



2014 City of Florence Employee Handbook

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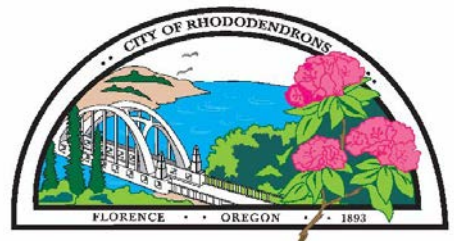


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INTRODUCTION

Welcome to the City of Florence (City) – we are glad you are part of our team! We take pride in selecting people such as you to join the City and we believe you will be a positive addition to our most important asset – our employees.

We hope you will enjoy a productive and pleasant partnership with us. We have created a work environment, compensation and benefits program, and interactive culture that foster positive work relationships. We expect that you will enhance the atmosphere by contributing your best efforts in whatever is asked of you.

We feel that the best way for you to achieve this goal is to help you understand the City and your role in it. This Handbook has been prepared as a guide to give you a better understanding of the City of Florence's policies, procedures, and practices. Please familiarize yourself with its contents, and keep it handy for reference.

We are very proud of our city employees as we strive to have open communications within our workplace and community. We encourage you to ask questions if there are policies or procedures you don't understand. We welcome your ideas and suggestions for ways to improve our operations and/or services or to save unnecessary costs during your employment with us.

Again, welcome to the City of Florence. We wish you success in your new position and truly value you and the contribution you will make during your employment with us.

Erin R. Reynolds
City Manager

Mission Statement

The mission of the City of Florence is to meet community expectations for municipal services, provide a vision for civic improvements, maintain a quality environment and position Florence to have an economically viable and sustainable future.

ABOUT THIS HANDBOOK

This Employee Handbook is a guide to the City's employment provisions and expectations. It outlines many of the programs and benefits that affect employees of the City of Florence. Nothing in this Handbook is meant to limit the discretion of the City in managing and supervising employees and the City reserves the sole discretion and right at any time, with 15 days' notice, to amend, modify, delete, revise, or rescind this Employee Handbook or any portion of this Handbook. Final interpretation of this Handbook shall be made by the City Manager and only the City Manager has the authority to amend the Handbook or waive any provision of the Handbook.

The City may add to the policies in this Handbook or revoke or modify them from time to time. The City will try to keep the Handbook current, but there may be times where policies change before this Handbook can be revised. Please be aware that any oral statements or representations cannot change or alter the provisions of the Employee Handbook. All previously issued Handbooks as well as policies, memos, and verbal or written agreements that are in conflict with this Handbook's provisions and any inconsistent policy or benefit statements are superseded by the provisions of this Handbook.

By its nature, this Handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications or exceptions to the general policies and procedures of the City. The information provided in this Handbook is based on the belief that common sense, good judgment, respect and consideration for the rights of others are paramount to our ability to serve the public and ourselves. The City has tried to anticipate many of the questions employees may have, but in no way does the City believe that this document will provide every answer.

Additionally, this Handbook is distributed to all City employees. Certain employment policies and practices may be different or do not apply depending on the employees' position, such as exempt or non-exempt positions, part-time, on-call, or temporary positions.

For these reasons, if an employee has any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice, the employee should address specific questions to their supervisor. For the purposes of this Handbook, "supervisor" means either a manager or supervisor to whom the employee reports.

The City recognizes that employees differ in their skills, goals, perceptions, and values. Because of this diversity, situations may arise which may not be sufficiently addressed within this Handbook or which may result in conflict. When such situations occur, the

City's senior management team will endeavor to make decisions that are fair and equitable; while at all times ensuring that the best interests of the City are served. The City's senior management staff is identified in the organization chart titled "City of Florence Council and Senior Management Staff." It consists of the City Manager, the City Recorder/Interim Planning Director, the Finance Director, the Public Works Director, the FEC Director, and the Police Chief. The final decision in any such situation will be made by the City Manager.

The policies contained in this Handbook do not confer any contractual right, either expressed or implied, to remain in the City's employ. Neither does it guarantee any fixed term or condition of employment. This Handbook does not guarantee employment with the City for any minimum or specific period of time or guarantee any benefit or other condition of employment. Your employment with the City is at-will and may be terminated by either you or the City at any time, with or without cause or prior notice.

Some subjects described in this Handbook such as benefit plan information are covered in detail in official policy documents. Employees should refer to these official documents for specific information, since this Handbook only briefly summarizes those benefits. Please note that the terms of the written insurance policies are controlling.

Employees are encouraged to offer suggestions for improvement to this Handbook, the City's procedures, employment practices or working conditions. Please read through this Handbook carefully. Employees who have any questions regarding the Handbook, or need further detail on any of its policies, should talk with their supervisor, who can advise the employee or refer the employee to the appropriate resource.

The City encourages open communication between employees and their supervisors. Our experience has shown that when employees deal openly and directly with their supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. If you have any concerns regarding your employment with the City, please discuss this with your supervisor. We want your experience with us to be challenging, rewarding, and enjoyable.

Variations

The City Manager shall have the power to vary or modify the strict application of any of the personnel rules in any case where such strict application would result in practical difficulties or unnecessary hardships. However, this section does not authorize the City Manager to reduce or deny benefits that have been accumulated under these rules.

The City Manager shall be the final authority for interpreting any provision of this Handbook.

Collective Bargaining Agreement

Should any part of this Handbook be in conflict with any collective bargaining agreement in effect between represented employees and the City, the collective bargaining agreement prevails.

Application of Handbook Rules

The policies in this Handbook shall apply to all employees of the City of Florence. If there is a conflict between these policies and the terms of a specific collective bargaining agreement or employment agreement, the terms of the collective bargaining agreement or employment agreement shall control. In the event of conflict between these policies and any federal, State or Oregon, or local law, the terms and conditions of the law or City ordinance will control. The City retains the right to repeal, modify or amend these policies at any time with 15 days' notice.

Some of the rules in this Handbook, including the Ethics Policy, Rules of Conduct, Harassment and Discrimination Policies and the Travel Policy apply to everyone serving or representing the City including all elected officials, appointed officials and volunteers.

EMPLOYMENT RELATIONSHIP

As an employee of the City, you are engaged in an at-will employment relationship. This means that either the employee or the City may terminate the employment relationship at any time, with or without cause or prior notice.

