

EMPLOYEE POLICIES HANDBOOK

City of Rivergrove

PO Box 1104

Lake Oswego, OR 97035

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WELCOME

This handbook has been written to answer many of the questions you have and to provide information on what we will expect of you and what you can expect of us throughout our employment relationship. Keep this handbook, become familiar with its contents and do not hesitate to ask any questions you have about it or your employment in general.

This Employee Handbook supersedes and replaces all previous policies and procedures including, but not limited to, all memoranda or written policies which may have been issued on the subjects covered in this handbook. The policies included in this handbook are guidelines only and are subject to change as the City deems appropriate and necessary. From time to time you may receive notice of new or modified policies, procedures, benefits or programs.

This handbook is not a contract, express or implied, nor does it guarantee employment for any specific length of time. Although we hope our employment relationship will be long term, either the City or you can end the relationship at any time, with or without notice, with or without reason, to the extent allowed by law.

The statements in this handbook are not promises of specific treatment and are not binding on the City. No statements made by any elected or appointed official can alter the at-will nature of employment. The at-will relationship can only be changed through a written agreement that specifically sets forth the terms between the employee and the City..

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Equal Employment Opportunity

Each employee has the right to work in an environment free from all forms of unlawful discrimination. We are committed to a policy of equal employment opportunity. This means that the City will not tolerate discrimination on the basis of race, age, religion, color, creed, sex, sexual orientation, gender identity, national origin, physical, sensory or mental disability, marital or veteran status, family relationship, genetic information, or status in any other legally protected group. The City expects each employee to embrace and apply these principles of equal treatment to each other and to our clients/customers.

This policy applies to all personnel actions, including recruitment, hiring, training, transfer, promotion and demotion, compensation, evaluation, discipline, and termination.

You should contact your supervisor or the Human Resources Department if you have any questions or concerns regarding equal employment opportunity at the City. If you believe that you have been subjected to discrimination in violation of this policy, or if you observe that another employee has been subjected to such discrimination, you **MUST** report the matter immediately by using the Discrimination and Harassment Complaint Procedure described below. Your concerns will be given prompt attention. Employees can raise concerns and make reports in good faith without fear of reprisal. Any employee found to have engaged in conduct that violates this policy will be subject to disciplinary action up to, and including, termination of employment.

Non-Discrimination/Non-Harassment

We are committed to providing all employees with a work environment free of discrimination or harassment of any kind. The purpose of this policy statement is to reaffirm our commitment to equal employment opportunity and to providing a discrimination-free work environment for all employees. Each member of the City staff is expected to be sensitive to and respectful of your coworkers and others with whom you communicate while working for us. We prohibit all forms of harassment or discrimination based on race, age, religion, color, creed, sex, sexual orientation, gender identity, national origin, physical, sensory or mental disability, marital or veteran status, family status, ancestry, genetic information, or any other classification protected by law.

Harassment or discriminatory conduct of any kind, whether physical or verbal, committed by elected or appointed personnel, is prohibited. Prevention of discriminatory activities must be practiced at all times. In those cases where discrimination can be established, disciplinary action up to and including dismissal may be taken.

Taking reprisal action against any employee because he or she has filed a discrimination or harassment complaint, furnished information or participated in any manner in an investigation, compliance review or hearing is prohibited. In those cases where reprisal action can be established, disciplinary action up to and including dismissal may be taken.

Harassment Defined

Different and unfair treatment of any employee or individual because of his or her race, color, sex, sexual orientation, gender identity, genetic information, religion, national origin, age, disability or other protected group status as defined by federal and state laws is prohibited. This includes harassment and intimidation. Harassment is behavior perceived by the receiver as unwelcome and includes, but is not limited to, the use of verbal or practical jokes, unwelcome touching, offensive remarks or put-downs, displays of objects and materials which create an offensive environment. It includes conduct that may not be unlawful but has been determined to be inappropriate in our workplace.

If you feel you are the victim of discrimination or harassment in any form, you must immediately notify the Mayor or a City Councilor. You must also immediately notify the Mayor or City Councilor if you believe or become aware of such conduct being directed to another employee or consultant under contract with the City.

What is Sexual Harassment?

