

CITY OF MECHANICSVILLE

Employee Handbook

LAST UPDATED May 2015
Drug & Alcohol Policy added
For Regulated and Non regulated employees

INTRODUCTION

Welcome to our work group. We trust that you will enjoy your work here and that we will be proud of you as a good employee. In this handbook we explain what the city expects from you and what you can expect from the city. We have tried to use simple and clear language in order to avoid misunderstandings. If any statement in this booklet is not completely clear to you, please ask a council member or city clerk to explain it. We hope that you will be happy in your work and that we both enjoy pleasant relations for many years.

SECTION I – GENERAL ADMINISTRATIVE PROVISIONS

1.1 NONDISCRIMINATION POLICY

Our policy is to select, place, train, and promote the best qualified individuals based upon relevant factors such as work quality, attitude, and experience, so as to provide equal employment opportunity for all our employees in compliance with applicable local, state, and federal laws, and without regard to non work-related factors such as race, color, religion/creed, sex, sexual orientation, gender identity, national origin, age, disability, pregnancy, citizenship, or marital status.

This equal opportunity policy applies to all City of Mechanicsville's activities, including but not limited to, recruiting, hiring, training, transfers, promotions, and benefits.

We will give equal treatment to all applicants for employment and to all employees. Hiring, work assignments, rates of pay, promotion, layoffs, recalls, and all other employment decisions will be based purely on skill and ability, length of service, satisfactory conduct, productivity, and quality of work.

1.2 Management of Operations

These policies remain in effect until modified or revised by the City Council, and shall cover all employees. Because we realize the importance of every employee to a successful operation of our business and because we earnestly want each employee to be successful and happy in his work, we declare the following policies:

1. We will hire the best available person whenever a vacancy occurs.
2. We will try to develop each employee to become an effective and enthusiastic worker.
3. We will treat each person with consideration and respect.
4. We will try earnestly to avoid any favoritism of one employee over another.

5. We will provide a clean, healthy and safe place to work.
6. We will pay fair wages in line with job requirements and performance on the job.
7. We will provide steady employment as far as practical.
8. We will recognize length of service where other qualifications are approximately equal.
9. We will avoid discharge except as the last resort.
10. We will cooperate with employees in the purchase of those forms of group insurance which minimize the effect of certain emergencies.
11. We will provide such other benefits as holidays with pay, and vacation with pay, in line with current practices and business conditions.
12. We will inform employees of developments in the business which affects them.
13. We will expect each employee to show a real interest in his work and to do a good day's work everyday.

These policies are intended to help create and maintain an employee relation climate in which people will work together effectively and with enthusiasm.

1.3 HARASSMENT IS FORBIDDEN POLICY

A fundamental policy of the City of Mechanicsville is that the workplace is for work. Our goal is to provide a workplace free from tensions involving matters which do not relate to the City of Mechanicsville's business. In particular, an atmosphere of tension created by nonworking-related conduct, including but not limited to ethnic, racial, sexual or religious remarks, animosity, unwelcome sexual advances or requests for sexual favors, or other such conduct does not belong in our workplace.

Harassment of employees or of applicants by other employees is prohibited. Harassment includes, without limitation, verbal harassment (epithets, derogatory statements, slurs), physical harassment (assault, physical interference with normal work or involvement), visual harassment (posters, cartoons, drawings), and innuendo.

Sexual harassment is a violation of state and federal law. It includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact and other verbal or physical conduct, or visual forms of harassment of a sexual nature when submission to such conduct is either explicitly or implicitly made a term or condition of employment or is used as the basis for employment decisions or when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

You cannot be forced to submit to such conduct as a basis for any employment decision and the City of Mechanicsville will do its best to keep itself free of any conduct which creates an intimidating, hostile or offensive work environment for our employees.

What To Do If You Feel Our Policy Has Been Violated

An individual who feels harassed, discriminate or retaliated against must initiate the complaint process by filing a complaint in writing with the Manager or Supervisor.

If you feel uncomfortable bringing the matter to your Manager or Supervisor or if your Manager or Supervisor is thought to be involved in the harassment, you may file a written complaint with the City Clerk, who, to the extent possible, will treat the matter with the degree of confidentiality that you require. If you feel uncomfortable bringing the matter to the City Clerk, or if the City Clerk is thought to be involved in the harassment, you may file a written complaint with the Mayor, who, to the extent possible, will treat the matter with the degree of confidentiality that you require. Charges of harassment will be promptly and thoroughly investigated and a report will be made to you concerning the results of the investigation.

If the City of Mechanicsville determines that harassment has occurred, appropriate relief for the employee bringing the complaint and appropriate disciplinary action against the harasser, up to and including discharge, will follow. A non-employee who subjects an employee to harassment in the workplace will be informed of our City of Mechanicsville's policy and appropriate action will be taken.

SECTION II - DEFINITIONS

2.1 EMPLOYMENT AT WILL POLICY:

Unless you are given a written contract signed by the City Clerk specifying an employment term, your employment is "at will". This means that both the City of Mechanicsville and the employee have the right to terminate employment at any time with or without cause. Nothing in this Handbook nor any oral or written representation by any employee, official, Manager, or Supervisor of the City of Mechanicsville shall be construed as a contract of employment.

2.2 REGULAR FULL-TIME EMPLOYEE

Full-time employees are normally scheduled to work 40 hours per week.

2.3 REGULAR PART-TIME EMPLOYEE

Part-time employees work regular stated hours and are employed on jobs with fewer than 40 scheduled hours per week.

2.4 TEMPORARY OR SEASONAL EMPLOYEE

Temporary or seasonal employees may work either a full or part time schedule but are hired for a specific project or for a finite period of time and do not receive any benefits.

2.5 VOLUNTEER EMPLOYEE

Persons who volunteer their time in serving the library, ambulance, fire departments, or other areas within the City of Mechanicsville.

2.6 CITY SENIORITY

Seniority is the employee's length of continuous service since the last date he started to work for the city. If more than one person started to work on the same day, they will be placed on the seniority list in alphabetical order.

Employees will serve a probationary period of ninety (90) days. If retained beyond the probationary period, their seniority will date back to the date they last started to work for the city. Seniority will be an important factor in promotion, as well as the only factor in the length of vacations.

The seniority of an employee will be terminated for voluntary resignation.