The City's philosophy and general practice is to provide employees who have completed their initial probationary period of employment with an opportunity to correct minor performance and conduct problems before discharge is implemented. Some of the ways the City offers employees an opportunity to correct performance and conduct problems include but are not limited to the following: verbal counseling, written warning, suspension without pay for a designated period of time, and dismissal. (See the "Types of Discipline" and "Grievance Procedure" sections of this Handbook.)

Nothing in this Handbook precludes the City from exercising its options as an at-will employer, and employees should not assume that the City will progressively work with the employee to improve his or her performance. The City reserves the right at all times to impose a type of corrective action or level of discipline, up to and including discharge, which the City management, in its sole discretion, determines is appropriate under the circumstances. The City's decision to discipline or discharge an employee may be based on a variety of reasons including but not limited to the seriousness of the current performance/behavior infraction, past disciplinary history, overall performance record and length of service. No employee can be hired or terminated without prior approval of the City Manager.

Employment Agreements

No one other than the City Manager has the authority to enter into any employment agreement contrary to the provisions outlined in this Handbook and the provisions of this Handbook cannot be altered except in writing and signed by the City Manager. The City is also not bound by any oral statements or promises concerning length or conditions of employment. Should any part of this Handbook be in conflict with a written employment agreement signed by the City Manager, the employment agreement prevails.

EQUAL EMPLOYMENT OPPORTUNITIES

The City is an equal opportunity employer, and as such, considers individuals for employment according to their abilities and performance. The City does not illegally discriminate in recruitment, hiring, job assignment, promotion, discipline, discharge, employment opportunities, employment practices or other terms or conditions of employment on the basis of race, color, religion, sex, age, marital status, military status, national origin, non-supervisory family relationship, sexual orientation or gender identity, political affiliation, union participation, physical or mental disability, injured worker status, veteran status, status with regard to public assistance, association with a member of a protected class, or on the basis of any other characteristic protected by applicable federal, State of Oregon, or local law.

IMMIGRATION LAW COMPLIANCE

In conformity with the Immigration Reform and Control Act of 1986 (IRCA), the City hires only United States citizens and non-citizens who are legally authorized to work in the United States. The City complies with all requirements established under federal law for the verification and re-verification of eligibility for employment in the United States.

In compliance with the IRCA, each new employee, as a condition of employment, must complete the required verification forms and present documentation establishing identity and employment eligibility. Employees are expected to inform the City immediately if their employment eligibility changes.

STRUCTURE OF CITY GOVERNMENT

The City of Florence was incorporated in 1893 and uses a Council-Manager form of government, in which the citizens of Florence elect four councilors to serve four year terms and a mayor to serve a two year term, thus forming the City Council. The City Council appoints a City Manager to run the day-to-day affairs of the City and to implement the policies and ordinances adopted by the City Council.

The City Government consists of the following departments:

Office of the City Manager

The Office of the City Manager is responsible for keeping the Council advised of the affairs and needs of the City. It is responsible for enforcing and administering all terms of franchises, leases, contracts, permits, and privileges granted by the City. The office is responsible for hiring and the general supervision of all employees. It acts as the purchasing and business agent for the City and is responsible for preparing and submitting the proposed annual budget. It also supervises the operation of all utilities owned and operated by the City. Included in the City Manager's office are the City Manager, City Recorder, Human Resources Coordinator, and the Executive Assistant to the City Manager's office. The Human Resources Coordinator ("HR Coordinator") oversees, plans, and directs the human resource activities for the City including recruitment and selection classification and compensation, benefits, labor relations, workers' compensation, training, employee grievances and safety committee functions. The City Recorder functions as a point of access for the general public, elected officials, and other public agencies to the City's elected officials and the City. In addition to being the Elections Officer, the City Recorder is the City's Records Manager, maintaining and distributing the Florence City Code, Charter, ordinances, resolutions, and administrative orders. The Recorder's office also manages the City's archives, coordinates public records requests, maintains all the City's contract files, and records city-related deeds and land use agreements. The City Recorder currently serves as the Interim Planning Director.

Finance Department and Municipal Court

The Finance Department is responsible for the management of the City's payrolls, accounts payable and accounts receivable, including utility billing and the Municipal Court employees. The department is integral in establishing a balanced budget for the entire City each year, and ensuring that the budget is managed during the course of the fiscal year. The department prepares budget reports and financial reports periodically including the long-term financial plan. The Finance Director supervises all of the Municipal Court employees except for the Municipal Court Judge.

Public Works

The Public Works Department is responsible for maintaining the City's infrastructure and is divided into three main divisions – Water & Wastewater, Building & Street Maintenance, and Parks & Recreation. The department also has its own in-house Geographic Information Systems (GIS) division. The Public Works Director supervises the airport manager who is an independent contractor working by contract for the City. The City of Florence owns and operates a municipal airport within the City limits which is considered a critical facility.

Community Development

The Community Development Department is divided into two main divisions - Planning and Building. Planning is responsible for establishing long range comprehensive and zoning codes for the City in order to work to make Florence a great community for citizens and visitors. The department is responsible for ensuring implementation of those plans as development occurs via current planning. Planning also houses the City's GIS system to maintain maps related to planning, including but not limited to, those depicting Comprehensive Plan designations, zoning, and soil conditions. Planning Staff supports the Planning Commission/Design Review Board, the Environmental Management Advisory Committee, the Transit Advisory Committee, and the Parks Volunteer program (in conjunction with Public Works). The Building Division is responsible for ensuring compliance with the Oregon Building Codes and Florence City Codes in order to help ensure that our community's buildings are safe with respect to construction of buildings and signs within the City limits. It is also responsible for addresses within the City.

Florence Events Center (FEC)

The FEC is a City-owned facility funded by the City of Florence and operated by City employees assisted by a very impressive and active volunteer workforce. The FEC hosts meetings, conferences, and public and private events. The FEC is slated to serve as a staging area and shelter in the aftermath of a severe hazard or emergency situations.

