors, like the degree of lateness, may be considered.

Be aware that excessive absenteeism, lateness or leaving early may lead to adverse action, including possible termination.

## **8.7 Lunch Period**

If you work longer than four (4) hours, you will be given an unpaid lunch period. The time when lunch periods are scheduled varies among departments, depending on the needs of each department. Your supervisor will give you your lunch period schedule.

Public Works, WWTP, and Park employees scheduled to work eight (8) hours or more per day shall be entitled to and take a half (½) hour lunch period without pay. Administration, Executive and Building Department employees scheduled to work eight (8) hours or more per day shall be entitled to and take a one (1) hour lunch period without pay. Police employees scheduled to work eight (8) hours or more per day will remain available for duty while taking meal and shall be entitled to and take one (1) hour meal period with pay.

Employees shall not work during lunch and break periods, except Police employees who shall remain in service during these periods.

You are expected to take your allotted time for lunch. You are requested not to perform any work during your regularly scheduled lunch period, unless specifically requested to do so by your supervisor. In that event, your lunch will be rescheduled or you will be paid for the time that you worked.

You may leave the premises during your lunch period; however, you must punch in and out. It is important to return to work on time at the end of your lunch period.

## **8.8 Lunch Room Facility**

For your convenience and comfort, the City provides a lunchroom with ample seating, microwave ovens and a refrigerator for employees who want to bring their lunch from home. This area is for everyone’s use. It is your responsibility to do your share in keeping this facility clean and sanitary. Please clean up after yourself.

If for any reason the machines are not functioning properly, please report the condition to your supervisor. Please remember to use containers with reliable seals and label your food with your

name and date. Food stored in the refrigerator for a period of more than 3 days will be disposed of. The refrigerator is to be cleaned out every Friday.

## **8.9 Record of Absence or Lateness**

If you are absent because of illness, your supervisor may request that you submit written documentation from your doctor. If you are absent three (3) or more days because of illness, you will be required to provide written documentation from a doctor that you are able to resume normal work duties before you will be allowed to return to work. You will be responsible for any charges made by your doctor for this documentation.

Your supervisor will make a note of any absence or lateness, and the reason, in your personnel file. Your attendance record will be considered when evaluating requests for promotions, transfers, leaves of absence, and approved time off, as well as scheduling layoffs, etc.

## **9.0 The Benefits Package**

In addition to receiving an equitable salary and having opportunity for professional development and advancement, you will be eligible to enjoy other benefits, which will enhance job satisfaction. We are certain that you will agree that the benefits program described in this Handbook represents a large investment by the City, and we trust that you will avoid abusing any of the program benefits.

A good benefit program is a solid investment in the City and its employees. It not only encourages the loyalty of long term capable employees, it also helps to attract additional talented workforce. The City will periodically review the benefits program and make changes as appropriate.

### **9.1 Eligibility for Benefits**

If you are a full-time employee, you will enjoy all of the benefits described in this Handbook as you meet the eligibility requirements for each particular benefit.

Limited benefits are available to part-time and probationary employees, except as otherwise provided by law.

**Note:** See “Probationary Period” in the “Employment” section of this Handbook for further information.

Seasonal/Temporary employees are not eligible for benefits (see exception under Holidays).

## **10.0 Holidays**

All eligible employees of the City shall receive normal compensation for holidays as listed below and any other days or part of a day during which the public offices of the City shall be closed. Employees shall be eligible for holidays off with compensation based on their regularly scheduled workday. Probationary & Seasonal/Temporary employees shall be considered, for purposes of this Holiday section, to be eligible employees.

## **10.1 Recognized Holidays**

The City recognizes the following holidays as paid holidays:

- New Year's Eve
- New Year's Day
- President's Day
- Memorial Day
- Independence Day (July 4<sup>th</sup>)
- Labor Day
- Columbus Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Eve
- Christmas Day

## **10.2 Holiday Policies**

### **Religious Holidays**

You may take time off to observe your religious holidays. The time off is without pay. If available, a full day of unused vacation time can be used to observe a religious holiday with pay. You must notify your supervisor at least ten business days in advance.

### **Designated Day**

We schedule all national holidays on the day designated by common business practice.

In the event a holiday falls on Saturday, the previous Friday shall be taken. If the holiday falls on Sunday, the following Monday shall be taken. It shall be the policy of the City to try and insure all employees are given the same number of holidays each year.

### **Single Work Shift – On Call Hours Worked**

For all departments operating on a single work shift basis, any employee regularly scheduled to work on a holiday the immediate supervisor shall designate hours to be taken in lieu of the holiday within thirty (30) days after the holiday. Holiday hours are to be taken in full increments (as earned).

### **Triple Work Shift**

For all departments operating on a three work shift, seven day a week basis, any employee regularly scheduled to work on a holiday, the immediate supervisor shall designate a day to be taken in lieu of the holiday within fourteen (14) days prior to through thirty (30) days after the holiday. Also, if the holiday falls on the employee's regular day off, the immediate supervisor shall designate another day to be taken within fourteen (14) days prior to through thirty (30) days after the holiday. Holiday hours are to be taken in full increments (as earned).

### **Any Day Other than the Holiday (Single & Triple Work Shifts)**

When one or more of the City's annual, paid holidays fall within an employee's regularly scheduled workweek, the employee shall be compensated at a rate of 1 ½ times the employee's regular pay rate for the number of hours worked in addition to the employee's regularly scheduled work hours on any day other than the actual holiday. For the purpose of this paragraph, "regularly scheduled work hours" will be calculated on a daily basis.

**EXCEPTION:** an exception to the “daily basis calculation” can be made if employee & supervisor agree to adjust hours that week resulting in a regularly scheduled work week for that employee. (40/43 hours, no overtime)

### **Holiday Call in Pay (Single & Triple Work Shifts)**

Any employee that is on a City paid holiday, and gets called into work, for a verifiable requirement, will be paid at the employee’s regular pay rate, for holiday hours worked. Any holiday hours worked and paid at an employee’s regular pay rate will be paid in addition to regular straight time holiday hours.

### **Holiday during Vacation Schedule**

If a holiday occurs during your scheduled vacation, you are permitted to take an extra day of vacation.

### **Holiday Pay Qualification**

In order to qualify for holiday pay, you must work the scheduled workday immediately before or the next scheduled workday after the holiday. Only excused absences will be considered exceptions to this policy.

You are not eligible to receive holiday pay when you are on a leave of absence.

### **Separating Employees**

Upon leaving employment any unused holiday hours within 30 days after the actual holiday will be paid.

## **11.0 Vacations**

Vacation is a time for you to rest, relax, and pursue special interests. The City has provided paid vacation as one of the many ways in which we show our appreciation for your loyalty and continued service.

### **11.1 Eligibility**

All **full time** employees are eligible for vacation leave. All **part time** employees working at least 1040 hours a year are eligible for vacation leave based on their pro-rata percentage of a full time work schedule.

### **11.2 Accrual**

#### **Employment Year Basis of Calculation/Accrual**

The employee’s employment year (A year that begins on the employee’s employment date and continues through a one (1) year period that ends on the day preceding the anniversary of their employment date) is used for calculating and accruing vacation leave.

#### **Bi-Weekly (Two week pay periods during a year) Accrual**

Vacation leave shall begin to accrue with the employee’s first pay period. (A partial first pay period will be prorated) After the initial pay period vacation will accrue at the beginning of each biweekly pay period.

### **Vacation Accrual Rates**

Employee will earn vacation leave by the following schedule. Employees shall earn their vacation bi-weekly but must complete the Probationary Period prior to taking any time. (Probationary period is explained in the Employment Policies section of this Handbook). After the Probationary Period employees will continue to earn vacation bi-weekly and be allowed to take their vacation as it is earned.

First (1) year of employment	1.54 hours bi-weekly
Second (2) through Seventh (7) year of employment	3.08 hours bi-weekly
Eighth (8) through Fourteenth (14) year of employment	4.62 hours bi-weekly
Beyond the Fourteenth (14) year of employment	6.16 hours bi-weekly

### **Separating Employees**

Separating employees will be compensated for vacation leave accrued but not taken as of the last **full** pay period worked, provided the person has completed the Probationary Period. When a person is re-employed, their new employment date shall be the basis of computing vacation leave.

### **Scheduling**

Most requests for vacation will be honored as far as are practical. The number of employees off duty at one time and workload will be taken into account when approving requests.

### **Approval of Leave**

Employees should make their vacation request as far in advance as possible in order to ensure approval. An "Absence Report and Leave Request" form must be submitted.

### **Maximum Accrued Vacation Leave**

80 hours of vacation leave (over and above hours used in any given year) may be carried from one year to the next year. On an employee's annual anniversary date, any hours over and above this limit will be forfeited and not to be recoverable at any time in the future. If anniversary date falls during a scheduled vacation, the 80 hour carry over will be effective on the date the employee returns to work.

## **11.3 Other Vacation Policies**

### **Waiving Vacation is prohibited**

Vacation cannot be converted to a cash payout in lieu of taking time off, other than as provided upon termination of employment. Vacation cannot be taken before it is earned. As a result, employees are responsible for monitoring and taking their vacation.

### **Holidays Occurring During Vacation**

Any official holiday as set forth in this personnel policy, which occurs during an employee's scheduled vacation period shall not be counted as a day of vacation.

### **Notice of Vacation**

Use of vacation normally requires five (5) days' notice to and approval by the employee's supervisor unless the vacation is used for a legitimate, unexpected illness or emergency.

Any requests for exceptions to this policy must be submitted, by the supervisor, to the City Administrator for approval.

## **Leave of Absence**

If you are on an unpaid approved Leave of Absence for less than thirty (30) days, your vacation eligibility will not be affected; should the leave extend beyond thirty (30) days, vacation time will not continue to accrue.

## **12.0 Other Paid Leaves**

### **12.1 Funeral (Bereavement) Leave**

You are entitled to take up to 3 days (10/8 hours per day depending on your regularly scheduled work day) with pay to attend the funeral and take care of personal matters related to the death of a member of your immediate family. "Immediate family" is defined as father, step-father, mother, step-mother, sister, brother, spouse, children, step-children, grandparents, grandchildren, in-laws of the same degree, domestic partner, or any relative with reference to the fourth degree as described in the relationship chart (page 20). Domestic partner is defined as a personal relationship, of 6 months or longer, between individuals who live together and share a common domestic life but are not joined in a traditional marriage.