2.7 NEW EMPLOYEES

New employees shall be considered as probationary employees for the first ninety (90) days.

2.8 HOURS AND OVERTIME

To provide guidelines compensating employees working beyond their normal work schedule. A work week shall be seven (7) consecutive days Monday through Sunday each week.

Overtime shall be worked only when necessary. Employees required to work more than forty (40) hours in a work week will be compensated at an overtime rate of one (1) and one half (1/2) times their hourly rate. Overtime compensation may be taken as pay or compensatory time.

Employees called or recalled to work after their normal work week or day shall be compensated a minimum of two (2) hours. Employees called to work less than two (2) hours early before a regular work day may adjust that days work hours or receive overtime compensation for actual time worked.

Any change in working hours will be announced as much in advance as practical.

These are the hours expected to be worked under normal conditions but are not a guarantee of hours to be worked or paid for.

Overtime rates will be paid to hourly employees for time worked as follows:

When an employee is called to work on a day being observed by the city as a holiday, he shall be paid straight time for the time worked. Such pay shall be in addition to holiday pay.

Time and one-half (1 1/2) will be paid for hours worked beyond forty (40) hours in any established work week. The 40 hours will not include vacation time or sick time. Holiday pay will be counted as hours worked. (Example: work 34 hours plus 8 hours holiday pay, would be 40 hours regular rate and 2 hours at time and 1/2.)

2.9 Compensatory Time

Compensatory time may be saved for later use as approved by the City Council up to a maximum of eighty (80) hours. Accumulated compensatory time may be used in fifteen (15) minute increments.

The City Clerk will maintain compensatory time, use and accumulation, records for all full time employees. Employees working overtime will advise the City Clerk in writing, by the last day of each month, how they wish to be compensated for overtime hours worked during the month.

Employees will record compensatory time use on weekly time cards. Employees may take up to eight (8) consecutive hours of a work day off utilizing accumulated compensatory time with department head permission providing there is no necessary work needing immediate attention. Employees wishing to use more than eight (8) consecutive hours of accumulated compensatory time must, in addition to department head approval, request and secure City Council authorization.

Employees will be notified by the City Clerk if their accumulated compensatory time total exceeds eighty (80). Any hours over the maximum must be used or paid for by the last day of each calendar quarter.

2.10 EXEMPT EMPLOYEE

Exempt employees work in executive, administrative, outside sales and professional capacities and are not covered by the Fair Labor Standards Act and do not receive additional pay for overtime hours worked.

2.11 NONEXEMPT EMPLOYEE

Nonexempt employees are covered by the Fair Labor Standards Act and are paid one and one-half times their regular base pay for hours worked over 40 hours in a work week.

2.12 WORKING DAYS

The normal work day is eight (8) hours, excluding an unpaid lunch period. The normal work week is forty (40) hours, Monday through Sunday.

SECTION III – RECRUITMENT AND EMPLOYMENT PROVISIONS

3.1 Applications / Relocation Expense

All applications need to be completed and signed in order to be considered a valid application. Interviews will be granted, based on skills, experience, education and qualifications submitted on the application. The city does not provide relocation expenses.

3.2 NONDISCRIMINATION POLICY

Our policy is to select, place, train, and promote the best qualified individuals based upon relevant factors such as work quality, attitude, and experience, so as to provide equal employment opportunity for all our employees in compliance with applicable local, state, and federal laws, and without regard to non work-related factors such as race, color, religion/creed, sex, sexual orientation, gender identity, national origin, age, disability, pregnancy, citizenship, or marital status.

This equal opportunity policy applies to all City of Mechanicsville's activities, including but not limited to, recruiting, hiring, training, transfers, promotions, and benefits.

We will give equal treatment to all applicants for employment and to all employees. Hiring, work assignments, rates of pay, promotion, layoffs, recalls, and all other employment decisions will be based purely on skill and ability, length of service, satisfactory conduct, productivity, and quality of work.

3.3 Driver's License

All employees must have a valid driver's license. Failure to maintain a valid driver's license may result in disciplinary action up to and including termination of employment. Employees & volunteers shall annually provide a copy of their driver's license to the city clerk. The information shall then be supplied to the police chief in order to complete random checks for valid licenses effective January 1, 2006.

3.4 Bondable

The Council shall provide by resolution for a surety bond or blanket position bond running to the City and covering the Mayor, Clerk, Treasurer and such other officers and employees as may be necessary and advisable. Code of Iowa Sec 64.13

3.5 AMERICANS WITH DISABILITIES ACT

As stated elsewhere in this Handbook, the City of Mechanicsville shall not discriminate against any applicant or employee because of a disability. The City of Mechanicsville will endeavor at all times to provide reasonable accommodation to applicants or employees with a disability. A disability will affect a person's employment only when and if it is determined that individual cannot perform the essential functions of the job, even with a reasonable accommodation.

The City will keep medical information confidential, consistent with federal and state law.

3.6 Citizenship & Alien Status Verification

Our policy, as an equal opportunity employer, is to employ persons legally entitled to work in the United States. To ensure that the City of Mechanicsville complies with the Immigration Reform and Control Act of 1986, all employees will be asked to provide satisfactory documentation of their eligibility to be employed in the United States within 3 days of the offer of employment.

3.7 Performance Evaluation

All employees are expected to work efficiently and harmoniously and to meet the requirements and standards of their position.

During your employment with the City of Mechanicsville, your Manager or his or her designee will evaluate your work. He or she will undertake a formal review of your work performance giving consideration at each review to changes in your job content or responsibility. Reviews shall occur after 90 days of employment and then annually thereafter during the month of May.

Your salary is monitored in this manner so that it accurately reflects your job and your performance. Based upon the evaluation of your Manager or his or her designee and your total work record, your salary may be increased. It should be understood that increases in your salary are not an automatic part of the performance review but are within the City of Mechanicsville's discretion based upon your entire work record and the evaluation of your Manager or his or her designee.

3.08 Medical Examination

Pre-employment or pre-duty drug and alcohol testing will be conducted before applicants are hired or after an offer to hire, but before actually performing safety-sensitive functions for the first time. This test also is required when employees transfer to a safety-sensitive position and can be used following an extended leave under some DOT rules.