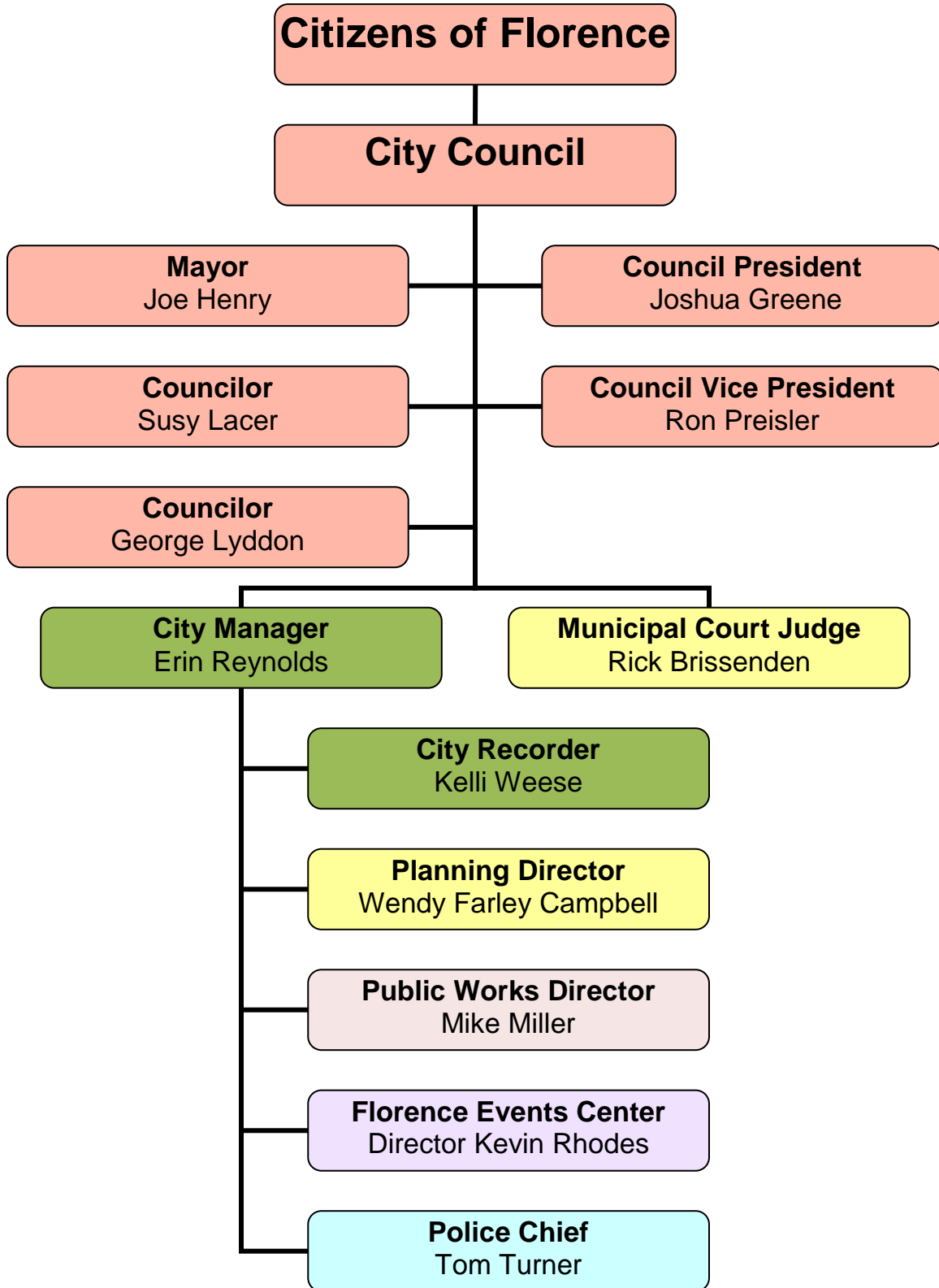
Police Department

The Police Department is responsible for protecting the safety and welfare of the citizens of Florence by enforcing the laws and ordinances of the State of Oregon and the City of Florence. The department also houses the Code Enforcement Division and operates a jail facility. The Police Department, in conjunction with the Siuslaw Valley Fire and Rescue and the Western Lane Ambulance District, are the first responders in the event of natural hazard and other emergencies. The Police Chief represents the

City at the West Lane Emergency Operations Group and manages the City's emergency and disaster planning for the City.

CITY OF FLORENCE ORGANIZATIONAL CHART

City Council and Senior Management Organizational Chart (2015 Update)



RECRUITMENT, HIRING AND TRANSFERS

It is the goal of the City to fill employment vacancies with the most qualified applicants, whether recruiting internally or externally. The City does not discriminate in recruitment, hiring, job assignment, promotion, discipline, discharge, employment opportunities, employment practices or other terms or conditions of employment on the basis of age, physical or mental disability, injured worker status, race, color, national origin, religion, sex, sexual orientation or gender identity, veteran status, military status, non-supervisory family relationship, marital status, union participation, association with members of a protected class, or on the basis of any other characteristic protected by applicable federal, State of Oregon, or local law.

The City's policy is to always try to select the most qualified person for each available job. The City recognizes current employees' experience and familiarity with the City as an important qualification, and encourages current employees to apply for openings in which they are qualified and interested. Usually, employees must have completed their initial probationary period before transferring to a new position. Further, to be eligible for a position transfer, employees may not be under any disciplinary action.

Employees may from time to time be temporarily transferred or assigned to perform work outside of their regular job classification, schedule, shift or department. Depending upon the circumstances, when transferred, employees may be subject to a corresponding wage adjustment.

The City reserves the right to transfer or reassign any employee who has an illness or disability that requires a modified job duty, as suited to his/her individual needs and skills. Any reassignments due to illness or disability will be in compliance with any applicable requirements under the Family Medical Leave Act (FMLA), the Oregon Medical Leave Act (OFLA), workers' compensation, the Americans with Disabilities Act (ADA), and any other applicable federal, State of Oregon, or local laws.

Hiring

All appointments to position vacancies shall be made solely on the basis of merit, efficiency and fitness and shall be made only by the City Manager. Position appointments shall be made through careful and impartial evaluation including consideration of one or more of the following criteria:

1. The applicant's level of training and experience relative to the requirements of the position for which he or she has applied.
2. The applicant's level of education relative to the requirements of the position for which he or she has applied.