Sexual harassment is considered sex discrimination not only because of the sexual nature of the conduct to which the victim is subjected but also because the harasser treats a member or members of one sex differently from members of the opposite sex. It can also be because the harasser treats members of the same sex differently because of their sexual orientation or gender identity. Sexual harassment does not mean occasional compliments of a socially acceptable nature.

Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individuals; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an offensive work environment.

Even conduct that is intended to be "innocent" may still constitute sexual harassment under this policy if the recipient of that conduct reasonably perceives it to be otherwise. If you are aware of any such conduct, it is your responsibility to take affirmative action to stop it immediately either by telling the employee to stop the offensive conduct or reporting it immediately to the Mayor or a City Councilor.

What Do I do If I Have a Complaint?

We are dedicated to ensuring that harassment and discrimination do not occur in our workplace and committed to a prompt and effective resolution of any complaint. No employee

will be penalized for registering a good-faith complaint, participating in the investigation of a complaint, or opposing harassing or discriminatory behavior prohibited by this policy.

If you feel you have been subjected to wrongful harassment or discrimination, you are expected and required to follow the following procedure:

Informal Resolution. In many instances, the problem may be caused by a lack of awareness. We therefore encourage you to initially raise the problem respectfully with the person who has offended you before you bring a formal complaint. If, however, you believe it would be inappropriate to discuss the matter with that person, the person does not respond as desired, or you are uncomfortable discussing the issue with that person, then you may always bypass the person and discuss it directly with the Mayor or a City Councilor.

Complaint. If informal resolution does not occur or the problem persists, then you should report the matter again to the Mayor or a City Councilor. In addition, we encourage any employee who observes inappropriate harassment or discrimination to immediately report what he or she has observed to the Mayor or a City Councilor. All reports or complaints will be investigated and kept confidential to the extent possible, consistent with our need to investigate the complaint and address the situation. Different circumstances will produce different responses and levels of investigation. If it is determined that a violation of this policy has occurred, then the offending party will be subject to disciplinary action up to, and including, termination.

This complaint procedure is the sole vehicle for an employee to bring a harassment or discrimination complaint. Failure to use the complaint procedure may bar you from bringing a claim for harassment, discrimination, or retaliation against the City.

Will I Be Retaliated Against?

The City prohibits any type of retaliatory action against employees who file a harassment or discrimination complaint, assist in a complaint investigation or otherwise exercise a protected right. We expect employees to immediately report any concerns about retaliation to us. However, if it is determined after investigation that the complaint was made up of false charges or that an employee has provided false information, disciplinary action will be taken against the employee who filed the complaint or provided false information.

Disability and Accommodation

In accordance with state and federal law, the City will make reasonable accommodations if you have a disability that impacts your ability to perform the job. However, all employees must be able to properly perform all essential functions of their job with or without reasonable accommodation that does not cause undue hardship to the City.

If you have a disability that affects your ability to work and you need an accommodation, you must discuss your circumstances with the Mayor as soon as you are aware of your disability and the need for accommodation. The City may request medical records, expert examinations and opinions to verify your disability, identify potential reasonable accommodations, or to determine whether your continued work would pose a safety or health risk to yourself or other

employees. We will keep medical information confidential except to the extent that other employees or management need this information to evaluate and implement your request for accommodation or to determine if the City can accommodate your disability and how.

If at any time you believe that this policy has been violated, you must immediately notify the Mayor or otherwise follow the complaint procedure. If you feel uncomfortable discussing this matter with the Mayor, then discuss the complaint with a City Councilor.

Genetic Information

We are committed to providing a work environment that is free of all forms of unlawful discrimination. This means that the City will not tolerate discrimination on the basis of genetic information as defined by applicable law. The City is prohibited from requesting, requiring or purchasing genetic information with respect to an employee or his/her family member, except under rare circumstances. Employee records and/or disclosures containing genetic information will be subject to confidentiality rules as required by applicable laws.

If you believe this policy has been violated, you must immediately notify your supervisor or otherwise follow the complaint procedure.

Classification of Employment

Employees are classified, for compensation, overtime and benefits purposes as follows:

***Full-time employee:** Employees who work 30 hours a week on a regular basis. A full-time regular employee can be either “exempt” or “nonexempt” as defined below. Full-time employees are expected to work the days of the week and hours of the day needed by the City.