All applicants who drive a commercial motor vehicle and are required to have a CDL shall be given a pre-employment medical examination at city expense, and a report thereof shall be made as to suitability for employment in the position to be filled. Such medical examination report and subsequent reports made during person's term of employment shall be kept in a permanent file for each employee.

3.09 FAMILY AND MEDICAL LEAVE POLICY

Eligibility

In order to be eligible for Family and Medical Leave:

An employee must work at a site where 50 or more employees work within 75 miles. As the City does not employ 50 employees, no employees are eligible for FMLA leave. The rest of this policy is for informational purposes only.

An employee must have worked for the City of Mechanicsville for at least 12 months; and

An employee must have worked for the City of Mechanicsville for at least 1,250 hours during the year preceding the start of the leave.

Because employees are not eligible for Family and Medical Leave, his or her request for leave will be covered by the City of Mechanicsville's general leave policy found elsewhere in this Handbook.

When an employee is eligible for Family and Medical Leave Act leave, he or she may take leave in the following circumstances:

- for an employee's own serious health condition that makes the employee unable to perform the functions of the employee's job;
- for a serious health condition of an employee's child, spouse, or parent where the employee is needed to care for that family member;
- upon the birth of a child to care for the child; or
- Because of the placement of a child with an employee for adoption or foster care.

Return to Work

Unless otherwise permitted by law, at the end of the approved Family and Medical Leave, the employee will be offered restoration to the same position he/she held when leave commenced or to an equivalent position. Employers may choose to exempt certain highly compensated employees from this requirement and not return them to the same or an equivalent position.

An employee whose Family and Medical Leave exceeds 12 weeks within a 12-month period will not be guaranteed a job upon return from the leave, unless otherwise required by law.

An employee who fails to return to work at the end of an approved medical leave will be considered as having voluntarily terminated.

Employers may require that upon returning from leave due to an employee's serious health condition, the employee must provide Certification from his/her health care provider that the employee is able to resume work and that the employee is fit for duty with regard to the serious health condition that caused the employee's need for Family and Medical Leave.

Request for Leave

Employees must provide 30 days prior notice if the leave is foreseeable. If an employee is unable to provide such notice, notice must be provided as is practicable.

An employee undergoing planned medical treatment will be required to make a reasonable effort to schedule the treatment to minimize disruptions to the employer's operation.

Certification

An employee requesting a Family and Medical Leave for a serious health condition must provide the employer with Certification from a health care provider.

The employee should furnish the required Certification when requesting leave or soon after the leave is requested, but not more than 15 calendar days from the start of the requested leave, unless it is not practical under the particular circumstances. During the leave, employers may also require that the employee obtain re-certification of the medical condition supporting the leave.

The employer has the right to require an employee to obtain an opinion by a health care provider designated and paid for by the employer either before or during the leave. If there is a disagreement, a third health care provider will settle the dispute.

Disability/Workers Compensation Benefits

Employees on a Family and Medical Leave due to their own serious health condition may be eligible for payments from other sources such as Workers' Compensation, State Disability or disability insurance, if any. Employees should ask their employer if they think they are eligible for these benefits.

3.10 Seniority

Seniority is the employee's length of continuous service since the last date she/he started to work for the city. If more than one person started to work on the same day, they will be placed on the seniority list in alphabetical order.

3.11 Personnel Files, Privacy & Employee Access

Each employee is responsible for updating personnel information with the City Clerk, in writing, when there is a change in address, telephone number, marital status, emergency contact, or number and names of dependents.

Tax information must be kept current. W-4 forms are available from the City Clerk throughout the year.

All records maintained by the City Clerk are the property of the City of Mechanicsville. Employees may view their Personnel files in the presence of the City Clerk or a designee.

Personnel material is shared within the City of Mechanicsville only on a need to know basis.

3.12 Confidentiality

As an employee of the City of Mechanicsville you may learn confidential business information. During and after employment with the City of Mechanicsville, confidential business information may not be shared with non-employees of the City of Mechanicsville and may only be shared with City of Mechanicsville employees on a need to know basis. If you violate this policy, disciplinary action will be taken up to and including immediate discharge.

The City of Mechanicsville will provide employee information to outside agencies only upon written authorization of the employee or as provided by law. Most banks, credit agencies, or other parties requiring employment information will provide you with an appropriate form.

Our standard credit or other reference letters are limited to confirming dates of employment, job title, and current rate of pay. All requests for employment verification must be received by the City Clerk in writing. Our response will be in writing unless special arrangements are made in advance with the City Clerk. The City of Mechanicsville does not provide letters of recommendation.

The City of Mechanicsville protects employee's confidentiality and expects the employees to protect the City of Mechanicsville's confidences as well. Supervisors may not give out any information about an employee and must refer any phone calls seeking such information to the City Clerk. Under no circumstances may a Supervisor or Manager verify employment over the phone.

In addition, the City of Mechanicsville also expects that you respect the privacy of your fellow employees, both with employees and non-employees without written City of Mechanicsville's authorization.

SECTION IV – GENERAL EMPLOYEE CONDUCT

4.1 Statement of Conduct

YOUR RESPONSIBILITIES

The City of Mechanicsville has always maintained the highest standards of public service. Therefore, in all dealings with the public and with each other, all City of Mechanicsville employees are expected to respect the dignity of each individual. With the foregoing in mind, the City of Mechanicsville has developed policies and rules for the benefit of us all.

Some of the policies have already been outlined earlier in the Handbook. Others are contained in the following list. You are encouraged to read this list of actions and to understand them fully. Many of these things have never been a problem for the City of Mechanicsville, and we hope to keep it that way. If any one of these actions or any one of the previously mentioned actions or similarly egregious action is taken by you, it can result in disciplinary action up to and including dismissal.

1. Improperly treating or servicing a fellow employee, customer or any other non-employee.
2. Insubordination or lack of cooperation.
3. Failing to follow City of Mechanicsville job instructions.
4. Failing to follow instruction of, or to perform work requested by, a Supervisor or Manager.
5. Failing to meet a City of Mechanicsville measure of efficiency and productivity.
6. Placing long distance personal phone calls or making or receiving excessive personal phone calls on City of Mechanicsville time.
7. Unauthorized or excessive absences (including late arrival and early departure) from work.
8. Sleeping on City of Mechanicsville property or during the time in which you are supposed to be working.
9. Abusing, wasting, or stealing City of Mechanicsville property or the property of any City of Mechanicsville employee or non-employee.
10. Removing City of Mechanicsville property or records without written authorization.
11. Falsifying your employment application or other personnel records.
12. Falsifying City of Mechanicsville reports or records (including timesheets).
13. Violating the law on City of Mechanicsville premises, including gambling.
14. Fighting or starting a disturbance on City of Mechanicsville premises or while performing job duties, including, but not limited to, assaulting or intimidating a City of Mechanicsville employee or non-employee.
15. Unauthorized possession of firearms, weapons, or dangerous substances while performing job duties or on City of Mechanicsville premises.