With your supervisor's approval, you may take up to one full day without pay to attend funerals of other relatives and friends. If you prefer, unused personal leave or a day of earned vacation may be used for this purpose.

Paid time under this policy is given over and above any time allowed and earned under our Personal Leave policy.

Pay for a funeral leave will be made for actual time lost from work. If the death occurs at a time when work is not scheduled, payment will not be made. If a holiday or part of your vacation occurs on any of the days of absence, you may not receive funeral leave in addition to holiday or vacation pay.

An excused absence for family death may not be retroactive, postponed or split.

### **12.2 Jury Duty**

It is your civic duty as a citizen to report for jury duty whenever called. If you are called for jury duty, we will permit you to take the necessary time off and we wish to help you avoid any financial loss because of such service. If you have completed your Probationary Period, the City will reimburse you the difference between pay received for jury duty and your normal city pay.

You must notify your supervisor within forty-eight (48) hours of receipt of the jury summons.

On any day or half-day you are not required to serve, you will be expected to return to work. In order to receive jury duty pay, you must present a statement of jury service and pay to your supervisor, the court issues this document.

You must report for work if you are released from jury duty before the end of our workday or if you are temporarily released from jury duty.

### **12.3 Personal Day**

After one year of employment, and each full year after, all full time employees shall earn one personal day, based on their regularly scheduled workday. Day off is to be taken within a one year period following it being earned and cannot accumulate.

### **12.4 Safety Incentive Program**

In an effort to reward employees for their cooperation in reducing job related accidents and injuries in the City of Hollister, a safety incentive program was established July 1, 1991.

All employees should be aware that the awards are to be earned through safe work practices and will be strictly administered. This program applies only to work related accidents or injuries. The following rules apply but may be changed as the program develops, so it can be administered as fairly as possible with the maximum amount of success;

#### **Award Periods**

There will be two award periods each year. The first period will run from January 1<sup>st</sup> through June 30<sup>th</sup> and the second period will run from July 1<sup>st</sup> through December 31<sup>st</sup>.

#### **Eligibility**

- All employees, except seasonal or temporary employees, are eligible for the program.
- Any employee hired during an award period will not be eligible to participate until the next award period.
- An employee must have been on duty and worked their shifts (minus any authorized leave taken).
- When an employee is discharged or leaves employment for any reason, safety incentive rights will be forfeited.
- All permanent full time employees will be eligible to participate in the Safety Incentive Program and permanent part time employees shall be eligible based on their percentage of work schedule.

#### **Days Off with Pay**

- Employees who work two consecutive award periods without a preventable accident or injury will be awarded one day off with pay after the first year. If there is a preventable accident the day is forfeited.
- Employees who work two consecutive award periods without a preventable accident or injury will be awarded two days off with pay after the second year and each year thereafter. If there is a preventable accident 1 day is forfeited and if there is a second accident 2 days are forfeited.
- All requests for days off will be approved at the discretion of immediate supervisors.
- Days off are to be taken within the six-month period following their being awarded and cannot accumulate.

### **Failure to Report an Accident**

Employees are required to report all injuries or accidents that have a possibility of a claim. Failure to report an accident, injury, property damage or violation of a safety work procedure immediately will result in the employee being declared ineligible for Safety Incentive Award for one year.

Depending on the severity of the accident/incident suspension or termination may apply to any violation.

### **Definition of Preventable Accident**

A preventable accident is one in which the employee failed to do everything reasonable expected to prevent it.

### **Certification**

Before any employee is awarded a day off with pay, he must be certified by the Safety Committee as having met the minimum requirements.

### **Appeal Process**

If an employee disagrees with the decision of the Loss Control Safety Committee on whether or not an accident was preventable, he or she may take the following action.

- Within 10, calendar days, after the initial ruling, inform one of the members of the committee that you wish to meet with the committee to discuss their decision regarding your accident.
- If the matter remains unsettled after the above meeting, the employee may follow the grievance policy guidelines.

## **12.5 Sick Leave**

### **Eligibility**

All full time employees shall earn four (4) hours of sick leave per full month worked, for each twelve (12) month period of employment (forty-eight (48) hours per year). Sick leave shall begin to accrue with the employee's first pay period. (A partial first pay period will be prorated) After the initial pay period, sick time will accrue at the beginning of each biweekly pay period. (Excluding the 3 payroll months) Paid sick time shall not be used until the successful completion of the Probationary Period. Part time, seasonal or temporary employees are not eligible for sick leave. Sick leave shall not be taken before it is accrued (no advances).

### **Doctor's Slip Requirements**

After an employee has used three (3) consecutive full days of sick leave, a doctor's slip, covering dates of absence, must be submitted to be eligible to return to work and for any more successive days of paid sick leave. At the supervisor's discretion a doctor's slip may also be required for the first (1<sup>st</sup>) day of sickness, particularly in cases of recurring absences or chronic illness.

### **Sick Leave Accumulated**

Sick leave may be accumulated up to two hundred forty (240) hours. Sick days accumulate from year to year. If you have unused sick days available upon the termination of your employment with the City, you will not be paid for that time.

### **Report Sick Time to Supervisor**

An employee who is unable to report for work due to illness should report the absence to his supervisor within fifteen (15) minutes of the expected report time. Abuse of an employee's sick leave privilege can result in termination.

### **Sick Leave Use**

An employee who is eligible may use sick leave for the following reasons:

- Personal illnesses or physical incapacity, doctor or dental appointment.
- Quarantine of the employee or of the immediate household by a physician.
- Illness in the immediate family requiring the employee to be absent from work.

### **Sick Leave May Not Be Used**

Sick leave may not be used as a result of self-inflicted injury, illegal substance abuse or alcohol abuse, or illness or injury incurred while in the act of committing a felony.

### **Immediate Family**

“Immediate family” is defined as father, step-father, mother, step-mother, sister, brother, spouse, children, step-children, grandparents, grandchildren, in-laws of the same degree, domestic partner, or any relative with reference to the fourth degree as described in the relationship chart (page 20). Domestic partner is defined as a personal relationship, of 6 months or longer, between individuals who live together and share a common domestic life but are not joined in a traditional marriage.

### **Sick Time Will Not Result In Overtime**

Payment of sick leave will not result in payment of overtime. If an employee is called in, by their supervisor and had sick hours that week, sick time shall be paid as straight time, over and above their normal work week hours.

### **Leave Of Absence**

If you are on an approved leave of absence for less than thirty (30) days, your sick leave eligibility will not be affected; should the leave extend beyond thirty (30) unpaid calendar days, sick leave time will not continue to accrue.

### **10. Workers' Compensation**

In the event of an illness or injury covered by Workers' Compensation, this sick leave policy will not apply, but will defer to State Statutes.

## **13.0 Unpaid Leave of Absence**

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with City, but may not wish to submit your resignation. Under certain circumstances, you may be eligible for an unpaid leave of absence. **Employees will be required to use accrued paid leave (vacation and/or sick leave) prior to any unpaid leave**

Following are several types of unpaid leaves, which you may be eligible for.

### **13.1 Election Day**

We encourage you to exercise your voting privileges in local, state, and national elections. However, since the polls are open for long periods, you are encouraged to vote before or after regular working hours. If it should be necessary, you may take up to two hours leave from work to vote in a governmental election or referendum. You will be expected to notify your supervisor at least one week in advance. You will not be paid for such time. Personal leave time, if available, may be used for this purpose.

### **13.2 Family/Medical Leave of Absence**

#### **Family and Medical Leave Act (FMLA)**

Employees are required to use all accrued paid leave (sick leave first), prior to any unpaid leave. Paid leave will run concurrently with FMLA leave.

The City of Hollister complies with the provisions of the Federal Medical Leave Act of 1993 to provide up to twelve (12) weeks of unpaid medical leave, on a “rolling” twelve (12) month period measured backward from the date an employee uses any FMLA leave, for the following reasons:

- The employee has a serious health condition that renders the employee incapable of performing the functions of his job for three (3) or more workdays.
- The birth of the employee's child.
- The adoption of a child by the employee or the foster care placement of a child with the employee.
- The employee is required to care for a spouse, child or parent with a serious health condition. The employee's child must be either under the age of 18 or over 18 and incapable of self-care because of a mental or physical disability.

#### **Employee Eligibility and Request for Leave**

Employees who have been employed with the City of Hollister for twelve (12) months prior to the commencement of the leave and have worked 1,250 hours or more during the prior twelve (12) months are eligible for leave under FMLA (Family and Medical Leave Act). Once approved, employees requesting leave are allowed to be paid for this leave using first accrued sick leave, vacation, and then compensatory time. When all accrued sick, vacation, and compensatory leave has been used, the remainder of the FMLA leave period will be leave without pay.

Employees requesting FMLA must complete the "Request for Family and Medical Leave" application from Human Resources and submit it to their supervisor for approval at least fifteen (15) days prior to the leave being taken, unless the reason for the leave is an unforeseeable, emergency situation. When the leave is unforeseeable and medically unplanned, the employee must give notice to his supervisor as soon as the necessity for the leave arises and make a reasonable effort to schedule the leave to minimize disruption of their work unit's operations. Employees requesting leave for the birth or placement of a child must use the leave within twelve (12) months from the date of the birth or placement.

- It is the responsibility of the employee to completely and accurately fill out the FMLA application and secure the required physician's medical certification from the appropriate health care provider before the application is submitted.

- Employee's requesting leave to care for a spouse, child or parent must have a medical certification completed by the patient's physician prior to taking leave. This certification must state that the employee is needed to assist in the patient's care and an estimate of the amount of time the employee will be needed.
- If the employee has a serious health condition, the certification must state that the employee cannot perform the functions of his job and an estimated return to work date.
- A "Serious Health Condition" is defined as an illness, injury, impairment, or physical or mental condition that involves one of the following:

### **Hospital Care**

Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

### **Absence plus Treatment**

A period of incapacity of more than three (3) consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

- Treatment two (2) or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or referral by, a health care provider.
- Treatment by a health care provider on at least one (1) occasion, which results in a regimen of continuing treatment under the supervision of the health care provider.

### **Pregnancy**

Periods of incapacity related to pregnancy or prenatal care.