3. The applicant's physical fitness relative to the requirements of the position for which he or she has applied.
4. The results of the applicant's oral interview.
5. The applicant's certifications and/or licensing.
6. The applicant's reference check and background investigation which may include review of the applicant's driving record, and criminal history. A criminal conviction will not automatically disqualify a candidate from employment with the City. The City will consider the nature and date of the offense in relation to the position for which the employee is applying, and only to the extent permitted by applicable law. Failure to disclose a conviction either before or during employment with the City will disqualify a candidate for position consideration and may be grounds for discipline up to and including termination of employment.
7. The results of a competitive written examination or demonstration test, which shall be a fair and valid test of the abilities and aptitudes of applicants for the duties to be performed. No question in any examination test or in any application form provided by the City shall be an attempt to elicit information regarding the applicant's race, color, religion, sex, age, marital status, ancestry, national origin, family relationship, sexual orientation or gender identity, political affiliation, physical or mental disability, veteran status, status with regard to public assistance or any other basis protected by federal or State of Oregon law for the purpose of hiring discrimination on these bases.
8. Other job related criteria.

Veterans Preference

Qualifying Veterans: The City of Florence provides qualifying veterans and disabled veterans preference in employment in accordance with ORS 408.225-408.238. For the preference to be applied, veterans must have received an honorable discharge from military service, successfully complete the initial application screening, and meet the minimum qualifications of the applied for position. To qualify for disabled veteran preference, applicants must submit proof of veteran status and proof of their veterans' disability rating from the Department of Veterans' Affairs. Applicants must submit proof of veteran status (DD214/DD215) at the time the application is submitted.

The City Uses a Non-Scored Selection System: For selection processes which do not culminate in a score or point based system, the City will still provide preference to eligible veterans. The details of how the City will apply that preference vary based upon the type of process used to select a candidate for the position.

Pre-Employment Physical/Fitness Test/Drug Testing

After a conditional offer of employment has been extended, some applicants may be required to take a pre-employment drug test, physical and/or fitness test. The need for such testing is determined by the nature of the position and department requirements. When any of these tests are required, the City shall pay the cost for conducting the testing at facilities designated by the City. Any testing conducted under this policy will be in compliance with all applicable state and federal laws, rules and regulations regarding the administration of such testing.

The City will take steps to maintain the confidentiality of the information and test results generated during any pre-employment physical, fitness, and/or drug testing. Results of the testing shall be provided to the applicant and the appointing authority. Testing results will be treated as confidential information and released only to the HR Coordinator and the City Manager and, in the cases of medical emergency, to necessary individuals providing medical attention. Test results will not be maintained in an employee's personnel file, but will be kept in a separate confidential medical file.

Driving While On City Business

Employees using a private vehicle to conduct City of Florence business must possess a valid driver's license and must have and maintain auto liability insurance. Copies of employee driver's licenses are securely maintained, and are used only to validate that a license has been obtained. Employees who use their own vehicles for authorized business use are responsible for making any necessary arrangements with their insurance carriers.

The City may verify the validity of an employee's driver's license and/or driving record prior to employment. Once employed, the City will receive automated reports from the

Department of Motor Vehicles (DMV). The reports notify the City if any of the following are posted to your driving record: driving violation conviction, a motor vehicle accident, or a suspension of your license.

While on City business, regardless of whether the vehicle or equipment is owned by the employee, the City, or another party, employee drivers are expected to make every reasonable effort to operate their vehicle safely, with due regard for potential hazards, weather, and road conditions. Drivers are to obey all traffic laws, posted signs and signals, and requirements applicable to the vehicle being operated. Seatbelts are to be used in all vehicles while on City business. Cell phone use and other distractions shall be kept to a minimum and only when safe to do so and when allowed by law. Drivers are to ensure that the use of prescribed or over-the-counter medication does not interfere with their ability to drive while on City business. Operating a vehicle under the influence of alcohol or controlled substances is prohibited. After beginning their employment with the City, employees who drive, or may drive, while on City business are responsible for notifying the HR Coordinator as soon as possible of any subsequent convictions for DUUI, a major or misdemeanor traffic offense, and any subsequent restriction, limitation, or other change in their driving status.

Residency

Residency within the corporate limits of the City is encouraged for City employees, but not required, except as provided in the City Charter. Employees living outside the City limits will not be allowed to live at such a distance from the City as to seriously impair their ability to timely respond to emergencies related to their duties as a City employee. Police Officers are required to live within fifteen (15) minutes travel time from the Florence Justice Center. Certain Public Works employees may also have travel time requirements as part of their job.

Family Relationship

No person may be employed with the City of Florence who is a member of the immediate family (mother, father, brother, sister, son, daughter, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent, stepchild or domestic partner) of an existing employee if:

1. The immediate family member has appointing power.
2. The immediate family member is the City Manager.
3. The immediate family member is the Mayor or City Councilor.
4. The immediate family member is an applicant for a position in which he/she would be receiving supervisory, appointment or grievance adjustment authority over a member of the individual's immediate family or is in a position that is subject to such authority by an immediate family member.

EMPLOYMENT STATUS

New Employees

New Employee Orientation

In order to ensure a positive integration into the City's operations and to assist new employees in establishing a productive and satisfying employment relationship, supervisors are responsible for scheduling all new employees for a general orientation to be given by the HR Coordinator within the first month of employment. Supervisors will also provide a detailed job-specific orientation which will be given to each new employee as soon as practical.

New Employee Probationary Period

All newly hired employees shall be subject to a probationary period of not less than six (6) consecutive months for non-union employees. The probationary period is an extension of the employee selection process and the position appointment shall be tentative during this period. During this period, employees are considered to be in training and under observation and evaluation by their supervisor. Evaluation of the employee's adjustment to work tasks, conduct and adherence to other work rules, attendance and job responsibilities will be evaluated during the probationary period.

This period gives the employee an opportunity to demonstrate satisfactory performance for the position, and also provides an opportunity for the City to determine if the employee's **knowledge/skills/abilities** (KSAs) match the requirements of the position. It is also a chance for the employee to decide if the City meets his or her expectations for an employer.