16. Reporting to work in a condition unfit to perform your duties, including reporting to work with measurable amounts of illegal drugs or controlled substances in your system or being under the influence of alcohol or drugs or controlled substances.
17. Consuming or selling alcohol, illegal drugs or controlled substances on City of Mechanicsville premises or while performing your job duties.
18. Smoking, eating, and drinking in prohibited areas.

4.2 Holding and Campaigning for Public Office

Candidates must comply with Code of Iowa Chapter 68A that contains the campaign regulations enforced by the Iowa Ethics and Campaign Disclosure Board. The Board is an independent state agency that enforces the laws related to activities of political candidates. Other statutes concerning the Board are found in Code Chapter 68B.

4.3 Nepotism

Employment restriction policy

It is against our policy to hire the spouse, children of the employee, brothers, sisters, father, mother, father-in-law and mother-in-law, however, an employee who marries another employee after they are both on our payroll will be permitted to continue to work here. This hiring practice would apply only to new permanent employees.

Summer or part-time employees who are included in the immediate family of a permanent employee must not be assigned to the same department where a family member is employed.

4.4 Attendance/Lateness

The City of Mechanicsville relies on you to report to work regularly and on time. If you are going to be late or absent, you must contact your Supervisor or Manager immediately. If you have to leave early, you must obtain approval from your Supervisor or Manager. Your Supervisor or Manager may require that you make up any lost work time.

The City of Mechanicsville will take disciplinary action, up to and including discharge, where attendance is unacceptable.

This policy shall not be construed to conflict with the Americans with Disabilities Act, the Family and Medical Leave Act, the Iowa Civil Rights Act, and other applicable federal and state laws.

4.5 Use of City Property

TELEPHONE

In order to keep city telephone lines open for necessary business calls, employees are requested to discourage any but emergency incoming calls. Outgoing calls, except if an emergency, are to be made outside of working hours.

Only emergency incoming calls will be delivered to employees. The person calling must make it clear that it is an emergency call. Other incoming calls will be posted on the bulletin board. Personal calls are discouraged. If necessary to make a personal call, the employee should charge the call to his personal home number if long distance.

EMPLOYEE MONITORING

BASIC POLICY

The employee's work output, whether it be paperwork, computer files, products, customer calls, or customer interaction, belongs to the City of Mechanicsville. As such, that work output is always subject to review by the City, whether it is stored electronically, on paper, or in any other form. In addition, business equipment, including computers, desks, and lockers, belong to the City of Mechanicsville and are subject to search or investigation. Because the City of Mechanicsville is sensitive to the legitimate privacy rights of employees, every effort will be made to ensure that workplace monitoring is done in an ethical and respectful manner.

ELECTRONIC TOOLS

As a City, we increasingly use and exploit electronic forms of communication and information exchange. Employees may have access to one or more forms of electronic media and services (computers, e-mail, telephones, voice-mail, fax machines, external electronic bulletin boards, wire services, on-line services, the Internet, and the World Wide Web).

The City encourages the use of these media and associated services because they make communication more efficient and effective, and because they are valuable sources of information, e.g., about vendors, customers, and services. However, electronic media and services provided by the City are City property, and their purpose is to facilitate City business.

Electronic media and services are provided for City use. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-business purposes is understandable and acceptable -- as is the case with personal phone calls. However, employees need to demonstrate a sense of responsibility and may not abuse the privilege.

Electronic media (sending or receiving) may never be used for soliciting outside business ventures, advertising for personal enterprises, or soliciting for purposes that are non-City related.

Electronic information created and/or communicated by an employee using e-mail, word processing, City programs, spreadsheets, voice-mail, telephones, Internet/BBS access, etc. will not generally be monitored by City of Mechanicsville. However, the following conditions should be noted:

The City also reserves the right, in its discretion, to review any employee's electronic files and messages and usage to the extent necessary to ensure that electronic media and services are being used in compliance with the law and with this and other City policies. Employees should therefore not assume electronic communications are private and confidential and should transmit highly sensitive information in other ways. Any and all electronic communications may be subject to the Open Records law.

Computers, specifically the electronic mail system and the Internet, are not to be used to create, and should not ever display, any offensive or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender specific comments, or any other comment that offensively addresses someone's age, race, color, gender, sexual orientation, gender identity, religious or political beliefs, national origin, or disability.

Employees must respect the confidentiality of other people's electronic communications and may not attempt to read, "hack" into other systems or other people's logins, or "crack" passwords, or breach computer or network security measures, or monitor electronic files or communications of other employees or third parties except by explicit direction of City management.

City of Mechanicsville Acceptable Use Policy specifies policy for the use of information resource and information technology systems. Enforcement of this acceptable use policy is consistent with the policies and procedures of this organization.

Being informed is a shared responsibility for all users of Mechanicsville's information systems. Being informed means, for example:

- Knowing these acceptable use policies and other related rules and policies,
- Knowing how to protect your data and data that you are responsible for,
- Knowing how to use shared resources without damaging them,
- Knowing how to keep current with software updates,
- Knowing how to report a virus warning, a hoax, or other suspicious activity, and
- Participating in training.

Policy

Compliance with this policy is mandatory for all officials, employees and contractors of this organization. This policy applies to all Mechanicsville information, computer systems and data that is used for official City of Mechanicsville business regardless of its location.

1. Authorized Use

Users must not use other users' passwords, user IDs, or accounts, or attempt to capture or guess other users' passwords. Users are also restricted from using business equipment for personal use, without authorization from the City of Mechanicsville. Users must not hide their identity for malicious purposes or assume the identity of another user.

2. Privacy.

User files may be subject to access by authorized employees during the course of official business. Accordingly, users should have no expectation of privacy and their activity may be monitored.