### **Chronic Conditions Requiring Treatments**

A chronic condition which:

- Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider.
- Continues over an extended period of time (including recurring episodes of a single underlying condition).
- May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

### **Permanent/Long-term Conditions Requiring Supervision**

Periods of incapacity, this is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider (e.g., Alzheimer's disease, severe stroke, and late stages of a terminal disease)

### **Multiple Treatments (Non-Chronic Conditions)**

Any period of absence to receive multiple treatments (including any period of recovery there from) by a health care provider, or by a provider of health care services under orders of or on referral by a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), and kidney disease (dialysis).

### **Benefits and Restoration to Employment**

During an employee's use of FMLA, employees will retain health plan coverage under the same conditions that applied before the leave. The City will continue its contribution at the same rate and level. It is the employee's responsibility to pay his portion in a timely manner. Failure to pay his portion of the insurance premium(s) may result in loss of coverage. When in a leave without pay status, employees are not entitled to the accrual of benefits. An employee who takes FMLA will not lose any benefits that accrued before leave without pay began.

An employee must submit a "released and returned to full and regular duties" certification statement from the appropriate health care provider at least five (5) working days, if possible, before returning to work from FMLA.

### **Failure to Return from FMLA**

The failure of an employee to return to work upon the expiration of a FMLA leave of absence may be subject to termination unless an extension has been granted. An employee who requests an extension of FMLA due to the continuation, recurrence or onset of the employee's own health condition, his spouse, child or parent, must submit a request for an extension in writing along with a physician's medical certification indicating the continuing health condition. This written request should be made as soon as the employee realizes that he will not be able to return at the expiration of the leave period. If an employee fails to return to work after the expiration of the FMLA due to any reason other than the continued presence of a serious health condition or circumstances beyond the employee's control, the employee will be required to reimburse the City for payment of all insurance premiums made by the City during the FMLA leave.

### **Intermittent or Reduced Schedule Leave**

Intermittent leave is defined as leave taken in separate blocks of time due to a single illness or injury, rather than for one (1) continuous period of time, and may include leave periods from an hour to several weeks. Reduced schedule leave is leave that reduces an employee's usual number of working hours per week or per day.

Intermittent or reduced schedule leave for the birth or placement of a child may be granted on a case-by-case basis as the staffing and efficiency needs of the department dictate. Intermittent leave must be agreed upon by the City and the employee prior to taking leave. Intermittent or reduced schedule leave for the placement or birth of their child, may not impair the efficiency or productivity of the employee's work unit or disrupt or limit the services the City provide its residents.

### **13.3 Military Leave of Absence**

- Employees who are members of the National Guard or of any reserve component of the Armed Forces of the United States ("employee member") shall be entitled to a leave of absence and reinstatement without loss of regular leave, impairment of efficiency rating, or of any other rights or benefits to which such employee is entitled by law for all periods of military services during which they are engaged in the performance of duty or training in the service of the State of Missouri at the call of the Governor or during which they are engaged in the performance of duty in the service of the United States under competent orders.
- Employees called to duty in the service of the United States are to be paid their full salary for a period not to exceed one hundred twenty (120) hours during the Federal fiscal year. The Federal calendar runs from October first (1st) to September thirtieth (30th).
- Employees must be paid for each hour they were scheduled to work missed due to absence caused by being on military leave up to a period not to exceed one hundred twenty (120) hours during the Federal fiscal year. This essentially amounts to three (3) weeks of paid leave.
- Employees called upon by the Governor or by the Adjutant General are to be paid their full salary for all periods of military service during which they are engaged in the performance of training or duty for this State or Country without regard to length of service.
- Employees are required under State and Federal law to file an official order from the appropriate military authority as evidence of such duty for which military leave is granted. However, Federal law also provides that in cases of emergency or secrecy, such notification would not be required.

### **13.4 Personal Leave of Absence**

In very special circumstances, the City may grant leave for personal reason(s). You should request an unpaid Personal Leave of Absence from your supervisor. A Personal Leave of Absence must not interfere with the operations of your department or City. Your supervisor will submit your request to the City Administrator for final approval.

A Personal Leave of Absence may be granted for up to thirty (30) days. If your leave is extended for more than thirty (30) days, vacation and other benefits will no longer continue to accrue. Consult your group insurance booklet to determine your insurance coverage during a leave of absence. Failure to return from a Personal Leave of Absence will result in termination of employment.

**Note:** See "Returning from a Leave of Absence" in this section for further information.

### **13.5 Accepting other Employment/Going into Business While on Leave of Absence**

If you accept any employment or go into business while on a leave of absence from the City, you will be considered to have voluntarily resigned from employment with the City as of the day on which you began your leave of absence.

## **14.0 Insurance Coverage**

### **14.1 Group Insurance**

The City is interested in your health and well-being. A comprehensive health and life insurance program is available for each employee. We provide group insurance underwritten by a national insurance carrier. Insurance benefits become effective on the 1<sup>st</sup> day of the month following 60 days of employment.

The following benefits are provided, as defined, by our insurance company:

- Group Term Life Insurance
- Accidental Death & Dismemberment Insurance
- Major Medical and Surgical Coverage
- Medical Health Care Coverage

Our Insurance Carrier will provide a booklet describing your benefits; prior to your effective date of coverage.

- As per the current insurance coverage of the City, eligible employees may participate in the health and life insurance program. The City shall pay the premiums for the employee coverage and the employee shall pay one hundred percent (100%) of dependent cost for eligible family members. Premiums for eligible family members shall be made by payroll deduction. Federal law requires when an insured eligible employee terminates employment, they may continue to participate in the City group health plan for up to eighteen (18) months after termination. The terminated employee shall pay 100% of all premiums due prior to the premium due date.
- For employees aged sixty-five (65) or older who wish to have a Medicare supplement policy versus the City offered group insurance, the City will pay up to an equal amount paid for other employees.

### **14.2 Health/Dental/Vision Insurance**

Today's many health insurance plans and options can be confusing and complicated. That is why the City has taken the time to carefully review the coverage and plans available. We have selected the plan that provides the best coverage for our employees. Refer to the literature provided by our Insurance Carrier for details on your health coverage.

Dental and Vision Insurance is available to eligible employees at their own expense.

### **14.3 Life Insurance**

If you are a full-time employee of the City, our group life insurance covers you. This insurance is payable in the event of your death while you are insured. Payment will be made in a lump sum or in installments to the beneficiary, as designated by you. You may change your beneficiary whenever you wish by submitting the appropriate documents to Human Resources. Refer to the literature provided by our Insurance Carrier for details on your life insurance coverage. Current life insurance policy is \$20,000. At age 65 the Insurance Carrier reduces coverage to 65% and at age 70 to 50%.

## 14.4 Termination of Insurance

Your insurance will terminate when the insurance policy terminates, when you fail to make an agreed contribution to premium when due, when you cease to be eligible for coverage under the terms of our group insurance program, or when you cease to be employed as a regular full-time employee eligible for the insurance. For details on COBRA coverage contact Human Resources.

## 15.0 Government Required Coverage

### 15.1 Workers' Compensation

The Missouri Workers' Compensation Law is an insurance plan which is supervised by the state and 100% paid for by the City. This law was designed to provide you with benefits for injuries, which you may suffer in connection with your employment. Under the provisions of the law, if you are injured while at work, you are eligible to apply for Workers' Compensation.

All employees with work related injuries shall report to a local doctor of the City's choice.

#### Who Is Covered?

Every City employee is protected by Workers' Compensation.

#### What Is Covered?

Any injury is covered if it's caused by your job—not just serious accidents, but even first-aid type injuries. Illnesses may also be covered, if they're related to your job. For example, common colds and flu are not covered, but if you caught tuberculosis while working at a TB hospital, that's covered. The main question is if the injury or illness is the result of the performance of your job.

#### When Am I Covered?

Worker's Compensation coverage begins the first minute you're on the job and continues anytime you're working for the City. You don't have to work a certain length of time, and there's no need to earn any minimum amount of wages before you're protected.

#### What Are the Benefits?

Missouri Law provides several kinds of workers' compensation benefits:

- **Medical care to treat the injury.** For example, doctor bills, medicines, hospital costs, and crutches are covered. There is no deductible or co-payment. All costs are paid directly by the City's Insurance Carrier. If you receive a bill, forward the bill to the Human Resources Office for processing.
- **Temporary Total Disability.** Injuries that cause you to miss work usually keep you from working only temporarily. If this is the case, you will receive Temporary Total Disability (TTD). This benefit is calculated at 66 2/3 percent of your average weekly wage, not to exceed a maximum amount set by the legislature. TTD is not paid for the first 3 days you are unable to work unless you are unable to work for more than 14 days. In these instances, the 3-day waiting period is reimbursed.  
The insurer must send your benefit checks at the same time you were normally paid when you were working or at least every 2 weeks. TTD is paid for up to 400 weeks or until one of the following occurs:

- You return to work
  - You have been released by the doctor without any physical restrictions or there can be no improvement in your physical condition
  - Other events occur that can be legal reasons for stopping your benefits
- **Temporary Partial Disability.** If you return to work and due to your injury, you earn less than before your injury, you may be eligible for Temporary Partial Disability (TPD) benefits. TPD is paid while you are still receiving medical treatment and equals 2/3 of the difference between your wage at the time of the injury and your new wage. This benefit can be paid for a maximum of 100 weeks. The amount cannot exceed the maximum TTD rate set by law.
  - **Permanent Partial Disability.** Some injuries are permanent. For example, you may have lost a part of a finger or your back will never function as it did before the injury. If you have an injury that is permanent and partial and the doctor has rated the injury, you are eligible for a Permanent Partial Disability (PPD) benefit. The percentage of disability assigned to the body part injured determines the amount of the PPD benefit paid to you. It is paid after your temporary total disability benefit ends.
  - **Permanent Total Disability.** Sometimes a work injury or illness prevents you from returning to any type of work. Then you may be eligible for Permanent Total Disability (PTD) benefits. PTD benefits are paid for life at the same rate as your Temporary Total Disability benefit.
  - **Death Benefits.** Dependents of a worker who dies because of a work related accident or disease might be eligible for dependents' benefits. The weekly benefit is based on the number of dependents and the workers' wage. In addition, funeral expenses are paid up to a statutory maximum.

### **Supplemental Compensation**

The City will not supplement the Workers' Compensation benefit with any type of pay; you may not receive sick leave, vacation pay, etc. in addition to paid Workers Compensation. Temporary disability benefits are designed to compensate the injured worker when the worker cannot work or when the worker is making less than the earnings at the time of the injury. The benefits are set at 66 2/3 of the employee's average weekly wage (no taxes or withholdings are deducted). This is approximately the amount a working employee would receive as take home wages after taxes and withholdings are deducted.