At the end of the probationary period, an employment status decision will be made. If the employee successfully completes the probationary period, he or she will be moved to regular status. If your KSAs border on satisfactory but fall short of expectations for the position, the probationary period may be extended if there is reason to believe that the employee's KSAs will improve within a reasonable amount of time. If expectations are not met or demonstrated, and/or the employee's KSAs are not satisfactory, it is unlikely that employment will be continued. Employees during this period serve at the discretion of the City and are not entitled to the grievance procedure described in this Handbook. Probationary employees may be terminated prior to the completion of their probationary period. Completion of the probationary period does not alter the "at-will" employment relationship. Employees will accrue, but are not eligible to use vacation leave benefits during this period, unless specifically agreed upon in writing in advance by the City Manager.

Promotions and Transfer Training Period

The City encourages upward mobility and will consider employees for promotions as opportunities develop, or vacancies occur. An employee's annual performance evaluation is an excellent time for the employee to discuss his or her career interests with their supervisor. If an employee is promoted or transferred to a new position, the employee must complete a new (secondary) probationary period for a reasonable period of time. This secondary probationary period shall be 6 months unless the City Manager establishes a different time frame at the time of the promotion or transfer. This secondary probationary period allows the employee to receive training and allows the City to determine the suitability of the placement and the employee's ability to satisfactorily perform the required work. If it is determined that the job change is unsatisfactory during this period, the employee will be returned to his or her original job, if the position is still vacant. The City will endeavor to keep the employee's original position open until the employee has completed the training period, but this cannot be guaranteed by the City.

If a promoted employee is not performing satisfactorily during their secondary probationary period, the employee may be returned to their former position if it's open, moved to another open position for which the employee is qualified, or the employee's position with the City may be terminated.

Employment Classifications

The status of each employee's position is placed into distinct classifications for benefit eligibility and other employment conditions and to aid in a better understanding of employment relationships within the City. The following employment classifications apply:

Probationary Employees

Newly hired employees within the six (6) month probationary period are considered probationary employees. Vacation, holiday and sick hours accrue, but only sick leave and holidays can be taken within this period without the City Manager's written approval.

Regular Full time

A regular full time employee is an employee who has successfully completed the probationary employment period and is regularly scheduled to work forty (40) hours or more per week. Generally, regular full-time employees are eligible for all benefits, subject to the terms, conditions, limitations and waiting periods of each benefit program.

Promoted or Transferred Employees

This classification includes employees promoted or transferred into a new position within the new (secondary) six (6) month probationary period or other probationary

period established by the City Manager. These employees are typically eligible for all benefits, including accrued vacation, sick, and holiday, subject to the terms, conditions, limitations and waiting periods of each benefit program.

Regular Part-time

A regular part-time employee is an employee who has completed the probationary period and is regularly scheduled to work less than forty (40) hours per week. Benefits for these employees include prorated vacation, sick and holiday hours, based on the number of hours worked. They are not eligible for City paid insurance. These employees are eligible for other benefits or compensation as determined by State Law. (Such as PERS, Social Security, Workers Comp, State Disability and unemployment insurance).

Temporary

An employee who is hired for a specified period of time on either a full-time or part-time basis is a temporary employee. The City will use a temp agency if possible to fill temporary positions. If a temporary employee is hired by the City, their wages and eligibility for benefits will be outlined in their letter of hire as approved by the City Manager. These employees are not eligible for benefits unless specifically stated in their letter of hire. They may be PERS eligible as determined by State law.

Volunteers

Volunteers are individuals who perform various duties for the City on a voluntary, uncompensated basis. The City provides workers' compensation insurance for volunteers, but no other benefits are provided to volunteers without City Manager approval.

Other Employment Classifications

Positions are further classified as exempt or non-exempt in accordance with the Fair Labor Standards Act (FLSA) and applicable State of Oregon wage and hour laws. Management will make the appropriate designation regarding the status for each new position or when a position changes substantially. Employees with questions regarding their status as an exempt or non-exempt employee should speak with their supervisor.

Exempt

An exempt employee is one who is exempt from the overtime pay requirements under federal and state wage and hour laws. Exempt employees typically include managers, supervisors, administrators, professional staff and others who are paid on a salaried basis and whose duties and responsibilities allow them to be exempt under federal and state law. In order to be classified as exempt, a position must meet the specific tests established by the FLSA and applicable Oregon wage and hour laws.

Non-exempt

A non-exempt employee is one whose job does not meet the exemption criteria under the FLSA and applicable Oregon law. Non-exempt employees are compensated for overtime hours worked, as required by federal and/or State of Oregon laws. Non-exempt employees are usually paid on an hourly basis and are assigned a regular work shift of not more than forty (40) hours per week.

ACCESS TO PERSONNEL FILES

The City maintains personnel files for each employee. Access to these files is on a need-to-know basis and is restricted to authorized persons only. The files contain information regarding the employee's employment with the City, and typically include job descriptions, a resume or application, employment offer letter, employee handbook acknowledgement and agreement, benefit enrollment applications, written evaluations, performance counseling notices, correspondence relating to pay and leave requests, recognition and/or letters of appreciation, and other pertinent information. Medical information and records are maintained separately from the employee's personnel file.

No materials that reflect critically upon an employee may be placed in an employee's personnel file without the employee's knowledge. An employee may submit a written rebuttal to any materials entered into their file which they feel reflects poorly on their employment history with the City. Such rebuttal must be attached to the materials objected to and will be part of the file so long as such material remains in the file.

"Authorized persons" are individuals in a direct line of supervision over the employee, as well as the City Manager, designated Human Resources Staff, and the individual to whom the file applies. The employee may also give written permission for an otherwise unauthorized individual to view their file.

The employee to whom the files apply will not be given access to and may not read or receive a copy of any pre-employment references, background reports for materials, or other pre-employment reports in the personnel file.

Certain information in the personnel files and an employment application file may be treated as confidential and exempt from public disclosure as provided under Oregon's public records law. Records pertaining to I-9 verification, medical records, and victims of domestic violence are considered confidential and shall be maintained by the City in confidential files separate from the personnel file.

Information in a personnel file which cannot be treated as confidential under the law includes: name, job title, salary, and dates of employment with the City. Other information in the files may be subject to public disclosure by order of a court or tribunal of competent jurisdiction.