3. Restricted Access

Users must not attempt to access restricted files or portions of operating systems, security systems, or administrative systems to which they have not been given authorization. Accordingly, users must not access without authorization: electronic mail, data, or programs, or information protected under state and federal laws. Users must not release another person's restricted information.

4. Proper Use of Resources

Users should recognize that computing resources are limited and user activities may have an impact on the entire network. The user must not:

- Misuse email
 - i. Spread email widely (chain letter) and without good purpose ("spamming") or flood an individual, group, or system with numerous or large email messages ("bombing"), or
 - ii. Use streaming audio, video or real time applications such as: stock ticker, weather monitoring or Internet radio.

5. Protecting Information and Shared Resources

Users must:

- Follow established procedures for protecting files, including managing passwords, using encryption technology, and storing back-up copies of files.
- Protect the physical and electronic integrity of equipment, networks, software, and accounts on any equipment that is used for City of Mechanicsville business in any location.

- Not visit non-business related websites
- Not open email from unknown senders or email that seems suspicious
- Not knowingly introducing worms or viruses or other malicious code into the systems nor disable protective measures ie: antivirus, spyware firewalls.
- Not install unauthorized software.
- Not send restricted or confidential data over the Internet or off your locally managed network unless appropriately encrypted.
- Not connect unauthorized equipment or media, which includes but is not limited to: laptops, thumb drives, removable drives, wireless access points, pdas, and mp3 players.

6. Civility

Users must not harass other users using computer resources, or make repeated unwelcome contacts with other users. Users must not display material that is inappropriate in an office environment for example, consistent with City of Mechanicsville policies.

7. Applicable Laws

Users must obey local, state, and federal laws including laws on copyright and other intellectual property laws.

INSPECTIONS

A lunch bucket and parcels to be taken out of the work place are subject to inspection. Lockers are subject to inspection at any time.

4.6 Use of City Vehicles

TRANSPORTATION

No employee of the city shall furnish his own transportation on city business unless specifically authorized and directed by the city council or mayor. Employees shall be reimbursed for the use of their automobile on city business when directed, at the rate currently in effect at that time as set by the state.

It shall, however, be the policy that the use of employee owned cars on city business shall be kept within the bounds of absolute necessity.

4.07 Drug-Free Workplace

To help insure a safe, healthy, and productive work environment for our employees and others, to protect City of Mechanicsville property, and to insure efficient

operations, the City of Mechanicsville has adopted a policy of maintaining a workplace free of drugs and alcohol.

Individuals under the influence of drugs and alcohol on the job pose serious safety and health risks not only to themselves, but also to all those who surround or come in contact with the user. Therefore, possessing, using, consuming, purchasing, distributing, manufacturing, dispensing or selling alcohol or controlled substances, or having alcohol or controlled substances in your system without medical authorization during your work hours, on City of Mechanicsville premises or while on duty will result in disciplinary action up to and including immediate termination. Individuals reasonably suspected of using drugs or alcohol in violation of this policy may be required to submit to a drug and alcohol test.

In accordance with the Federal Drug Free Workplace Act, employees must notify the City of Mechanicsville of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Failure to timely notify the City of Mechanicsville of a conviction for a criminal drug statute violation occurring in the workplace will be subject to disciplinary action up to and including termination.

For additional educational materials and details of the drug and alcohol testing policy see the attached adopted policies included as appendix A for the Regulated Employees (CDL Required) and appendix B Non Regulated Employees (no CDL required).

SECTION V – DISCIPLINARY ACTION

5.1 Causes for Disciplinary Action

An employee may be discharged at the discretion of the city council for reasons of general inefficiency or any action which is determined not to be in the best interest of the city.

The following kinds of unsatisfactory conduct on the job need to be corrected or the habitual offender discharged:

1. Doing the work incorrectly after being properly instructed. Lack of ability should become evident during training and should result in transfer rather than discipline.
2. Serious misconduct which may require discharge on the first offense such as:
 - Harassment of others. (See Harassment is Forbidden Policy Section 1.3 Page 3)
 - Sleeping while on duty.
 - Smoking in prohibited areas.
 - Refusal to follow orders.
 - Stealing.
 - Fighting.
 - Willful destruction of property, equipment, or material.
 - Reporting to work under the influence of drugs and/or narcotics or possession of drugs and/or narcotics. (See Drug and Alcohol Policy Section 4.07)
 - Doing personal work on city time.
 - Use of city equipment for personal use.
3. Minor misconduct which reduces productivity, such as:
 - Absenteeism.
 - Excessive visiting.
 - Tardiness.
 - Quitting ahead of time.
 - Extended rest periods.
 - Starting to work late even when checked in on time.

5.2 Type of Disciplinary Action

FIRST OCCURRENCE - (misunderstanding) reprimand employee.

SECOND OCCURRENCE - reprimand, repeat instructions and warn that a repetition may result in a layoff of one week.

THIRD OCCURRENCE - layoff, warn next repetition may mean a discharge.

FOURTH OCCURRENCE - DISCHARGE

DISMISSAL

An employee will be subject to discharge only if she/he cannot or will not do satisfactory work, after proper instruction and trial, or if her/his behavior or attendance record is unsatisfactory after four (4) warnings.

An employee may be automatically terminated if she/he is absent for one (1) or more days without reporting to the city with an acceptable explanation of the absence.

An employee who quits is to give a two weeks notice

Job Abandonment

Unreported absences or unauthorized absences will be classified as "unexcused". Unexcused absences may result in termination. An absence for three (3) consecutive working days without notice is considered job abandonment. Job abandonment is considered a voluntary resignation.

5.3 APPEAL. Any employee that feels they have been wrongly treated shall have an opportunity to provide a written request for an appeal to the council within 10 days of the disciplinary action taken.

Section VI – Employee Dispute Resolution

6.1 General Procedures

GRIEVANCES

Any question about your job, wages, hours or anything connected with your work, can be frankly and fully discussed with the city council. An employee may be dismissed at the discretion of the city council for reasons of general inefficiency or any action which is determined not to be in the best interest of the city.

6.2 Freedom of Communication

The City of Mechanicsville urges employees to communicate openly, with honesty and integrity, which is necessary for continuous improvement. Employees are encouraged to freely and candidly discuss their job-related concerns with their direct supervisor. The City of Mechanicsville realizes differences of opinion do occur. If at any time, the employee believes that they cannot resolve the concern with their immediate supervisor, they may discuss and seek resolution of an issue with the Mayor or council. There will be no retaliation if the employee uses this policy.