### **How Do I Get the Benefits?**

All injuries, no matter how slight, must be reported immediately to your supervisor to assure consideration under Workers' Compensation Insurance, should complications develop later.

Your supervisor will see that you receive medical attention. It is the employee's responsibility to report to Human Resources for a compensation claim.

There are reports and forms for you to fill out and sign. Provide your supervisor with detailed information so that he can arrange medical treatment and complete the necessary reports. In an emergency, you may go directly to the emergency room.

Later, you will be required to furnish written statements regarding the on-the-job accident so that we accurately document the incident and you receive all the benefits to which you are entitled. (Failure to do this could result in loss of benefits.)

Prompt reporting is the key.

### **What If There's a Problem?**

Fortunately, most claims are handled routinely. If you think you have not received all the benefits due you, or you have not received any benefits contact Human Resources.

If you are not satisfied with the explanation get advice from the nearest office of the Missouri Division of Workers Compensation, 1736 East Sunshine, Suite 610, Springfield, MO 65804 or call 417-888-4100.

If the problem still can't be resolved, you may contact the Dispute Management Unit at 800-775-2667.

### **Other Benefits**

If the injury is very serious - one where you won't be able to work for a year or more - you may be eligible for additional benefits from Social Security. For information contact the nearest office of the Social Security Administration, or discuss your situation with the claims representative of the City's Workers' Compensation Insurance Carrier.

Employees returning after an injury must report to their supervisor with a written medical release from their physician prior to returning to duty.

## **15.2 Unemployment Compensation**

The City pays a percentage of its payroll to the Unemployment Compensation Fund according to the City's employment history. If you become unemployed, you may be eligible for unemployment compensation, under certain conditions, for a limited period of time. Unemployment compensation provides temporary income for workers who have lost their jobs. To be eligible you must have earned a certain amount and be willing and able to work. You should apply for benefits through your local State Unemployment Office as soon as possible.

The City pays the entire cost of this insurance.

## **15.3 Social Security**

The United States Government operates a system of contributory insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your wages to the trust fund from which benefits are paid. As your employer, the City is required to deduct this amount from each paycheck you receive. In addition, the City matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits.

## **15.4 Retirement Plan**

The City has an Employees' Retirement Plan to provide eligible employees (who have completed sufficient service) with a monthly pension benefit upon retirement. The Missouri LAGERS Plan includes provisions for normal retirement at age sixty (60) for regular employees and age fifty

five (55) for police personnel, and early retirement or disability retirement benefits for employees meeting certain qualifications.

- The City of Hollister elects to be covered by the Missouri Local Government Employee's Retirement System, all its eligible present and future general and police employees and to cover such employees under Benefit Program L-6.
- The City of Hollister elects that one hundred percent (100%) of prior employment be considered for prior service credit in computing benefits and contributions to the system and further elects that all employees with one thousand five hundred (1,500) or more hours of annual employment, who are not excluded by State Law, to be considered eligible employees.
- The City of Hollister elects to have the final average salary of its employee members determined over a thirty-six (36) consecutive-month period.
- The City of Hollister elects to require four percent (4%) of gross salary and wages as contributions from covered employees.
- The City of Hollister elects the retirement benefits under the "80 and Out" option for all eligible employees.
- The City Finance Officer is authorized and directed to deduct from the wages and salaries of each employee member (after he/she has completed sufficient employment for six (6) months of credited service), the contributions, if any, required by Section 70.705, RSMo., and to remit promptly the deductions to the Retirement System, together with the employer contributions required by Sections 70.705 and 70.730, RSMo., 1978, as amended. Contributions are to be effective the first (1st) day of May 1998.

## **16.0 Other Benefits**

### **16.1 Annual Employee Meeting**

The City sponsors an annual employee meeting each year, usually in April. This meeting is considered mandatory and you will be advised of the details in advance.

### **16.2 Education/Training (Attending Seminars/Training Sessions)**

From time to time, the City may arrange to have both formal and informal training programs to enable you to progress in your technical knowledge. Several times a year, employees are selected to attend schools, workshops, or training programs. You will receive a normal paycheck while attending any training. All or a portion of the expenses for off-premises training will be paid for by the City depending on the nature of the course. Check with your supervisor for details.

During slow periods of work you should use the time to learn more about the City and its services. It will benefit you to become more knowledgeable about your job and the jobs of the people around you. You are encouraged to ask questions about any aspect of the City that is of interest or unclear.

If you become aware of a particular seminar that you believe is appropriate for enhancing your skills (and/or those of other employees), please bring it to the attention of your supervisor. Since these seminars are usually offered only at specified times in a geographical area, please be sure to notify your supervisor as far in advance as possible. This way, he can attempt to schedule workloads to accommodate your (and/or other employees') desire to attend the seminar.

### **16.3 Education and Training – mileage, motel, meals**

Use of an employee's personal vehicle shall be limited to authorized meetings outside local commuting distance for reimbursement of mileage at the current IRS standard mileage rate. Other expenses incurred shall be paid at actual expense based on receipts. If an employee is authorized to attend meetings out of the area, they may request an advance to cover additional expenses. Upon return the employee shall complete an expense report with all documentation as required and return any remaining expense funds to the City. Employees are required to pay any unauthorized expenses. Local commuting distance is considered as less than 50 miles.

### **16.4 Education and Training – Compensation for training meetings and other meetings**

Hourly employees requested or authorized by their supervisor to attend a training meeting, or any other meeting within their normal workday schedule, shall be compensated at the individual's regular rate. When an hourly employee is requested or authorized by their supervisor to attend a training meeting, or any other meeting after having worked their normal shift, the extra hours worked shall be included in their worked hours for the week and if worked as defined over forty (40) hours shall be paid at the rate of time and one-half (1½) for all hours over forty (40) hours. If an hourly employee requests to attend any of the above type meetings, but is not so directed or authorized, they shall do so on their own time, with no compensation for wages or other expenses.

Travel time incidental to training or meetings is the employee's responsibility to manage. An employee has the flexibility to make common sense judgments about travel times and arrangements. As a general rule employees should expect to receive pay based on their regularly scheduled work hours during meetings or training. The intent of the section is to insure that employees that are involved with temporary duty at a remote location be paid for normal hours work, but not to expect to be paid for twenty-four (24) hours a day during travel periods.

When more than 1 employee is traveling together, outside of the local commuting distance, exempt employees are required to drive whenever possible. Non-exempt employees who are required to drive during non-duty hours will be paid for drive time. Passengers, whether exempt or non-exempt, are not paid for drive time.

### **16.5 Employee Training**

- An employee, performing job training, which is approved by the City, will receive the regular rate of compensation during such training.
- Any employee, with less than 5 years of employment, who receives training, paid for by the City, will be required to reimburse the City for the total cost of such training, if the

- employee voluntarily leaves City employment within one (1) year of receiving training. This reimbursement shall be deducted from the employee's final payroll check.

## **16.6 Employee Testing**

- An employee performing job testing, who is approved by the City, will receive the regular rate of compensation during such testing.
- Any employee who receives testing, paid for by the City, will be required to reimburse the City for the total cost of such testing, if the employee voluntarily leaves City employment within one (1) year of receiving testing. This reimbursement shall be deducted from the employee's final payroll check.
- The City will pay for the first test and one re-test. If an employee does not pass any further tests it will be their responsibility.

## **17.0 Other Policies**

### **17.1 Borrowing Tools & Equipment**

See "Personal Use of City Property" in this section.

### **17.2 Bulletin Boards**

Bulletins and bulletin board(s) are a way of keeping everyone informed about new policies, changes in procedures and special events. Information of general interest is posted regularly on the bulletin board(s). The City maintains both traditional and internet bulletin boards. Please form the habit of reading the bulletin board(s) regularly so that you will be familiar with the information posted on it.

Only authorized personnel are permitted to post, remove or alter any notice on the bulletin board(s). If you want to have notices posted on the City bulletin board(s), see your supervisor for instructions.

### **17.3 Communications**

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies and general information, you also need to communicate your ideas, suggestions, personal goals or problems as they affect your work.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all City methods of communication, including this Employee Handbook, bulletin boards, discussions with your supervisor, staff meetings, newsletters, training sessions, etc.

You will receive other information booklets, such as your insurance booklets, from time to time. You may take these booklets home so that your family may know more about your job and your benefits.

In addition, you may receive letters from the City. There is no regular schedule for distribution of this information. The function of each letter is to provide you and your family with interesting news and helpful information, which will keep you up-to-date on the events at the City of Hollister.

#### **17.4 City Meetings (Mandatory)**

On occasion, you may be required to attend a City sponsored mandatory meeting. If this is scheduled during your regular working hours you will receive your regular rate of pay. If it is scheduled during your non-working hours will receive adjusted work hours for time spent at the meeting. This applies to “non-exempt” employees.

#### **17.5 Computer Use**

**General Statement** Computers owned by the City of Hollister are for the sole purpose of conducting City business. Any use considered to be inappropriate, unethical or immoral will result in reprimand, penalty and/or termination. All statements of policy in this Section also apply to the use of the Internet and other remote sites that may be accessed through any computer or computing resources owned by the City.

**Users** Employees or officials of the City of Hollister will be the sole users of all computer resources owned by the City. Users are expected to abide by all legislation, ethical practices, and established etiquette regarding the use of computer resources, including internal networking systems, e-mail, and the Internet.

**Uses** All computers and related resources owned by the City of Hollister are for the purpose of conducting the business of government and other uses that support the purposes and responsibility of the City of Hollister. Computer uses that are considered unethical, illegal, or inconsistent with this policy, or that attempt to or result in damage to computers, software, peripherals networking cables and equipment, or to any person are prohibited and shall be considered a violation of this policy and may result in reprimand, penalty, and possible termination.

##### **Appropriate uses**

- Electronic communication (e-mail, information retrieval, fax, etc.).
- Creating, archiving and researching of City records and documents.
- Creation and management of databases and spreadsheets.
- Management of billing and accounts receivable.
- Statistical analysis.
- Systems analysis.

##### **Inappropriate uses**

- Any use that is contrary to or inconsistent with this policy or purposes of the City.
- Any use for personal profit or outside interests.
- Information theft, unauthorized copying, sending or receiving of copyrighted software; any fraudulent or illegal use.