Change in Employee's Personal Data

Since personnel records are used to administer pay and benefits, and other employment decisions, employees are responsible for keeping information current regarding personal data changes. Keeping personnel records current is important with

regards to pay, deductions, benefits and other matters. If an employee has changes in any of the following items, the employee is responsible for notifying the HR Coordinator as quickly as possible to assure that the proper updates/paperwork is completed:

1. **Name
2. Dependents
3. **Marital Status/Domestic Partnership (for purposes of benefit eligibility purposes only)
4. Address and Telephone number
5. Tax withholding
6. Emergency contact
7. Job related physical or other limitations that impact employment
8. Changes in status of driver's license or CDL if required to drive for the City of Florence or before you drive any vehicle on City business
9. Changes in job related professional licenses
10. Any other information having a bearing on your employment
11. Beneficiaries (for insurance benefits only)

** Requires new W-4 to be completed and turned into payroll.

Any changes in personal information must be made in writing and signed/dated by the affected employee. The City is entitled to rely on the most recent personal information provided by an employee to the HR Coordinator in providing notices or other information or documentation to the employee and/or dependents of the employee. Failure to notify the City of any of the above changes which keeps your personnel file current shall be grounds for disciplinary action.

WORKPLACE RULES AND EXPECTATIONS

Ethics

Introduction

The City believes in treating people with respect and adhering to ethical and fair business practices. The City expects employees to avoid situations that might cause their personal interests to conflict with the interests of the City or the City members, or situations that may compromise their reputation or integrity. Employees who violate the City's ethics policy or who create an equally detrimental impact on the organization may be subject to disciplinary action up to and including termination of employment.

City employees are public employees, and as such, are also subject to the State of Oregon's ethics laws. In some cases, these laws provide additional limitations on employees, such as prohibitions on gifts or strict definitions of conflicts of interest. If an employee is coming to the City from work in the private sector, the employee will find that some activities that are common business practices in the private sector are prohibited in the public sector. Information on these public sector ethics laws is available at the Oregon Government Ethics Commission website: http://www.oregon.gov/OGEC/about_us.shtml.

Employees with questions about whether an activity meets the City's or the State of Oregon's ethical standards should talk with their supervisor.

City of Florence's Ethics Policy

These core values should be the basis for the behavior and conduct of all persons serving or representing the City of Florence (Acronym: IDEA):

Integrity

Choose to do what is right, just and moral all the time, even when no one is looking.

Diversity

Treat all people with dignity, impartiality, and respect.

Excellence

Strive to deliver the best municipal services possible to our community with openness and transparency to maintain the public's trust.

Accountability

Be responsible for your acts and omissions.

Ethics Rules of Conduct

All persons serving or representing the City of Florence are subject to the following rules of conduct:

Conflict of Interest

Individuals serving or representing the City of Florence shall not directly or indirectly solicit, obtain, accept, or retain any personal benefit from any supplier, vendor, citizen, or any individual or organization doing or seeking business with the City. Elected and appointed officials shall declare conflicts of interest when applicable, and recuse themselves from decision-making when they have a conflict. City employees shall avoid situations that create, potentially create, or give the appearance of creating a conflict with the mission or objectives of the City of Florence; or could cast doubt upon objectivity between personal interests and the interests of the City.

Disclosure: City employees are required to report any potential conflict of interest to their supervisor or the City Manager.

Misrepresentation

Individuals serving or representing the City of Florence shall not willfully or deliberately misrepresent the City's policies, practices and procedures, or misrepresent their status and authority. City news releases shall be disseminated only by a spokesperson authorized by the City Council or City Manager.

Gifts, Prizes and Promotional Items

Accepting certain types or forms of gifts is a conflict of interest. City personnel may not solicit or accept, directly or indirectly, gifts, gratuities, loans, fees, any other items of significant value, or if the acceptance could be considered to influence directly or indirectly the actions of the employee, or any other person, in any matter of City business.

Employees can refer to the State Ethics Code regarding the acceptance of prizes and awards offered attendees of conferences, seminars, or professional gatherings as a result of attendance or for winning a contest or game. Significant value is any gift with a market value of \$50. Under no circumstances are gifts to exceed \$50 per calendar year from any one source.

Promotional items, such as pens, pencils, notebooks, notepads, cloth or canvas bags, snack food, etc., that are offered to all attendees, or that are meant to be used during the course of the event are excluded from this rule. Employees may keep these items for their personal use.

Outside Employment

Employees or contractors serving or representing the City of Florence shall not engage in outside employment that conflicts with the nature of the City's mission or interferes with the person's ability to perform the work according to established standards of performance and work rules.

Personal Conduct

Individuals serving or representing the City of Florence shall not conduct themselves, on duty or off duty, in any manner that brings discredit to themselves or the City of Florence.

Political Activity

The restrictions imposed by the law of the State of Oregon (ORS 260.432(2)) on your political activities are that "No public employee shall solicit any money, influence, service, or other thing of value or otherwise promote or oppose any political committee or promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder while on the job during working hours. However, this section does not restrict the right of a public employee to express personal political views."

It is therefore the policy of the City of Florence that employees may engage in political activity except to the extent prohibited by state law when on the job during working hours.

Mandatory Meeting Policy

From time to time the City will require employees to attend work related meetings either on or off premises. These meetings will be used to disseminate information, train, or instruct personnel on work related matters. Per ORS 659.785, employees cannot be required to attend employer-sponsored meetings or communications with the employer or the agent, representative, or designee of the employer if the primary purpose of the meeting or communication is to communicate the opinion of the employer about religious or political matters (political party affiliation, campaigns for measures or candidates). An employee may not be disciplined, discharged, or otherwise penalized for refusing to attend or participate in such meetings.

Confidentiality

Individuals serving or representing the City of Florence shall treat as confidential information relating to personal, privileged, confidential, or proprietary information in city files and data bases, personnel matters, pending litigation, union or real estate negotiations in progress, police matters and information presented in executive sessions.

Transparency

Except for the confidential matters listed above, individuals serving or representing the City shall treat as public information all City records and correspondence, electronic or otherwise.

Reporting Workplace Wrongdoing

Zero Tolerance Policy for Workplace Wrongdoing

Wrongdoing in the workplace, including, but not limited to, sexual harassment, other forms of harassment, discrimination, drug or alcohol use, theft, violence, unsafe acts, and falsification of any records, reports or information will not be tolerated by the City.