***Part-time employee:** Employees who work fewer than 30 hours a week on a regular basis. A part-time regular employee can be either “exempt” or “nonexempt” as defined below. The City will try to accommodate individual requests to work certain days of the week and certain hours of the day, however all employees must be prepared for exceptions due to unexpected business needs. There is no guarantee of a minimum or a maximum number of hours.

***Temporary employee:** Either a full-time or part-time employee who was hired to work for a specific length of time or on a specific project or assignment. A temporary employee can be either “exempt” or “nonexempt” as defined below.

***Nonexempt employee:** Employees who are required to be paid overtime receive it at the rate of time and one-half for all work performed over 40 hours per work week. Time not actually worked, *i.e.*, vacation, sick or personal, is not calculated into the 40 hours per work week for overtime pay purposes.

***Exempt employee:** Employees who are not required to be paid overtime, as defined by applicable federal and state wage and hour law, may work beyond 40 hours per work week. Examples of such employees are executives, outside sales personnel, managers and supervisors and other administrative positions.

The City determines the exempt or nonexempt status of a position based on its understanding of the law. If you have questions about your exempt or nonexempt status, you are encouraged to raise them. Your classification may change as your position or job duties change.

Work Hours

State and federal laws require employers to maintain a record of the hours their employees worked. To ensure the accuracy of such records, you must complete a timecard indicating the hours worked, including overtime, and any non-worked time, *i.e.*, vacation, sick time, personal time, etc.

You are required to keep track of your time. Rivergrove pays you a flat amount anticipated to cover all hours worked during the week. You need to monitor your time to make sure you never work more than 40 hours in a workweek. If you need to work more than 40 hours in a workweek, you must obtain prior written approval from the mayor. You must submit a record of the hours worked at the end of each week so that Rivergrove can verify that the amount paid meets the legal requirements for the amount you worked.

Please pay close attention to your time entries and make sure time worked is recorded accurately. Falsifying your time report is a serious breach of trust and City policy and will subject the offender to discipline up to and including termination.

For payroll and accounting purposes the workweek begins at 12:00 a.m. Monday and ends at 11:59 p.m. on Sunday.

Meal Breaks/Rest Periods

Unpaid meal breaks of not less than 30 minutes will be provided to nonexempt employees who work a six or more hour shift. For work periods of seven hours or less (but at least six), the meal period must be taken between the second and fifth hour worked. If the work period is more than seven hours, the meal period must be taken between the third and sixth hour worked. If an employee is required to remain on duty during the meal period or performs tasks during his/her meal period, the employee will be paid for the meal period.

A nonexempt employee must take a rest period of not less than ten minutes for each four hours worked. Insofar as feasible, the break should be taken approximately midway through a four-hour work segment.

Meal periods and rest breaks may not be combined to allow for a longer lunch, late arrival or early departure. Failure to take meal periods and rest breaks will be grounds for discipline, up to and including termination.

Paydays

Employees are paid once a month. There are 12 pay periods each year.

If a scheduled payday falls on a day when the City is not open for business, you will be paid the preceding day.

All required deductions, such as federal and state taxes and any voluntary deductions, will be indicated on a separate payroll sheet provided by the City's contracted accountant. Please review your paycheck carefully. If you find an error, report it immediately to the Mayor so that it can be corrected.

If your paycheck is lost or stolen report it immediately to the Mayor.

No one will be allowed to pick up your paycheck without your verbal **and** written consent – **no exceptions!**

Overtime Pay

Nonexempt employees who work over 40 hours in a workweek are eligible for overtime. Non-worked hours such as vacation, sick time or personal time off are not counted as time worked for overtime calculation purposes.

Nonexempt employees who work over forty hours in a workweek will receive time and one-half for time beyond forty hours.

You must receive prior written approval from the Mayor prior to working more than 40 hours in any workweek.

Personnel Files

A personnel file is maintained for each employee. Files are confidential and cannot be released to anyone other than the employee without the express written and signed consent of the employee referred to in the file. Documents relating to your compensation, job performance, promotions, benefits, etc. are placed in your file. You may review your personnel file at a mutually convenient time during your employment or thereafter so long as we keep your file. You will not be allowed to see references from former employers or other documents protected by state law.