Section VII – Health and Safety

7.1 General Safety and Health

The city will continue to provide a clean, safe and healthy place to work. Employees are expected to do their part to work safely, wear required safety equipment, observe all posted safety rules and regulations, and keep their work place neat and clean.

The city shall furnish rubber coats, boots and gloves and all other necessary rubber equipment for specific work and other necessary protective clothing in the department upon recommendation of the department head and approval of the city council. No city employee shall be requested to furnish special tools, material or machine parts. Personal safety equipment such as hard hat, special safety equipment will be provided by the city.

Safety glasses will be provided by the city. PRESCRIPTION (approval required) Employees shall be responsible for the cost of the examination or service fee. The city will be responsible for the cost of the glasses and any maintenance thereof, job related. Tinted glasses will be provided only when prescribed by the physician.

Any accident, no matter how slight, is to be reported to your supervisor at once.

City related illnesses and accidents are covered by Workmen's Compensation insurance.

7.2 Reporting of Work Related Injuries and/or Accidents

ACCIDENT REPORTING

To provide a method of reporting, investigating and reviewing duty related accidents or exposures involving City of Mechanicsville employees and/or equipment.

Employees shall report all exposures or accidents, while on duty or when using City of Mechanicsville equipment or vehicles, involving any personal injury, illness or property damage to their department head within 24 hours of each incident.

Supervisors shall report incidents involving their employees where the employee is unable to report due to injuries received in the incident.

The City of Mechanicsville "Incident Investigation Report" shall be completed when reporting incidents.

Completed Incident Investigation Reports shall be forwarded to the City Clerk within twenty-four (24) hours of each incident by department heads.

Employees involved in an accident resulting in injury or death of any person, with a City of Mechanicsville motor vehicle, shall immediately by the quickest means of communication give notice of such accident to the sheriff of the county in which said accident occurred, or to the nearest office of the Iowa highway safety patrol, or to any other peace officer as near as practicable to the place where the accident occurred.

Drivers of City of Mechanicsville vehicles involved in an accident resulting in injury to or death of any person, or total property damage to an apparent extent of one thousand dollars or more shall also within seventy-two hours after the accident, forward a written report of the accident to the Iowa Department of Transportation using the Iowa Accident Report Form in addition the City of Mechanicsville Incident Investigation Report.

The City Clerk shall be responsible for determining the need for additional reporting and shall timely complete and submit all required OSHA and Worker Compensation reports to the City's Insurance carrier.

PROCEDURES:

- Employees involved in an exposure or accident may obtain Incident Investigation Report form from their department head or the City Clerk.
- All employees involved in the incident should complete the front and Investigation Report section on the rear of the Incident Investigation Report.
- Completed Incident Investigation Reports should be turned in to the employees Department head as soon after each incident as possible for review and investigation.
- Department heads shall review submitted Incident Investigation Reports for completeness and accuracy, reporting their findings in the section titled Safety Officer's Report and forwarding completed reports to the City Clerk within 24 hours of the incident
- The City Clerk will forward a copy of each submitted Incident Investigation Report to each member of the Safety Committee for their review.
- Members of the Safety Committee will review Incident Investigation Reports prior to their meeting where reports will be reviewed, discussed and a determination made as to safety precautions used, completeness of investigation, need for actions to be taken reducing the likelihood of reoccurrence of the incident and determination of incident trends.

7.3 CDL Drug and Alcohol Testing Policy

See details of the drug and alcohol testing policy as provided in appendix A for the Regulated Employees (CDL Required) and appendix B Non Regulated Employees (no CDL required).

7.4 SMOKING

Smoking is prohibited.

7.5 ARRESTS BY PEACE OFFICER

The city will refer to the guidance as established in the Iowa Code

7.6 USE OF FORCE BY PEACE OFFICER MAKING AN ARREST

The city will refer to the guidance as established in the Iowa Code.

7.7 AUTHORIZED EMERGENCY VEHICLES

The city will refer to the guidance as established in the Iowa Code.

Section VIII – Separation of Employees

8.1 Termination

SEVERANCE PAY

Severance pay will not be paid to a city employee who voluntarily resigns or is discharged for reason.

8.2 LAYOFF AND RECALL

Regular work will be provided so far as practical. If a layoff should become necessary, an employee will be laid-off on the basis of their service. When other factors are equal, length of service will be controlling. Employees will be recalled from layoff in the reverse of the order in which they were laid-off.

When work picks up after a layoff, employees will be called to work by registered mail sent to the last address on the city's records.

An employee who declines recall to her/his regular job will be considered to have quit.

The city will not hire a new employee if the laid-off employee qualified to fill a vacancy is available and will accept recall to that vacancy within seven (7) calendar days.

8.3 Retirement

SEVERANCE PAY

Effective January 13, 1986 one month severance pay shall be granted to any city employee who retires due to age, illness, or death or is retired for some other reason at the request of management. Severance pay will not be paid to a city employee who voluntarily resigns or is discharged for reason.

8.4 Exit Interview and Exit Interview Form

The exit interview is an option available to management and to full-time and part-time employees, regardless of why the employee is leaving. The purpose of the exit interview is to gather information from employees and to provide employees with a formal opportunity to share thoughts and feelings about the City of Mechanicsville.

Section IX – Hours of Work

9.1 Work Day / Work Week

The normal work day is eight (8) hours, excluding an unpaid lunch period. The normal work week is forty (40) hours, Monday through Sunday.

9.2 Lunch Break / Rest Breaks

BREAKS

An employee is entitled to use a fifteen (15) minute rest period on the first and second half of each full work day at times approved by the department head.

LUNCH PERIOD

An unpaid lunch period will be allowed each work day.

SECTION X – Pay and Compensation

10.1 Establishment of Classification and Pay Plan

Paychecks will be distributed twice a month (15th and last day of the month). Any questions about your paycheck may be taken up with the city clerk. If the payday falls on a weekend or holiday, the checks will be distributed on the day before.

10.2 Reimbursement for Expenses

The City of Mechanicsville will reimburse employees for reasonable and necessary business expenses incurred by the employee. It is the responsibility of each employee to account for his or her expenses. There must be sufficient detail and/or proof of the business purpose of expenses. Receipts are to be turned into the clerk for expenses incurred.