Reporting

If an employee becomes aware of or has any questions, concerns, or complaints regarding workplace wrongdoing, the employee must report it to his or her supervisor immediately. If the employee feels uncomfortable doing so, or if the supervisor is the source of the problem, condones the problem, or ignores the problem, the employee should make his or her report to any other member of management, the HR Coordinator, or the City Manager. Employees should always feel free to direct any questions, problems, complaints or concerns to these individuals.

Retaliation

Any form of retaliation for reporting any workplace wrongdoing is strictly prohibited and will not be tolerated by the City. If it is determined that any employee has engaged in any form of retaliation, the employee will be subject to disciplinary action, up to and including termination of employment.

NON-DISCRIMINATION/NON-HARASSMENT/RETALIATION POLICY

Policy

The City is and will continue to be committed to providing a work environment in which all employees are treated with respect and which is free of harassment or illegal discrimination. The City will not tolerate any form of harassment or discrimination. Harassment and discrimination are forms of misconduct that undermine the integrity of the employment relationship, may violate the law, and may have serious consequences for the employees involved and the City. Accordingly, it is the responsibility of every employee to cooperate with and assist with the implementation of this policy.

This policy is not meant to interfere with or discourage friendships among employees. However, employees must be sensitive to statements or conduct which could be considered offensive by others and must refrain from making such statements or engaging in such conduct. Employees who engaged in conduct which violates this policy shall be subject to disciplinary action, up to and including termination of employment.

Definitions

Harassment: For purposes of this policy, "harassment" is defined to mean any statement or behavior that is unwelcome, personally offensive, or fails to respect the dignity of co-workers and which is based on race, color, religion, sex, age, marital status, national origin, non-supervisory family relationship, sexual orientation or gender identity, political affiliation, union participation, physical or mental disability, injured worker status, veteran status, military status, association with a member of a protected class, or any other "protected classification" established by federal, Oregon, or local law. Behavior such as telling ethnic jokes, making religious slurs, using offensive "slang" or other derogatory terms denoting a person's speech, accent or disability, are examples of prohibited conduct and will not be tolerated at the City.

Sexual Harassment: For purposes of this policy, "sexual harassment" is defined to mean harassment based on sex or gender. Sexual harassment can include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or non-verbal communication or physical conduct which is of a sexual nature or is based on gender where submission to such conduct is made, or implied to be, a term or condition of an individual's employment, submission to, or rejection of, such conduct is used as a basis for employment decisions or such conduct has the effect of interfering with an employee's work performance or creates a work environment which is hostile,

intimidating, uncomfortable or offensive. The conduct prohibited may be verbal, visual or physical in nature. It may be directed by a supervisor to a subordinate, supervisor-to-supervisor or co-worker to co-worker. It includes unwelcome sexual advances, requests for sexual favors, physical touching, or the granting or withholding of benefits (e.g. pay, promotions, time off) in response to the sexual conduct. More subtle forms of prohibited behavior, such as offensive posters, cartoons, caricatures, comments and jokes, language or innuendoes, hugging, or kissing may also constitute sexual harassment when they create or contribute to a hostile or offensive work environment.

Discrimination: For purposes of this policy, “discrimination” is defined to mean unequal and unfavorable treatment of an individual which is not otherwise permitted by federal and/or Oregon law and which is based on race, color, religion, sex, age, marital status, national origin, non-supervisory family relationship, sexual orientation or gender identity, political affiliation, union participation, physical or mental disability, injured worker status, veteran status, military status, association with a member of a protected class, or any other “protected classification” established by federal, Oregon, or local law.

GINA

Pursuant to the federal Genetic Information Nondiscrimination Act of 2008 (GINA), the City of Florence respects all employees’ privacy in their genetic information and enforces a strict policy of nondiscrimination on the basis of genetic information. The City will not discriminate, harass, or retaliate on the basis of genetic information regarding any aspect of employment.

Additionally, the City prohibits the use of genetic information to make an employment decision.

According to the Equal Employment Opportunity Commission, genetic information includes information about an individual’s genetic tests and the genetic tests of an individual’s family members, as well as information about any disease, disorder, or condition of an individual’s family members (i.e., an individual’s family medical history).

Family medical history is included in the definition of genetic information as it is often used to determine whether someone has an increased risk of getting a disease, disorder, or condition in the future.

Employees are encouraged not to disclose any genetic or family medical history in the workplace. Any such information that is inadvertently disclosed to the City will be kept in a file separate from the employee’s personnel file.

Genetic information and Wellness Programs: Employees may be asked to sign voluntary waivers, in which the employee acknowledges that his/her genetic information will only be provided to licensed health care professionals or board-certified counselors involved in the wellness program. There is no penalty for non-participation.

Religious Accommodation

The City respects the religious beliefs and practices of all employees and will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the City's business.

An employee whose religious beliefs or practices conflict with his/her job, work schedule, with the City's policy or practice on dress and appearance, or with other aspects of employment and who seeks a religious accommodation should submit a request for the accommodation to his/her immediate supervisor. The request should be in writing and include the type of religious conflict that exists and the employee's suggested accommodation.

The supervisor and employee will meet to discuss the request and the decision on an accommodation. If the employee accepts the proposed religious accommodation, the immediate supervisor will implement the decision. If the employee rejects the proposed accommodation, the parties may discuss alternative accommodations or the employee may appeal the decision using the policy set forth in these personnel rules under the section, Termination and Discipline.

Domestic Violence

No person may refuse to hire an otherwise qualified individual because the individual is a victim of domestic violence, sexual assault, stalking, or criminal harassment.

No person may discharge, threaten to discharge, demote, suspend or in any manner discriminate or retaliate against an employee with regard to promotion, compensation, or other terms, conditions or privileges of employment because the employee is a victim of domestic violence, sexual assault, stalking, or criminal harassment or because the employee requests leave or reasonable safety accommodation under the provisions of this rule.

Whistleblower

It is the responsibility of all City employees to report violations or suspected violations of applicable laws, rules, and regulations. Employees should share their concerns, suggestions, or complaints with someone who can properly address them. Typically, concerns should be shared with a supervisor, department head, or the H R Coordinator. This policy in no way limits an employee's right to engage in rights protected by the Public Employees Collective Bargaining Act.