Please keep your file up-to-date. Let us know when your address, phone number, dependents, marital status, beneficiary designations, etc. change. In addition, be sure that we also have the most up-to-date information on who to contact in the event of a workplace emergency.

Military Leave of Absence

Leaves of absence without pay for military or reserve duty are granted to all regular employees in accordance with federal and state laws. If you are called to active military duty or must appear for Reserve or National Guard training, or if you volunteer for such duty, you must notify your supervisor as quickly as possible.

Your reinstatement to the job you held prior to your leave is mandated by federal and state laws based on various notice requirements. Please notify your supervisor either prior to your departure regarding your anticipated return date or, during your leave, contact your supervisor to give notice about your anticipated return date.

Jury and Witness Duty Leave

Full-time and part-time nonexempt employees will be allowed time off work without pay to serve on a jury or to respond to a witness subpoena. Nonexempt employees may use accrued vacation time for time away from work. Exempt employees will be paid their normal salary during any workweek in which they serve as a juror or for the time spent being a witness in compliance with state and federal wage and hour laws.

We will not make any attempt to have your jury duty postponed unless business conditions necessitate such action.

Domestic Violence, Stalking or Sexual Assault Leave

In accordance with the law, reasonable leave will be granted for eligible employees who are victims (or parents of minor/dependent victims) of domestic violence, sexual assault or stalking.

Unpaid leave under this policy may be requested for the following purposes:

- to seek law enforcement assistance or legal help;
- to obtain medical treatment or recovery;
- to attend counseling from a licensed mental health professional;
- to seek services from a victim service provider (for example, a domestic violence shelter or rape crisis center); or
- to relocate an employee's residence or to secure an existing home.

Employees taking leave under this policy may use any accrued paid leave in conjunction with this leave. Employees may be asked to provide certification of the need for leave. Such certification may include, but not be limited to, police reports or documentation from a court, attorney or healthcare professional.

If an employee seeking leave or other protections under this policy feels as though their safety is at risk in the workplace, the employee is encouraged to discuss their concerns with their supervisor and Human Resources so that appropriate steps may be taken to develop a safety plan.

Veterans Day

If you are an employee who served on active duty in the Armed Forces for at least six months and had a discharge under honorable conditions, you can request Veterans Day off under the law. If you were in the Reserves or National Guard and were deployed or served on active duty for at least six months, you may also request Veterans Day off. The City may ask for documents establishing your status as an eligible veteran.

If you are an eligible veteran and are requesting Veterans Day off, you must submit the request in writing no later than 21 days in advance. Time off for Veterans Day is unpaid, though you may elect to use PTO to be paid on this day.

Paid Time Off (PTO)

The City believes that employees should have opportunities to enjoy time away from work to help balance their lives and recognizes that employees have diverse needs for time off from work. We have established a paid time off (PTO) policy to meet those needs. The benefits of PTO are that it promotes a flexible approach to time off. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserve if there is a need to cover vacation, illness, appointments, emergencies or other needs that require time off from work.

Accrual and Payment of PTO

On January 1 of any year the employee will receive one week of PTO in their leave bank. Employees hired during the year will receive a pro-rata amount for the remainder of the year. Accrued but unused PTO may be carried forward from year to year but the employee may never have more than two weeks in the bank. For example, if employee uses only 3 days of accrued PTO in one year, the remaining 2 days will carry forward and be put into the employee's bank the following year for a total of seven days. If the employee then fails to use any PTO in that year, the seven days carry forward to the following year, but the employee only accrues 3 more days bringing the bank to its maximum of 10 days. Even if the employee uses some PTO during the third year, they will not accrue more PTO until the following year.

No PTO hours will accrue beyond the maximum accrual of two weeks.

Use and Scheduling of PTO

Whenever possible, PTO must be scheduled in advance for time off for vacations, personal leave appointments, holidays or other reasons. Employees accrue PTO but may not use it during their first six months of employment.

Requests for time off fall within the following guidelines:

- Vacation and other scheduled absences (*e.g.*, personal appointments) must be planned in advance according to the length of the intended leave, department demands and organizational deadlines. At least two (2) weeks' notice is preferred. Time off is granted at the discretion of the Mayor.
- In the event of any unscheduled absence, employees must notify the Mayor. See the requirements in the Attendance policy for details.