Federal law penalized infringements upon copyrights, intellectual property rights, and privacy rights of individuals. The Revised Statutes of the State of Missouri (569.693-56-09) establishes penalties for tampering with or otherwise abusing intellectual property, computer equipment, or computer users. Violators can be fined from one (1) to five (5) years in Jail and one thousand dollars (\$1,000.00) to five thousand dollars (\$5,000.00) in fines.

- Sending annoying, harassing or obscene messages through e-mail.
- Purposely viewing or downloading obscene or seditious materials.
- Attempting to examine another user's files or e-mail or use another person's e-mail account without that user's expressed permission.
- Attempting to alter or in any way interfere with the normal operation of computers, computer networks, and/or any related systems files or components.
- Playing games during work hours.
- Violating the confidentiality of the City of Hollister or another person by electronic means.
- Attempting to gain unauthorized entry to stand alone or remote computers.

## **17.6 Social Media Policy**

The City of Hollister takes no position on your decision to start or maintain a blog, text or twitter account. However, it is the right and duty of the City of Hollister to protect itself from unauthorized disclosure of information. The City of Hollister's policy on such material includes rules and guidelines for City-authorized blogging, texting, twittering and personal communication and applies to all employees including but not limited to; Executive Officers, Board Members, and Management and Non-Management Employees.

### **General Provisions**

Unless specifically authorized by the City to do so as part of employee's position, employees are not permitted to blog, text, twitter, or use other forms of social media or technology on the Internet, phone or other communication devices during working hours or at any time on City computers or other city-supplied devices. Blogging, texting, twittering or other forms of social media or technology include but are not limited to video or wiki postings, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with The City of Hollister.

The personal use of social networking web sites such as Twitter, Blogging, Facebook, Myspace etc. must not interfere with working time. City approval is required for authors who use electronic resources of the City to send "tweets", "blogs", or other public messages.

Any messages that might act as the "voice" or position of the City must be approved by a supervisor. Any identification of the author, including usernames, pictures/logos, or "profile" web pages, should not use logos, trademarks, or other intellectual property of the City without written approval. If he or she is not providing an official message from the City, an employee who comments on any aspect of the city's business must include a disclaimer in his "profile" or "bio" that the views are his own and not those of the City. Message should not disclose any confidential or proprietary information of the City. Written messages are, or can become, public.

Employees are expected to protect the privacy of the City, its employees and residents. Employees are prohibited from disclosing personal employee and non-employee information and any other proprietary and nonpublic information to which employees have access. Such information includes but is not limited to resident/citizen information, confidential information, financial information, criminal records, investigations, contractual negotiations. Any violation of the policy will be subject to adverse action up to and including termination.

### **17.7 Department Meetings**

From time to time, your supervisor will schedule department meetings before, during, or after work. It's to your advantage to be at these meetings. They give you and your fellow workers a chance to receive information on City events, to review problems and possible solutions, and to make suggestions about your department or your job.

If your attendance at Department Meetings is mandatory, you will be informed. Failure to attend may involve a penalty.

**Note:** See "City Meetings" earlier in this section for further information.

### **17.8 Dress Code/Personal Appearance**

A neat, tasteful appearance contributes to the positive impression you make on our residents, visitors and business associates. You are expected to be suitably attired and groomed during working hours or when representing the City. A good clean appearance bolsters your own poise and self-confidence and greatly enhances the image of the City of Hollister.

Personal appearance should be a matter of concern for each employee. If your supervisor feels your attire is out of place, you may be asked to leave your workplace until you are properly attired. You will not be paid for the time you are off the job for this purpose. Your supervisor can provide the department dress code and has the sole authorization to determine what is appropriate. Violations may subject to action.

Friday will be considered casual dress day. Jeans will be allowed. Casual dress will still need to be in good taste.

### **17.9 Eating Etiquette at Work**

#### **Definition of snack**

A small quantity of food, taken between regular meals is considered a snack. For example: an apple, candy bar, bowl of potato chips, popcorn, etc.

#### **Keep it simple**

Whether you prefer a plate of spaghetti or eating Chow Mein with chop sticks - in the workplace; keep it simple, if you are planning to eat at your desk stick to light snacks.

#### **Don't eat in front of visitors, residents or while you're on the phone**

Be aware of people coming into or calling your workplace. Don't eat in front of them or while on the phone.

**No smelly stuff**

Don't bring food to eat at your desk that gives off a pungent smell. Garlic and rich spicy flavored foods are not acceptable. You might think they smell and taste delicious, but others will probably have a totally opposite view, at least in the workplace.

**Watch your timing**

If your work schedule begins in the morning, be aware that breakfast at your desk could be perceived that you're not prepared to start your working day. Your supervisor will expect you to begin work promptly at the start of your shift. If you're eating; you're obviously not working which could be looked upon unfavorably by your supervisor and others. If you are on a 15 minute break or actually eating a meal it is recommended that you eat in the break room.

**Lunch break**

Employees are given time for a lunchbreak. If an employee is going to eat lunch they should do this during lunch period. Taking your lunch period, coming back to work and eating your lunch at your desk are discouraged.

**Show respect**

Organization and neatness play vital roles in the efficiency of any business. Your co-workers are not employed to clean up after you. Show respect and clean up after yourself. Get rid of any wrappers, food containers, cups, cans etc. Leave the area ready for the next person to use.

**Consider your co-workers**

Remember that while you might be on your break, having a snack, your co-workers are still working, so show them some respect and keep chat to a minimum. If you do engage in any kind of conversation with them, don't talk with your mouth full. There's nothing quite as repulsive as somebody spitting remnants of food at you when you're having a conversation.

**Practice good hygiene**

Once you have finished eating and have cleaned the area; take a moment for your own personal hygiene. A toothbrush and toothpaste are useful to have on hand in the workplace. Always wash your hands thoroughly with soap and warm water before returning to work. This is especially important in a shared workspace where multiple people use the same equipment.

**Special events**

Special food events are allowed and encouraged (potluck luncheons, celebrations, holiday dinners, baked goods, snacks, etc.) Proper etiquette should be followed and disruption to the regular flow of business kept to a minimum.

**17.10 Employee Referral/Recruitment**

Open positions will be posted on the City Hall bulletin board and/or website. You are encouraged to recommend and refer qualified candidates for employment with the City. If you know of someone who would like to work here, we will be glad to consider him for appropriate openings. Notify your supervisor and be sure the individual mentions your name when contacting the City.

### **17.11 Entering & Leaving the Premises**

At the time you are hired, you will be advised about the proper entrances and exits for employees. You are expected to abide by these rules at all times. Failure to do so may lead to adverse action.

### **17.12 Entry After-Hours**

You are not allowed to enter City property after normal working hours, for any reason, without the express approval of your supervisor.

### **17.13 Expense Reimbursement**

You must have your supervisor's written authorization (requisition/purchase order, etc.) prior to incurring an expense on behalf of the City. To be reimbursed for all authorized expenses, you must submit an expense report/voucher accompanied by receipts and approved by your supervisor. Please submit your expense report/voucher as you incur authorized reimbursable expenses.

If you are asked to conduct City business using your personal vehicle, you will be reimbursed at the rate comparable with the current IRS standards.

### **17.14 Fire Drills**

We schedule drills for employee safety. Your supervisor can answer any questions you may have about what to do.

### **17.15 First Aid**

Federal law requires that we keep records of all illnesses and accidents, which occur during the workday. The Missouri State Workers' Compensation Act also requires that you report any illness or injury on the job, no matter how slight. If you hurt yourself or become ill, please contact your supervisor for assistance. If you fail to report an injury, you may jeopardize your right to collect Workers' Compensation payments as well as health benefits. We have established procedures to provide first aid in medical emergencies.

### **17.16 Gifts – Accepting/Soliciting**

The City of Hollister has a “no-gift” policy. To avoid a conflict of interest, the appearance of a conflict of interest, or the need to examine the ethics of acceptance, the City and its employees do not accept gifts from vendors, suppliers, customers, residents, potential employees, potential vendors or suppliers, or any other individual or organization, under any circumstances.

Exempted from this policy are gifts such as t-shirts, pens, trade show bags, food, beverages, and any other small items that employees obtain, as members of the public, at events such as conferences, training events, seminars, press events, and trade shows, that are offered equally to all members of the public attending the event.

If the City receives items during special occasions or holidays, the items must be available to all employees equally.

The City of Hollister requires that all employees demonstrate and practice equal treatment, unbiased professionalism, and non-discriminatory actions to all people and organizations.

### **17.17 Gifting from the City – Remembrance (funeral) Policy**

Immediate family” for the Remembrance Policy is defined as father, step-father, mother, step-mother, sister, brother, spouse, children, step-children, grandparents, grandchildren, in-laws of the same degree, and domestic partners. Domestic partner is defined as a personal relationship, of 6 months or longer, between individuals who live together and share a common domestic life, but not necessarily joined in a traditional marriage.

#### **Death of an Employee, Immediate Family Member, Community Leader or others as deemed appropriate by City Administration**

Upon notification, the City will make arrangements to honor the deceased in an appropriate manner. The name, relationship, affiliation, along with date and location of service should be provided to the Human Resources Administrator in a timely manner to ensure prompt attention is given to arrangements and condolences conveyed by the City. In some instances, this may be delivered to the family home.

The arrangement value should not exceed \$75.00

As a general rule, the City does not send flowers to those that have been hospitalized. Contributions collected for this purpose are allowed.

Any Exceptions to this policy are based on particular circumstances

### **17.18 Grievance Policy**

Situations may occur where an employee believes that the fair and consistent application of a policy has not been followed. The City expects that the employee will be able to successfully address such concerns with his immediate supervisor. However, when a problem or concern has not been resolved, the Grievance Policy may be used. An important rule to remember is “Work Now, Grieve Later”. This is a general rule that employees are expected to follow management directives. If an employee believes the directive to be unfair or a violation of policy, he can file a grievance at a later date.

The City’s grievance procedure consists of three steps:

Step 1 – Informal, Step 2 – Formal, Step 3 – Appeal

The following time limits apply to this procedure:

**Step 1** – Must be filed within 14 calendar days following the event.

**Step 2** – Must be filed within 14 calendar days following written response to Step 1.

**Step 3** – Must be filed within 14 calendar days following written response to Step 2

### ***Step 1 – Informal Step***

In most cases, disputes can be resolved through communications within a particular department. The first step is a discussion between the employee and their immediate supervisor. If the situation is not resolved with immediate supervisor, the 2<sup>nd</sup> line supervisor will become involved with the resolution.