10.3 Garnishments/ Payroll Deductions

GARNISHMENTS

The City will comply whenever it is served with a writ of garnishment or attachment, a notice of levy by the Internal Revenue Service or other portion of an employee's compensation with someone other than the employee.

DEDUCTIONS

The clerk will issue checks, less legally required or authorized deductions from the gross amount and make such contributions to IPERS, Medicare, Social Security or for other purposes as required by law or authorization of the City Council. Your earnings are the gross pay indicated on your paycheck and are not your net take-home pay.

SECTION X I- DESIGNATED HOLIDAYS

11.1 Designated Holidays

The following days shall be recognized as Holidays each calendar year:

New Year's Day
Presidents Day
Memorial Day
Fourth of July
Labor Day
Veteran's Day
Thanksgiving Day
Christmas Day
1 Personal Day

Each full time employee shall be compensated at their regular hourly rate while on holiday leave.

Holiday leave will normally be taken on the date the holiday occurs. No other form of leave time may be taken on recognized holidays.

Recognized holidays falling on Saturday or Sunday will be observed either the Friday before or Monday following the holiday, determined by the City Council the month preceding the holiday.

SECTION XII – VACATION LEAVE

12.1 Vacation Accrual Method

Each full time regular employee with at least one (1) year but less than two (2) years of continuous service with the city, since the last date he started to work for the city, will be entitled to one week (40 hours) of vacation with pay; with more than two (2) years and up to nine (9) years of service, will be entitled to two (2) weeks (80 hours) of vacation with pay; and with more than ten (10) years of service, will be entitled to three (3) weeks (120 hours) of vacation with pay.

12.2 Vacation Use

The city clerk is to be notified prior to date of your desired vacation dates. In case of conflict in dates, the employee with the greater length of service will be given preference.

Exempt employees on salary will receive their regular salaries during vacations.

A maximum of one full week of vacation time may be carried over into the next year if the employee is entitled to a weeks vacation and it has not been used and the employee chooses to carry said week of vacation over; or the employee may request to be paid for the one week of earned but unused vacation time by notifying the City Clerk in writing by the first day of December. Any earned vacation time in excess of one week referred to herein, must be used. No more than one week of unused vacation time can be carried over or pay requested for.

12.3 Vacation Payout upon Termination of Employment

Employees, who leave the service of the city and give at least two (2) weeks prior notice, will be paid any earned vacation pay not received.

SECTION XIII – SICK LEAVE

13.1 Sick Leave Accrual

Sick leave will be granted to full time employees on the following basis:

Sick leave shall be earned by the employees as follows: Four (4) days after the first ninety (90) days of employment, an additional day for each additional month of employment, thereafter. At the end of the first year, thirteen (13) days shall have been earned. An additional day shall be earned for each additional month of employment with a maximum accumulation of ninety (90) days paid sick leave allowed but at no time will any employee receive sick leave pay while receiving benefits from Social Security.

13.2 Sick Leave Notification and Use

Sick leave shall be used only for personal illness, personal injury, and personal medical appointments with members of the medical profession, or a death, serious illness, or serious injury to a member of the immediate family which includes the spouse, children of employee, brothers and sisters, father, mother, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, and grandparents. Sick leave shall not be granted for funerals of other than immediate family (up to three (3) days).

In the event of sickness or injury, the employee will receive eight (8) hours straight time pay for each work day that he is sick to the extent of his earned sick leave credit; but no more sick benefit per week than the employee's pay for a normal week. Sick leave is not to be construed as additional vacation time.

Sick leave pay for illness shall begin with the first work day's absence for the first three (3) illnesses of less than five (5) days duration in any one sick leave year; however, after the first three (3) illnesses of less than five (5) days duration in any sick leave year, there shall be no pay for the first weekday's absence due to illness, unless such illness shall continue for at least five (5) consecutive days. Sick leave used for doctor's appointments, scheduled medical treatments and partial day's sick leave that have been approved by the mayor or city council, will not be considered in establishing the three (3) illnesses of less than five (5) days duration in any one sick leave year. The sick leave year shall be defined as January 1 to December 31.

Any employee who is injured and disabled while on duty, shall continue to be paid for his regular straight time rate of forty (40) hours each week but not to exceed twenty-six (26) weeks while his disability continues; with the understanding that his Workmen's Compensation check shall be deducted from his regular paycheck for the period of time such employee is paid at the rate set forth above. If the period of disability for an employee continues for more than the twenty-six (26) weeks

referred to above, the Iowa State Workmen's Compensation law shall apply for the continuing period of disability. No employee in any one year shall be entitled to more than the twenty-six (26) weeks pay, regardless of the number of accidents in any year. Absence from work due to a job-incurred injury after twenty-six (26) weeks period shall be charged against the employee's sick leave credits.

Any employee, physically able, who fails to report within twenty-four (24) hours any injury to his supervisor, shall be ineligible for sick leave benefits.

Vacation time accrued may be used for sick leave absence after sick leave credits have been exhausted. Leave without pay will not be granted for illness or injury if employee has any sick leave credit.

A request for leave of absence, without pay, must be submitted to the employee's department head setting out the circumstances in full as to why such a leave is wanted. The request will be considered on the basis of the work load existing or anticipated in the employee's department and the circumstances of the request.

A physician's statement may be required by the department supervisor or council member for any sick leave period. The statement must show the kind and nature of the sickness or injury, that the employee has been incapacitated and unable to work for the period of his absence, and is again physically able to perform his duties.

An individual who is injured on the job will not be allowed to return to work until he has presented the city clerk with a written statement from his doctor setting out the facts as outlined in the preceding paragraph. All accidents and injuries must be reported to the employee's supervisor immediately, so as to enable the employee to qualify for Workmen's Compensation, if necessary.

All sick leave provisions will be made consistent with the ADA, the FMLA, the Iowa Civil Rights Act, and all applicable federal, state, and local regulations.

13.3 Sick Leave Benefits upon Termination of Employment

Any accumulated sick leave will be forfeited upon termination of employment.

13.4 Sick Leave Abuse

Any employee found guilty by the city council, after hearing, of abusing the sick leave provisions contained in this policy shall be subject to discipline or dismissal.