Time off requests shall be subject to supervisory approval, staffing needs and established procedures. PTO is paid at the employee's straight-time rate. PTO time does not count towards overtime when calculating the hours worked in a week. PTO may be taken in increments as small as one hour. If the PTO is used for an OSL qualifying reason, it may be used in one hour increments.

Employees may not borrow against their PTO banks; therefore, no advance leave will be granted.

Payment upon Termination

Accrued but unused PTO is not paid out at termination of employment.

Oregon Sick Leave

The City of Rivergrove provides employees with unpaid sick leave in accordance with the Oregon Sick Leave laws. This means employees accrue one hour of unpaid sick time for every thirty hours worked. Employees may choose to use PTO in conjunction with their sick leave to receive pay for the leave.

Reasons For Leave

Employees may use OSL for:

- the diagnosis, care or treatment of the employee's or the employee's family member's mental or physical illness, injury or health condition, including preventative medical care;
- for the employee's or the employee's family member leave under the Domestic Violence, Harassment, Sexual Assault or Stalking Policy;
- if the City or the employee's child's school or day care is closed by order of a public official due to a public health emergency; or
- if the employee needs to care for a family member whose presence in the community jeopardizes the health of others as determined by a public health authority or a healthcare provider.

Definition of Family Member

For the purposes of OSL, "family member" means:

- the spouse or domestic partner of an Employee;
- the biological, adoptive, or foster parent or child of the Employee;
- the grandparent or grandchild of the Employee;
- a parent-in-law of the Employee; or
- a person with whom the Employee was or is in a relationship of in loco parentis.

Use of OSL

OSL may be used in increments of one hour to cover all or part of a shift. OSL must be used if an employee is absent for a qualifying reason and the employee has OSL in their leave bank. Accrued but unused OSL will not be paid out at termination.

Notice For Use of OSL

- *Foreseeable Leave:* If the reason for taking OSL is a foreseeable absence, such as a pre-scheduled medical appointment, the employee must provide written notice as soon as possible, but not less than one week prior to the need for leave. When the employee uses OSL for a foreseeable absence, the employee shall make every effort to schedule the leave so it does not unduly disrupt the City's operations.
- *Unforeseeable Leave:* If the reason for leave is unforeseeable, the employee shall provide notice by following the City's call-in procedure.

Certification

If an employee uses OSL for more than three consecutive shifts, the City may require reasonable documentation that the OSL is being used for a qualifying absence. If the employee has questions as to what is reasonable documentation, they should check with the Mayor.

OSL Maximum Accrual and Use

No employee may accrue or use more than 40 hours of OSL in any year. The maximum amount that may be carried into the next year is 40 hours. If an employee carries any OSL into the next year, they will only accrue OSL until their bank reaches 40 hours for the year, not to exceed a total of 80 hours (40 hours carried forward plus 40 hours per year accrual). No OSL bank will be allowed to accrue more than 80 hours. As an example, if the first year the employee accrues 40 hours and uses 16 hours the employee may carry the remaining 24 hours into the next year. The employee may only accrue 40 hours during the second year. If the employee uses no time during the second year (bringing their bank to 64 hours), they may only carry 40 hours into the third year.

Payout at the End of Employment

OSL is not paid time and therefore will not be paid out at termination of employment.

Disciplinary Procedures

At times performance or disciplinary issues can arise. These can lead to counseling, discipline and, perhaps discharge. The City reserves the right to determine what action is to be taken for performance or disciplinary issues in its sole discretion up to and including termination. The following are examples of discipline which may be used.

Verbal Warning: is given, followed by a note to the employee's personnel file.

Written Warning: is given. The employee will be asked to sign the document acknowledging he/she has been counseled and recognizing the seriousness of the matter. The warning will be placed in the employee's personnel file.

Demotion/Pay Reduction: is used if the performance of an employee is deficient but the employee may be able to satisfactorily perform a different job or at a lesser pay rate.

Suspension/Termination: of employment. Suspension is either with or without pay. Suspension with pay may occur as the City is investigating discipline or performance issues.

The City reserves the right to forego any or all types of discipline based on the severity of the performance/conduct and terminate immediately. This policy does not waive or amend the "at-will" employment status between it and its employees.