### ***Step 2 – Formal Step***

If the matter is not resolved in Step 1 the employee may proceed by submitting a written statement to the Human Resources Office outlining relevant facts and their suggested resolution.

A meeting will be scheduled with all parties previously involved in steps 1 and 2. All sides in the dispute will be heard and a written decision will be rendered.

### ***Step 3 – Appeal***

If the employee is dissatisfied with the Step 2 decision, he can proceed by submitting a written request to the Human Resources Office for a hearing before an appeals committee. The committee shall hear the grievance and provide a written recommendation to the City Administrator. A final written decision will be issued by the City Administrator.

All employees shall be considered in the service of the City during the grievance procedure and will receive his regular hourly rate of pay.

No employee will be discriminated against in any way because of his use of the grievance policy. Any step of the procedure may be the last. If all parties are satisfied during any of the above steps, the grievance shall be considered settled.

## **17.19 Housekeeping**

Neatness and good housekeeping are signs of efficiency. You are expected to keep your work area neat and orderly at all times -- it is a required safety precaution.

Easily accessible trash receptacles are located throughout the building. Please put all litter in the appropriate receptacles and containers. Please don't put cigarettes out on the ground or throw

ashes into any container not meant for that purpose. Always be aware of good health and safety standards, including fire and loss prevention.

Please report anything that needs repaired or replaced to your supervisor immediately.

## **17.20 Layoff & Recall**

In the unlikely event of a reduction in workforce, employees will be laid off based on skills, abilities, as well as seniority. Please understand that if the skills and abilities of two employees are equal, seniority will be the determining factor in the layoff decision.

However, when it's necessary to recall employees from layoff status, recall will be in reverse order to the layoff. Recall will be made by mail to your last known address or by telephone call. Failure to respond to the recall within two (2) days of notice will be considered a voluntary resignation. Laid off employees must keep the City informed of any change in mailing address or telephone number. Employees will lose their seniority if laid off for more than three (3) months.

If you leave the area, plan to leave the area, or you are unreachable for a period of time, please feel free to contact your supervisor or Human Resources to let us know you are interested in returning to work.

### **17.21 Life-Threatening Illnesses**

The City recognizes that employees with a life-threatening illness, including, but not limited to, cancer, heart disease, and AIDS, may wish to continue to engage in as many of their normal pursuits as their condition allows, including work. These employees must be able to meet acceptable performance standards. Performing normal job functions must not exacerbate their condition. Medical evidence must indicate that their condition is not a threat to other workers.

Supervisors need to be sensitive to the employee's condition and ensure that the employee is treated consistently with other employees. The City seeks to provide a safe work environment for all employees and the public. Therefore, precautions should be taken to ensure that any employee's condition does not present a health and/or safety threat to others.

When dealing with situations involving employees with life-threatening illnesses, supervisors should:

- Remember that an employee's health condition is personal and confidential, and reasonable precautions should be taken to protect information regarding an employee's health condition.
- Make reasonable accommodation for employees with a life-threatening illness provided that any accommodations made do not require significant difficulty or expenses.
- Make a reasonable attempt to transfer employees with a life-threatening illness who request a transfer and are experiencing undue emotional stress.
- Be sensitive and responsive to co-workers' concerns.
- Do not give special consideration beyond normal transfer requests for employees who feel threatened by a co-worker's life-threatening illness.
- Be sensitive to the fact that continued employment for an employee with a life-threatening illness may sometimes be therapeutically important in the remission or recovery process, or may help to prolong that employee's life.

### **17.22 Light Duty Work Release**

This policy covers employees injured either on or off the job.

The City of Hollister recognizes that employees who are injured may be unable to return to work for a period of time, depending upon the nature and severity of the injury. While some injuries may, by their nature, physically prevent employees from returning to their job duties until the injuries are completely healed, other injuries may allow employees to perform productive work.

The City believes that a reasonable approach for returning injured employees to work can benefit their medical recovery, their psychological well-being and the morale and productivity of their coworkers.

It is the intent of the light duty program to provide an avenue for injured employees to return to work at a date before they have reached maximum medical improvement, but when they can perform productive work. The goal of the program is to return such employees to their regular jobs, performing the essential functions of that job, and when necessary, the City will provide reasonable accommodations, if such can be accomplished without undue hardship to the City, and without creating unsafe working conditions for the employee or fellow employees.

Each light duty situation must be evaluated individually. Light duty assignments are determined with due regard of the need for all employees of the City to be genuinely productive. Work will not be invented or a job created for the purpose of keeping an employee busy without genuine benefit to the City within the employee's medical restrictions, the employee will not be assigned to light duty.

Nothing herein shall be construed to obligate the City to provide unreasonable accommodation, nor shall anything be construed as a guarantee or a right to return to work.

The following procedures will serve as a guideline in the event an employee cannot return to work immediately following a temporary disabling injury.

### **Preparing for a light duty program**

Supervisors shall complete a "Return to Work Evaluation" form for the position they supervise, for their employee who experiences a temporary disabling injury that will result in an absence greater than three days. This form shall indicate the physical requirements necessary to perform the functions of each position and shall be periodically updated. A copy is sent to Human Resources.

### **The day of the accident**

Prompt medical treatment takes priority. If it is a Workers Compensation injury the supervisor shall notify the City Administrator and Human Resources as soon as possible and the required reports will be completed:

- Worker's compensation "Report of Injury", for WC-1-EDI-2
- Supervisor's Investigation Report

After treatment the employee must report to his supervisor their condition and possible return to work status.

### **The first three days following the accident**

If the employee is not released to full duty, he/she must contact their supervisor again before the end of day three and discuss his ability to return to work.

### **Employee's responsibility after three days**

If the employee has not returned to work after three days then the employee shall contact the supervisor to discuss his return to work status, next doctor's appointment(s) and call again as soon as possible following each doctor's appointment (within 24 hours). The supervisor will provide to the treating physician or to the employee to give to the physician the "Return to Work Evaluation" form as deemed appropriate for each doctor's visit. The evaluation form must be completed and sent to the City after the first visit beyond three days and subsequent visits if there is a change in condition from the previous completed form. (If the employee is to be absent for more than three days with only the first visit, the form must also be completed). If able to return to work, the Return to Work Evaluation form must be returned before the work date.

### **Light duty procedure**

If determined that the employee may be medically able to perform restricted duty, the job functions (from the Return to Work Evaluation Form) of the position shall be closely reviewed by the supervisor, employee, Human Resources and the treating physician. The supervisor will then determine if a light duty assignment can be made. If restricted duty is available, an assignment to temporary transitional duty will be made and the supervisor will complete the Return-to-Work Program form and forward to Human Resources. The light duty assignment may or may not be in the same department as the employee's regular position.

Temporary light duty assignments may be drawn from a range of areas that include but are not limited to:

- Administrative projects (special projects)
- Clerical functions (filing, data entry)
- Desk assignment (booking officer, bookkeeping)
- Communications (complaint taker, answering phones)
- Inspections (sidewalks, street signs, buildings, equipment, job sites)
- Painting (Fire hydrants, park benches & equipment)

### **Refusing light duty assignment**

Employees may not refuse light duty assignments. Employees may not take accumulated sick leave to avoid light duty assignments. The City may interpret failure to accept and perform light duty work as a resignation.

### **During transitional duty**

While on light duty the City must be satisfied that medical evidence indicates the employee should be expected to return to work and perform the essential functions of his position, or perform them with the assistance of reasonable accommodations. Light duty will be allowed until maximum medical improvement (MMI) is reached, or 90 days, whichever comes first. After 90 days an employee may present a request for an extension of temporary light duty (not to exceed an additional 90 days).

### **If the employee cannot perform the job functions of his position**

The attending physician will evaluate any permanent disabilities an employee may have sustained and determine if they can perform all the job functions. The City will then determine if the employee can return to his previous position. The job functions are outlined in the employee's job description along with the physical requirements in the "Return to Work Evaluation" form. This material will be used as the criteria to determine if the employee can still perform in that position. If there are reasonable accommodations the City can make, every attempt will be made to do so, if such can be accomplished without undue hardship.

### **Reassignment**

If the employee cannot return to his previous position and perform the functions of that position, the City will attempt to reassign the employee to another position if available, and if the individual can perform the functions of that job with reasonable accommodations, if such can be done without undue hardship.

### **Physical Examination**

The City reserves the right to require a physical examination, at its expense and by a physician of its choice, to determine the extent and probable duration of the disability, after which the City will make its decision as to the assignment under this policy. The City also reserves the right to require a periodic physical examination, at its expense and by a physician of its choice, during any period of assignment under this policy for the purpose of determining any significant change in the employee's work assignment.

### **Termination**

If a suitable position cannot be found, the employee will be terminated.

### **17.23 Outside Activities/Conflicts of Interest**

No employee may take an outside job, either for pay or as a donation of his personal time, with a supplier of the City. If you hold a second job, part-time or full-time, or if you intend to engage in a business enterprise of your own, we would like to know about it. Before accepting any outside employment it would be a good idea to discuss the matter with your supervisor.

### **17.24 Political Activities – Permitted & Prohibited**

- **An employee may take part in the activities of political parties and political campaigns.**
- **An employee may not:**
  - Use the employee's official authority or influence for the purpose of interfering with the results of an election.
  - Knowingly solicit, accept or receive a political contribution from any person who is a subordinate employee of the employee.
  - Run for nomination, or as a candidate for election, to any office.
  - Knowingly solicit or discourage the participation in any political activity of any person who has an application for any compensation, grant, contract, ruling, license, permit or certificate pending before the employing department of such employee or is the subject of, or a participant in, an ongoing audit, investigation or enforcement action being carried out by the employing department of such employee.
- **An employee may not engage in political activity while on duty:**
  - In any room or building occupied in the discharge of official duties.
  - By utilizing any City of Hollister resources or facilities.
  - While wearing a uniform or official insignia identifying the office or position or the employee.
  - When using any vehicle owned or leased by the City of Hollister or any agency or instrumentality of the City of Hollister.

## **17.25 Parking Lot**

You are encouraged to use the parking areas designated for employees. Please keep in mind that the parking spaces in front of our building(s) are generally for visitors only. Remember to lock your car every day and park within the specified areas.

Courtesy and common sense in parking will avoid accidents, personal injuries, and damage to your vehicle and to the vehicles of other employees. If you should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to your supervisor.