13.5 Serious Illness Leave

Substitution of Paid Leave

Employees taking Family and Medical Leave to care for a child, spouse, or parent with a serious health condition or for their own serious health condition must use all of their available accrued and unused paid sick and personal days and vacation as part of the leave.

Employees on Family and Medical Leave for the birth or the placement of a child must use all of their available accrued and unused vacation and personal days as part of the leave.

SECTION XIV – OTHER LEAVES

14.1 Non Medical Leave of Absence without Pay

Intermittent Leave

If an employee requests intermittent leave it may be necessary for the employer to transfer him/her to another position that will better accommodate an intermittent or reduced schedule.

14.2 Bereavement Leave

See Section 13.2 Sick Leave Notifications and Use

14.3 Voting Leave

Time off to vote will be available.

14.4 Military Leave

Employees who are members of the Reserves or the National Guard will be granted, upon request, an unpaid leave of absence for military training duty. However, they must present their orders on advance to the City Clerk. Employees eligible for vacation may use their vacation for their military leave.

A military leave will also be granted to employees who enter active military service in the Armed Forces or who are ordered for an initial period of active duty for training in the Reserves or the National Guard. Employees will be paid for any unused vacation, if eligible, on a pro rata basis for that year in accordance with the terms of the vacation policy set forth in this Handbook. Employees who return to work after an extended absence for military service are eligible for reinstatement in accordance with applicable law. They must, however, seek reinstatement within the required time limits and be qualified for work.

If you have any questions regarding military leave, please contact the City Clerk.

14.5 Jury Duty

If any employee is called for jury or witness duty, the city will grant the leave of absence and pay the difference between the court pay and the employee's regular straight time pay (if the courts pay is less than regular pay).

SECTION XV – HEALTH AND LIFE INSURANCE

15.1 Insurance Coverage for Full Time Employees

GROUP HEALTH INSURANCE

The city will provide a group family plan for health and hospitalization insurance for full time employees at a cost share to the employee of 5% of the cost of the premium. An employee will be eligible for the group insurance plan outlined previously on the first day of the month following date of hire.

15.2 Health Insurance Coverage Extension

Benefit Continuation

Employers must continue to maintain group health insurance coverage for the employee and, where applicable, for his or her dependents during the Family and Medical Leave, up to a maximum of 12 weeks in a 12-month period. Employees must, however, arrange to pay the premium contributions they previously had deducted in order to continue group health or other insurance for themselves and, where applicable, their dependents during the Family and Medical Leave.

If an employee fails to return to work at the end of the Family and Medical Leave, the employer may require the employee to reimburse it for the amount the employer paid for the employee's health insurance premiums during the leave.

SECTION XVI – GENERAL POLICIES AND PROVISIONS

16.1 Internet and E-Mail Policy

See Section 4.7

16.2 Outside Employment

Full-time employees are expected to consider their position with the City of Mechanicsville as their primary employment responsibility. Outside employment should be discussed with the employee's supervisor, as to not interfere with position duties, responsibilities and performance.

16.3 Volunteer Fire Department and Ambulance Service

Volunteer members of the Fire and Ambulance service are covered under the cities liability insurance and are expected to abide by the policies set out in the handbook.

16.4 COLLECTIONS

A collection within the group will be permitted to purchase a gift (i.e. flowers) for an employee confined to home or in a hospital because of an accident, illness or funeral.

16.5 CONFLICT OF INTERESTS - GIFTS

All employees shall comply with the State law provisions involving conflict of interest. Employees shall not accept personal gifts offered to them because of their employment with the city, provided that this policy shall not apply to gifts of general commercial advertising nature.

Code Section 68B.22 describes strict requirements regarding the receipt of gifts by public officials, public employees and their immediate families. Local government employees and elected officials cannot receive gifts from "restricted donors."

This includes:

Those seeking to do business with the city;

Those engaged in activities regulated by the city; or

Those that could be directly financially affected by a city official's performance or nonperformance of a task.

There are many exceptions to the gift law, including items under \$3 in value and informational material relevant to a public servant's official functions. It is not appropriate for an elected official to accept lunch from a restricted donor, even if

they are personal friends. Questions may be directed to the Iowa Ethics and Campaign Disclosure Board. The Board's advice can act as a defense if a complaint is filed with the county attorney's office alleging a violation of the "ethics" laws.

16.6 LOST AND FOUND

Any lost article should be reported to the mayor at once. Any found articles should be turned in at once to the city clerk who will give a receipt. If the article is not claimed within ten (10) days, it will be returned to the finder or disposed of.

16.7 Security Information Policy

1. For the protection of the city employees, visitors to city facilities, persons in city care, custody or control, and for the protection of city property, the city council hereby adopts this Security Information Policy, pursuant to *Code of Iowa* section 22.7(50)(2006). This policy is effective as of July 1, 2006.

2. The city council has determined that certain confidential information developed and maintained by the city concerning security procedures and emergency preparedness, if disclosed, could reasonably be expected to jeopardize such employees, visitors, persons, or property.

3. The following information shall be kept confidential unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information:

- a) Information directly related to vulnerability assessments;
- b) Information contained in records relating to security measures such as security and response plans, security codes and combinations, passwords, restricted area passes, keys, and security or response procedures;
- c) Emergency response protocols;
- d) Architectural, engineering or construction diagrams; and
- e) Information contained in records that if disclosed would significantly increase the vulnerability of critical physical systems or infrastructures of the city to attack.

EMPLOYEE ACKNOWLEDGMENT OF RECEIPT OF POLICY MANUAL

EMPLOYEE HANDBOOK

CITY OF MECHANICSVILLE, IOWA

POLICIES SUBJECT TO CHANGE

The City of Mechanicsville continually reviews its personnel policies and employee benefits and reserves the right, in its sole discretion, to modify, supplement, amend, or delete any of the provisions contained in this Handbook or any employee benefits at any time. This Handbook does not represent the entire policies of the City of Mechanicsville but is designed to give guidance to many essential City of Mechanicsville's personnel policies.

I hereby acknowledge that I received my Handbook describing City of Mechanicsville's policies and my benefits as an employee of the City of Mechanicsville. I have read and understand the City of Mechanicsville's policies contained herein and am fully aware of my obligations at all times to fully comply with the responsibilities that are imposed on me as a condition of employment.

DATE _____ SIGNATURE _____

Printed Name _____

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