Absenteeism and Tardiness

All employees are expected to be responsible with regard to their attendance at City meetings. While illnesses occur and circumstances happen that make it difficult to work, you must notify the Mayor if you are going to be absent. Unless you are unable to communicate orally, having a friend or family member call in your absence or tardiness is **not** acceptable.

Failure to call and give notice about an absence will be considered a "no-call, no-show" and subject you to discipline, up to and including termination. One day of "no-call, no-show" will be considered a voluntary abandonment of your job and your employment will be terminated.

Employees returning from an absence of three or more missed City meetings may be required to provide a physician's release.

Excessive absences and tardiness will subject the employee to discipline, up to and including termination. It is solely within the City's discretion to determine what is excessive.

Return to Work for On-the-Job Injuries

To preserve the ability to meet the City needs under changing conditions, the City reserves the right to revoke, change or supplement guidelines at any time with written notice. The policies and procedures in this return-to-work program are not intended to be contractual commitments and they shall not be construed as such by our employees. This policy is not intended as a guarantee of continuity of benefits or rights. No permanent employment for any term is intended or can be implied by this policy.

Objectives

The City has developed a return to work policy. Its purpose is to return workers injured on the job to employment at the earliest date following any injury or illness. We desire to speed recovery from injury or illness and reduce insurance costs. This policy applies to all workers with on-the-job illnesses and/or injuries and will be followed whenever appropriate.

The City defines “transitional” work as temporary modified work assignments within the worker’s physical abilities, knowledge and skills. Where feasible, transitional positions will be made available to injured employees in order to minimize or eliminate time loss.

For any business reason, at any time, we may elect to change the working shift of any employee based on the business needs of this City.

The physical requirements of transitional/temporary work will be provided to the attending physician. Transitional/Temporary positions are then developed with consideration of the worker’s physical abilities, the business needs of the City and the availability of transitional work.

In Case Of An On-The-Job Accident

If you have a work-related injury and are missing time from work, contact the Mayor for details regarding time-loss.

Transitional Temporary Work Assignment

The City will determine appropriate work hours, duration and locations of all work assignments. The City reserves the right to determine the availability, appropriateness and continuation of all transitional assignments and job offers.

Communication

It is the responsibility of the worker and/or supervisor to immediately notify the Mayor of any changes concerning a transitional/temporary work assignment.

Employee Responsibilities

Accident Reporting

- a. An ***accident*** is any unplanned event that disrupts normal work activities and may or may not result in injury or property damage. All work-related accidents, injuries and near misses must be reported immediately to the Mayor.
- b. If an accident occurs, but does not require ***professional medical treatment***, the supervisor should immediately be informed, so that an Investigation Report can be completed. If first-aid treatment is needed, it should be sought on-site.
- c. If an accident occurs which requires ***professional medical treatment***, the worker should follow the emergency response plan. The worker must fill out a workers’ compensation form ***801*** as soon as possible.

Worker’s Physical Condition

- a. If professional medical treatment is sought, the worker should inform the attending physician the City has a return-to-work program with light duty/modified assignments available.
- b. The worker should obtain a ***Return-to-Work Information*** form and completed ***Job Description*** form (if available).. This should be provided to the treating physician and should be returned to the City files following the initial medical treatment.

Worker Return To Work

- a. If the attending physician releases the worker to return to work, as evidenced by completion of a ***RTW Information Form*** and ***Job Description Form***, the form(s) must be returned to the Mayor, within 24 hours for assignment of light duty/modified work. ***The worker cannot return to work without a release from the attending physician.***
- b. If you return to a transitional/temporary job, you must make sure that you do not go beyond either the duties of the job or your physician's restrictions. If your restrictions change at any time, you must notify your supervisor at once and give your supervisor a copy of the new medical release.

Worker Unable To Return To Work

- a. If the worker is unable to report for any kind of work, the worker must call in at least weekly to report medical status.
- b. While off work, it is the responsibility of the worker to supply the Mayor with a current telephone number (listed or unlisted) and an address where the worker can be reached.
- c. The worker will notify the Mayor within 24 hours of all changes in medical condition.