The City does not assume any liability for any loss or damages you may sustain.

## **17.26 Payroll Advances**

The City does not advance pay to employees.

## **17.27 Personal Phone Calls & Mail**

The personal use of City telephones should be kept brief and infrequent.

Employees are assigned a long distance phone code on landlines. This code must be used when making any long distance call. Each month employees are required to review their long distance phone bill, for both landline and cellular telephones. The cost of making any personal calls must be reimbursed to the City within ten (10) days of receipt of bill.

Any remaining, unpaid, personal telephone charges, at the time an employee terminates employment with the City, will be deducted from the employees final payroll check. Only telephone charges listed on the latest telephone bill, in the City's possession, will be handled in this manner.

Do not use the City's address as a personal mailing address.

## **17.28 Personal Property**

Due to the strict liability guidelines of our Insurance Carrier, under no circumstances are you allowed to keep personal equipment or vehicles on City property where damage or fire could result.

Some departments assign a locker for your personal possessions. You are responsible for keeping your locker clean, sanitary, and orderly. Lockers may be inspected at any time, with or without notice, by the City and periodically you may be asked to remove your possessions so that the lockers can be sanitized. Please understand that the City cannot assume any responsibility for loss or damage to personal property of any employee.

### **17.29 Personal Use of City Property or Vehicles**

Employees, who use a City owned vehicle or other piece of equipment, shall be responsible for its proper use and maintenance. City equipment is to be used only for City business.

### **17.30 Property & Equipment Care**

It is your responsibility to understand the machines you need to use to perform your duties. Good care of any machine that you use during the course of your employment, as well as the conservative use of supplies, will benefit you and the City. If you find that a machine is not working properly or in any way appears unsafe, please notify your supervisor immediately so that repairs or adjustments can be made. Under no circumstances should you start or operate a machine you deem unsafe, nor should you adjust or modify the safeguards provided. Abuse of City equipment or City vehicles will not be tolerated. Abuse may result in reprimands or termination.

### **17.31 References**

In the event you leave the employ of the City we may be able to provide references to potential employers, depending upon the circumstances, your employment history, etc. However, you must first sign a “reference release” waiver, allowing us to release reference information beyond merely confirming that you worked at the City for a specific period of time and your position.

As an employee, do not under any circumstances respond to any requests for information regarding another employee; you should forward the request to Human Resources for a response.

### **17.32 Reinstatement**

See "Former Employees" in the "Employment" section for information on reinstatement.

### **17.33 Resignation**

While we hope both you and the City will mutually benefit from your continued employment, we realize that it may become necessary for you to leave your job with the City. If you anticipate having to resign your position with the City, you are expected to notify your supervisor, in writing, at least two (2) weeks in advance of the date that you must leave.

### **17.34 Restricted Areas**

In the interest of safety and security, certain portions of City's facilities may be restricted to authorized personnel only. Such areas will either be clearly marked or request will be made known by supervisors. City Buildings are “no smoking” areas.

**Note:** See “Smoking” in this section for further information.

### **17.35 Return of City Property**

Any City property issued to you, such as product samples, tools or uniforms must be returned to the City at the time of your termination or resignation, or whenever a supervisor or a member of management requests it. You are responsible to pay for any lost or damaged items. The value of any property issued and not returned may be deducted from your paycheck, and you may be required to sign a wage deduction authorization for this purpose.

### **17.36 Safety Rules**

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all City activities. We want to protect you against industrial injury and illness, as well as minimize the potential loss of production.

Please report all injuries (no matter how slight) to your supervisor immediately, as well as anything that needs repair or is a safety hazard. Below are some general safety rules. Your supervisor may post other safety procedures in your department or work area:

- Avoid overloading electrical outlets with too many appliances or machines.
- Use flammable items, such as cleaning fluids, with caution.
- Walk -- don't run.
- Use stairs one at a time.
- Report to your supervisor if you or a co-worker becomes ill or is injured.
- Ask for assistance when lifting heavy objects or moving heavy furniture.
- Smoke only in designated smoking areas.
- Keep cabinet doors and file and desk drawers closed when not in use.
- Never empty an ashtray into a wastebasket or open receptacle.
- Sit firmly and squarely in chairs that roll or tilt.
- Wear or use appropriate safety equipment as required in your work.
- Avoid "horseplay" or practical jokes.
- Start work on any machine only after safety procedures and requirements have been explained (and you understand them).
- Use air hoses only for the use intended. Avoid blowing air at yourself or anyone else.
- Wear appropriate personal protective equipment, like shoes, hats, gloves, goggles, spats, hearing protectors, etc., in designated areas or when working on an operation which requires their use.
- Keep your work area clean and orderly, and the aisles clear.
- Stack materials only to safe heights.
- Watch out for the safety of fellow employees.
- Use the right tool for the job, and use it correctly.
- Wear gloves whenever handling castings, scrap, barrels, etc.
- Operate motorized equipment only if authorized by your supervisor. All operators must be licensed.
- Wear seat belts.

Remember, failure to adhere to these rules will be considered serious infractions of safety rules and can result in adverse actions.

### **17.37 Safety Rules When Operating Machines & Equipment**

- Machine guards must be in place while machines are in operation.
- Loose clothing, jewelry or rings must be removed before operating machinery.
- You must have proper work shoes (boots).
- Your supervisor will issue required personal protective equipment, except for prescription glasses and steel toe shoes, to you.

We will continue to provide a clean, safe and healthy place to work and we will provide the best equipment possible. You are expected to work safely, to observe all safety rules and to keep the premises clean and neat. Remember that carelessly endangering yourself or others can lead to adverse action, including possible termination.

### **17.38 Security**

Maintaining the security of City buildings and vehicles is every employee's responsibility. Develop habits that insure security as a matter of course. For example:

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.
- Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.
- When you leave City's premises make sure that all entrances are properly locked and secured.

### **17.39 Service Awards – Lapel Pins**

Each year, the City honors its employees by presenting certificates of appreciation at an annual City function. Certificates will be given after you have completed one year of service.

Each year, the City honors its long-term employees by presenting service award lapel pins at an annual City function. Service awards will be given after you have completed five, ten, & twenty years of service. The awards are:

Sterling Silver	Five (5) Years of Service
Gold	Ten (10) Years of Service
Gold with Diamond	Twenty (20) Years of Service

### **17.40 Smoking**

SMOKING is prohibited in City Buildings, City Vehicles, businesses, residences or any other unauthorized area. Please remember to conform to our resident/business smoking policies when working at their site.

Please be courteous and don't smoke in areas where you are directly in contact with others and where it may be offensive. If you smoke, there are a variety of places appropriate for you to take a short break. Please do not smoke in restricted areas.

The City discourages its employees from smoking. Smoking is regarded as a poor health habit, which can detract from performance and is often offensive. While we cannot regulate employee conduct off the job or outside of work hours, we feel it is our responsibility to provide a workplace free of exposure to hazardous substances, and we have therefore established The City of Hollister, as a smoke-free workplace. All employees are encouraged to abide by this policy while at work.

## **17.41 Substance Abuse**

### **Policy**

The City of Hollister is dedicated to providing safe, dependable and economical services to the residents and businesses of Hollister. The City of Hollister employees are the City's most valuable resource and it is the City's goal to provide a healthy, satisfying working environment, which promotes personal opportunities for growth. In meeting these goals it is the City's policy to:

- Assure that employees are not impaired in their ability to perform assigned duties in a safe, productive and healthy manner;
- Create a workplace environment free from the adverse effects of drug and alcohol substance abuse or misuse;
- Prohibit the unlawful manufacture, distribution, dispensing, possession or use of controlled substances;
- To encourage employees to seek professional assistance anytime personal problems, including alcohol or drug dependency, adversely affect their ability to perform their assigned duties.

### **Purpose**

The purpose of this policy is to assure worker fitness for duty and to protect the employees and the public from the risks posed by the use of alcohol and prohibited drugs. This policy is intended to comply with all applicable regulations governing workplace anti-drug programs.

### **Applicability**

This policy applies to all employees, paid part-time/seasonal employees and contractors when they are on City property or when performing any City related business. This policy applies to off-site lunch periods or breaks when an employee is scheduled to return to work. Visitors, vendors and contractor employees are governed by this policy while on City premises and will not be permitted to conduct business if found to be in violation of this policy.

***All Employees will be subject to random, unannounced drug and/or alcohol testing.***

### **Prohibited Substances**

Prohibited substances addressed by this policy include the following:

- Illegally used controlled substances or drugs. Any illegal drug or any substance identified in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) and as further defined by 21 CFR 1300.11 through 1300.15. This includes, but is not limited to, marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs.

- The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skill or judgment may be adversely affected must be reported to the immediate supervisor and medical advice should be sought, as appropriate, before performing work-related duties.
- A legally prescribed drug means that individual has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment. It must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization. The misuse or abuse of legal drugs while performing City business is prohibited.
- Alcohol. The use of beverages containing alcohol or substances including any medication such that alcohol is present in the body while performing City business is prohibited. The concentration of alcohol is expressed in terms of grams of alcohol per two hundred ten (210) liters of breath if measured by an evidential breath-testing device.

### **Intoxication/Under the Influence**

Any employee who is reasonably suspected of being intoxicated, impaired, under the influence of a prohibited substance, or not fit for duty shall be suspended from job duties pending an investigation and verification of condition. Employees found to be under the influence of prohibited substances or who fail to pass a drug and/or alcohol test shall be removed from duty and terminated immediately. A drug and/or alcohol test is considered positive if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in 40 CFR Part 40.

- Alcohol & drug use. No employee should report for duty or remain on duty when his ability to perform assigned functions is adversely affected by drugs and/or alcohol. No employee shall use drugs and/or alcohol while on duty. No employee shall use alcohol, prohibited drugs/substances during the hours they are on call. Violation of these provisions is prohibited and will result in immediate termination.
- Notifying the City of criminal drug conviction. Any employee who fails to immediately notify the City of any criminal drug and/or alcohol conviction shall be subject to immediate termination.
- Proper application of the policy. The City of Hollister is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, immediate supervisors are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisory personnel who knowingly disregard the policy shall be subject to immediate termination.

### **Testing For Prohibited Substances**

Analytical urine drug and/or alcohol testing may be conducted when circumstance warrants or as required by Federal regulations. All employees shall be subject to testing prior to employment, for reasonable suspicions, and following an accident. Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities, which have been approved by the U.S. Department of Health and Human Services (DHHS). All testing will be conducted consistent with the procedure put forth in 49 CFR Part 40.