Employee Privacy/Communications Systems

Employees who use city electronic or telephonic equipment for communications and information transmittal, or receive from or store information into these systems, do so at their own risk. The equipment is the property of the City and, as such, is to be used solely for job-related purposes. Excessive use of city electronic or telephonic equipment for personal use is grounds for discipline, up to and including termination. Employees using access codes other than their own to retrieve any stored data or communication is strictly prohibited. Use of e-mail to send chain letters or spam is prohibited. Any of the city electronic systems, including e-mail, may not be used for any purpose that would be in violation of any city policies, including harassment and discrimination.

Any downloading of material which is not related to city needs and purposes is not allowed. Also prohibited is the downloading of or installation on city computers of application software either from the Internet or other sources. Such software may not only contain viruses but also may interfere with the functioning of city software. Please do not copy or disseminate material which is copyrighted. Accessing or downloading pornography is grounds for discipline up to and including termination.

The City reserves the right to revoke the privileges of any user at any time. Conduct that interferes with the normal and proper operation of the information systems, that adversely affects the ability of others to use the systems, or which is harmful or offensive to others will not be permitted.

From time to time, authorized personnel may monitor the use of the City's telephone and electronic equipment to ensure that the use of such is consistent with city business. Employees have no expectation of privacy with respect to such equipment.

Employees who use city-provided storage space or desks, in which to place their personal property during work hours are not protected by any expectation of privacy.

Workplace Solicitations and Distribution of Literature

The solicitation or sale of merchandise or distribution of literature during business hours (listed on your time card as work hours) is not allowed. Specifically, distributing material or samples of cosmetics, kitchen products, tools, religious material, etc. during work hours is prohibited. Employees who are on meal or break time can discuss such products and activities with those who are also on their meal or break times. Non-employee solicitors of products and literature are not allowed at any time.

Reimbursement of Expenses

From time to time you may be asked to spend personal funds for business supplies or travel as part of your regular duties. All purchases over \$200 must have prior approval. A receipt must accompany the request for all reimbursements.

Payroll Advances and Loans

We do not allow payroll advances nor do we give employees loans. Please do not ask.

References

When you apply for a position with us, we will make every effort to gain information about your previous employment history. After you leave our employment, it is our practice to provide prospective employers with the dates of your employment and the job held. However, if you left our employment because of a serious circumstance(s) the fact of that will be shared with the prospective employer to the extent allowed by law.

Personal cell phones must be turned off or to silent mode during City meetings. Public Internet Communication Policy

The City encourages open communication both internally and externally in all forms. Externally communicating about aspects of the City that are Confidential City Information is ALWAYS forbidden and grounds for immediate termination. Confidential City Information does not include terms of your employment. For additional information on what is considered proprietary and confidential information, please see the Confidentiality Policy.

It is advised that employees be prudent when participating in such forums. Ask yourself: “Would this communication regarding the City impair my ability to work with my colleagues on a friendly basis? Would it give an advantage to our competition? Would it make our clients uncomfortable?” If you could answer yes to any of these questions, please avoid this communication.

Specific guidelines when participating in public communications are:

- Public communications concerning the City must not violate any guidelines set forth in the Employee Handbook, whether or not you specifically mention your employment status.
- If you identify yourself as a City employee, or if you regularly or substantively discuss the City publicly you must include the following disclaimer: “The opinions expressed here are the personal opinions of [your name]. Content published here is not read or approved by the City before it is posted and does not necessarily represent the views and opinions of the City.”

Failure to follow these policies may result in disciplinary action, up to and including termination.

Termination of Employment and Final Paycheck

To the greatest extent possible, the City will endeavor to give an employee two weeks’ notice if it must sever the employment relationship for non-work performance/conduct issues. It asks the employee to extend us the same courtesy.

Final paychecks will be issued in accordance with state wage and hour laws.

Receipt Of Employee Policies Handbook

I acknowledge that I have been given a copy of the Employee Policies Handbook. I understand that the information provided is a guide only and that the City has the right to change this handbook or terminate any policies, procedures or employee benefits, whether or not described in this handbook, at any time. I understand that I must read this handbook, know its contents and adhere to the City’s policies and procedures.

I understand that this handbook is **not** a contract of employment, express or implied, between me and the City and that I should not view it as a guarantee of continued employment

for a specific length of time – that my employment relationship is “at-will,” thereby allowing me or the City to sever the employment relationship at any time, with or without notice, with or without reason.

Date: _____

Employee Name

Employee Signature

NOTE TO EMPLOYEE: This form will be placed in your personnel file.

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