- The drugs of abuse screen will include alcohol, amphetamines, barbiturates, benzodiazepines, cocaine, opiates, phencyclidine, marijuana, methadone, methaqualone, and propoxyphene. An initial drug screen will be conducted and for those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts present are above the minimum thresholds established in 49 CFR Part 40.
- Test for alcohol concentration may be conducted utilizing a National Highway Traffic Safety Administration (NHTSA) approved evidential breath-testing device (EBT) operated by a trained breath alcohol technician (BAT). If the initial test indicates an alcohol concentration of 0.02 or greater, a second (2nd) test will be performed to confirm the results of the initial test.
- Any employee who has a confirmed positive drug and/or alcohol test will be subject to immediate termination.
- The City strives to protect individual dignity, privacy and confidentiality throughout the testing process.

### **Pre-employment Testing**

All applicants will undergo drug and/or alcohol testing prior to employment. Receipt by the City of satisfactory test results is required before they are placed on the active payroll and report for duty. Failure of a drug and/or alcohol test will disqualify an applicant for employment.

- Department immediate supervisors are to notify Human Resources of the name, social security number and birth date of the candidate.
- The employee candidate is to call Mercy Clinic at 336-4355/located at 290 Clift Court (behind Lowe's) to schedule their pre-employment screening. They are to notify the immediate supervisor of the date and time of the screening.
- From this point forward ... no one is to make contact with Mercy Clinic. If the candidate has questions about his future employment they are to contact the department immediate supervisor only.
- Mercy Clinic will notify Human Resources of the final test results. The immediate supervisor will be notified of the results. After the drug screening notification, a decision will be made regarding employment.

### **Reasonable Suspicion Testing**

All employees may be subject to a fitness for duty evaluation, to include drug and/or alcohol testing when there is reason to believe that drug and/or alcohol use is adversely affecting job performance. A reasonable suspicion referral for testing will be made on the basis of documented facts and circumstances, which are consistent with the long-term or short-term effects, of substance abuse. Examples of reasonable suspicion include, but are not limited to, the following:

- Adequate documentation of unsatisfactory work performance or on-the-job behavior.
- Physical signs and symptoms consistent with prohibited substance use.
- Evidence of the manufacture, distribution, dispensing, possession or use of controlled substances, drugs, alcohol, or other prohibited substances.

- Occurrence of a serious or potentially serious accident that may have been caused by human error.
- Fights (to mean physical contact), assaults, and flagrant disregard or violations of established safety, security, or other operating procedures.

Trained personnel will review the facts and make reasonable suspicion determinations of drug and/or alcohol use and conclude if an employee is/has been adversely affected or impaired in his work performance due to prohibited substance abuse or misuse.

### **Post-accident Testing**

Employees will be required to undergo drug and/or alcohol testing if they are involved in an accident with a vehicle (regardless of whether or not the vehicle is in revenue service). This includes all employees that are on-duty in the vehicles and any other(s) whose actions could have contributed to the accident. Following an accident, the employee(s) will be tested as soon as possible but not to exceed eight (8) hours for alcohol testing and thirty-two (32) hours for drug testing. Any employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test. Any employee who leaves the scene of the accident without appropriate authorization prior to submission of drug and alcohol testing will be considered to have refused the test and their employment terminated. Employees tested under this provision will include all employees whose actions could have contributed to the accident.

### **Employee Requested Testing**

Any employee who questions the results of a required drug and/or alcohol test under this policy may request that an additional test be conducted. This test may be conducted at a different testing DHHS-certified laboratory. The test must be conducted on the split sample that was provided at the same time as the original sample. The employee pays all costs for such testing unless the second (2nd) test invalidates the original test. The method of collecting, storing and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40. The employee's request for a retest must be made within seventy-two (72) hours of notice of the initial test result. Requests after seventy-two (72) hours will only be accepted if the delay was due to documentable facts that were beyond the control of the employee.

Any questions regarding this policy should be directed to Human Resources.

## **17.42 Supervisory Personnel**

Your immediate supervisor is the person on the supervisory team who is closest to you and your work. Your day-to-day contact with your supervisor gives you a chance to receive guidance and counsel regarding your assignments and the progress you make on your job. Your supervisor can show you how your work fits into the overall picture, teach you how to do things, explain the "hows" and "whys," and encourage you when things look a little tough.

The supervisor is in complete charge of the department. They are responsible for the efficient operation of the department. Your supervisor has authority to assign work, recommend hiring, termination, pay increases, transfers or promotions, and to maintain order.

Remember, your supervisor knows most of the answers, and, if not, knows where to get them. They probably started in a job much like yours and can guide and help you. Your supervisor wants you to succeed. Please get to know them and contact them first when you need help or

have questions, complaints, problems or suggestions. They are interested in your success, the success of every member of your department, and the overall success of the City.

Your supervisor has many responsibilities, and needs your cooperation, assistance, and loyalty. They want to help you - that's their job - so please ask, and please be willing to meet half way. If they cannot help you or answer your question, your question will be referred to someone who can. You can expect to be treated fairly and with respect. Like the City, your supervisor has a direct interest in you. Go to them for information about your job, your pay, or other matters of City policy.

Feel free to ask for clarification of regulations or responsibilities. Any problem that hinders the efficient completion of your responsibilities should be taken up with your supervisor.

### **17.43 Suggestions**

We encourage all employees to bring forward their suggestions and good ideas about how our City can be made a better place to work and our service to the community enhanced. When you see an opportunity for improvement, please talk it over with your supervisor. They can help you bring your idea to the attention of the people in the City who will be responsible for possibly implementing your idea.

### **17.44 Theft**

Internal theft is a serious problem for the City. Although taking small items of City property may seem inconsequential, the cumulative effect can be very large. Stealing from the City is like stealing from yourself. Losses from theft immediately affect our ability to increase salaries and can jeopardize the profitability of the City.

The City will not tolerate property theft of any type. We consider property theft to be the unauthorized use of City services or facilities or the taking of any City property for personal use. The following list of examples is not all-inclusive, but provides illustrations of several activities, which are unacceptable.

- **Use of City copy machines for personal use:** Once in a while the City will allow an employee to make a personal copy of a document. If an employee needs to make several copies they need to follow the established procedure for reimbursement to the City. (For example copies of a newsletter for another organization, copying a book, etc.)
- **Use of computers:** City's personal computers (the personal computers in the office, or laptops made available for work away from the office) are to be used exclusively for business purposes unless you receive permission from your supervisor. Permission may be given for the use of personal computers during non-business hours so long as employees supply their own supplies (paper, etc.)
- **Taking of City property:** No item purchased or supplied by the City should ever be removed from the City premises without express authorization of your supervisor and the proper paper work associated with the situation. This rule applies to all City property including raw materials used in manufacturing plants, mechanics' tools, computers, and even pens and paper. All employees may be subject to random searches as they leave City facilities.

## **17.45 Traffic Violations**

If you are authorized to operate a City vehicle in the course of your assigned work, or if you operate your own vehicle in performing your job, you will be considered completely responsible for any accidents, fines or traffic violations incurred. Your supervisor will advise you on what to say and do (and what not to say and do) in the event of a vehicular accident. Certain job descriptions require the employee to maintain a CDL license or driver's license in the course of his employment. Termination of an employee's driver's license by the Department of Revenue may result in adverse action.

## **17.46 Uniforms**

- We provide uniforms, which certain employees must wear while at work. Upon termination of employment, the uniforms must be returned or the cost will be deducted from your final paycheck.
- The City will furnish probationary officers of the Police Department one (1) set of BDU'S (Battle Dress Uniforms) consisting of two (2) pair of pants, two (2) shirts and one (1) bullet proof vest. Upon completion of the Probationary Period the City shall furnish officers of the Police Department one (1) set of uniforms consisting of three (3) pair of pants, three (3) short sleeve shirts, three (3) long sleeve shirts and one (1) winter coat.
- The City will furnish employees of the Public Works Department, WWTP Department, Park Department and Building Department rental uniforms consisting of pants and shirts and two (2) jackets.
- Replacement of all of the above uniforms shall be made as needed, by the City. It is required that all employees, furnished with City uniforms or Police uniforms shall wear them while in the service of the City. Upon ceasing employment with the City, all uniforms shall be returned to the City.
- Employees of the Police, WWTP, Building & Planning, Public Works, and Parks Department will be allowed the option to purchase work essential and safety apparel through the City's uniform company at their own expense. There will be no discounts. Prior approval from the Supervisor for payroll deduction is required. The Supervisor will take the cost details to the Finance Office who will in turn determine the dollar amount to be taken out per pay period; not to exceed six (6) payroll periods. Each purchase must be paid in full, before another purchase can be made. Once approval to purchase has been given, an order can be placed through the City's uniform company. Returns and exchanges are the purchaser's responsibility.

## **17.47 Use of City Vehicles**

If you are authorized to use a City vehicle for City business, you must adhere to the following rules:

- You must be an appropriately licensed driver.
- You must maintain weekly pre-trip vehicle logs.

- You are responsible for following all the manufacturer's recommended maintenance schedules to maintain valid warranties, and for following the manufacturer's recommended oil change schedule.
- You are responsible for paying any moving violation tickets. Also, please park appropriately -- City will not pay parking violations.
- You must keep the vehicle clean at all times, and washed and vacuumed as often as necessary.
- You must not allow persons not authorized or employed by the City to operate or ride in a City vehicle.
- Prior to operation of any City vehicle, your supervisor will train you on the appropriate steps to take if you are involved in an accident; filling out the accident report, getting names of witnesses, etc.

#### **17.48 Visitors**

Our insurance coverage and good common sense prohibits unescorted visitors in our facilities. Visitors are not permitted on City property without prior permission from your supervisor; no visitors are permitted in working areas. If you are expecting visitors, please request permission from your supervisor and ask your visitors to see your supervisor when they arrive.

#### **17.49 Violations of Policies**

You are expected to abide by the policies in this Employee Handbook. Failure to do so will lead to adverse action. A written record of all policy violations will be maintained in each individual's personnel file.

A partial list of causes for possible adverse action ("Unacceptable Activities") is presented under "Standards of Conduct" in the "Employment" section of this Handbook. This list is not to be considered all-inclusive.

#### **17.50 Weapons**

Employees shall not carry any type of weapon to work, unless required as a part of law enforcement duties for the City.