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Discrimination or retaliation against employees who report in good faith alleged violations of applicable laws, rules, or regulations shall not be tolerated. Any employee who believes that he or she has been subjected to discrimination or retaliation for whistleblowing, or that a violation of this policy has occurred, should immediately contact the Human Resources Office. The HR Coordinator or designee shall conduct an investigation regarding the complaint maintaining anonymity and confidentiality to the greatest extent possible. Appropriate corrective action will be taken if warranted by the investigation.

Complaint Procedure

All employees have the right to make a complaint or discuss this policy with the employee's supervisor, any member of management, the HR Coordinator or the City Manager if they feel they have been wrongfully harassed, witnessed behavior that they view as harassment or if they have questions relating to the issue of harassment. If an employee feels they were subjected to wrongful harassment, they are expected and required to bring the matter to the attention of their supervisor as soon as the problem arises.

If the employee is unable to resolve the problem by speaking with his/her supervisor, or if the complaint involves the supervisor, or if the employee feels uncomfortable discussing the issue with the supervisor, they should report the problem immediately to the HR Coordinator or the City Manager. An employee is not required to directly confront the person who is the source of any report, question, or complaint before notifying any of those individuals listed. In addition, any employee who observes such conduct must immediately report it to his/her supervisor, or to any other member of management, the HR Coordinator or the City Manager.

Supervisors and other members of management who witness or become aware of conduct which may violate this policy are required to address the conduct and are required to report the conduct to the HR Coordinator as soon as reasonably possible, not to exceed three (3) calendar days. Any supervisor or other member of management who witnesses or becomes aware of conduct which may violate this policy and does not report the conduct to the HR Coordinator as required by this policy will be subject to disciplinary action, up to and including termination of employment.

Prohibition against Retaliation

Any form of retaliation against any person who makes a complaint of possible harassment or discrimination or who cooperates with or participates in any investigation of any complaint of possible harassment or discrimination is strictly prohibited by the City and will not be tolerated. Retaliation may include, but may not be limited to: shunning or treating the person in a "non-professional" manner or otherwise taking action against the person which adversely affects their work conditions, refusal to hire,

promotion or denial of promotion, threats or reprimands, unjustified negative job performance evaluations, harassment, adverse treatment, limiting or suspending access to an internal complaint or grievance process, or giving an unjustified negative job reference. If an employee believes he or she has been subjected to retaliation for making a complaint of harassment, or if he or she observes that another employee has been subjected to such retaliation, the employee is expected and required to report the matter immediately by using the above Complaint Procedure. Any complaint of retaliation will be investigated under this policy as a possible violation of this policy.

Investigation of Complaints

The HR Coordinator and other designated management shall be responsible for directing the investigation of all complaints of conduct that may violate this policy. Upon receiving a complaint of harassment or discrimination or upon becoming aware of conduct which may violate this policy, the HR Coordinator and designated management shall promptly conduct an impartial investigation to determine if a violation of this policy has occurred. The level of investigation will be determined by the HR Coordinator and designated management. Any investigation will be commenced promptly and will be conducted fairly and as quickly as possible, depending on the circumstances involved.

Failure to cooperate with an investigation may lead to disciplinary action up to and including the possible termination of employment.

Information provided by individual employees during the course of an investigation will be kept confidential to the extent possible under the law and made available only on a need to know basis

The alleged victim of the harassment or discrimination, each complainant and the employee who is alleged to have engaged in the harassment or discrimination will be informed at the conclusion of the investigation whether the alleged conduct constituted a violation of this policy.

Corrective Action

If after an investigation is conducted it is determined that a violation of this policy has occurred, appropriate corrective action will be taken by the City. Corrective action may include, but is not limited to, counseling, warning, further training or instruction, reassignment, oral or written reprimand, suspension without pay, demotion, termination of employment or any other disciplinary action which is consistent with the City's personnel rules and policies.

The City reserves its right and authority to take corrective or disciplinary action to address any conduct or behavior discovered during an investigation which does not

constitute a violation of this policy but which is otherwise inappropriate or constitutes a violation of any other City policy.

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act (ADAAA) are comprehensive federal civil rights laws that specifically protects qualified individuals with physical and mental disabilities from being discriminated against in certain terms and conditions of employment. The City complies with all requirements established under the ADA/ADAAA for employees with physical and mental disabilities protected under the Acts.

The City is committed to providing qualified individuals with disabilities equal access to jobs, promotions, pay, training, and other terms and conditions of employment. A qualified employee or applicant with a disability is an individual with a disability who satisfies skill, experience, education and other job-related requirements of the position held or desired and who, with or without reasonable accommodation, can perform the essential functions of that position. Essential functions are defined as the fundamental non-marginal duties of the position being held or sought by a disabled individual. A job function is essential if the position exists for the performance of the function, there are only a limited number of employees available to perform it, or the function is so highly specialized that an expert must be specially hired to perform it.

The City is committed to making reasonable accommodations to employees and applicants, if these will allow an individual with a disability to perform the essential job functions of the position and as long as the accommodation does not cause undue hardship for the City. Reasonable accommodations include, but are not limited to, acquiring or modifying equipment or devices, adjusting or modifying training materials or policies, and/or making existing facilities readily accessible to and usable by disabled persons. Individuals with physical or mental disabilities protected by the ADA/ADAAA should discuss their need for possible accommodation with their supervisor, HR Coordinator, or City Manager.

An applicant or employee should make a request for a reasonable accommodation to their supervisor, HR Coordinator, or City Manager. All requests for reasonable accommodations from qualified applicants and employees with disabilities will be referred to the City's HR Coordinator. The HR Coordinator will meet with the applicant or employee requesting the accommodation to discuss and identify the essential functions of the job, the limitations resulting from the individual's disability, and any potential accommodations to overcome the applicant or employee's limitations. In evaluating potential accommodations, the HR Coordinator may do any of the following:

- Request a written statement from the disabled individual's physician to verify the disability and legitimate need for an accommodation;
- Require the individual to be examined by a medical expert selected by the City to help identify effective accommodations;
- Require the individual to be evaluated by a medical professional, rehabilitation counselor, occupational or physical therapist or other professional with knowledge of the person's disability; and
- Require access to the individual's medical records.

Any medical information the HR Coordinator receives during the process of evaluating potential accommodations will be treated as confidential information, and will not be kept in an employee's personnel file, but will be kept in a separate confidential medical file.

The City will determine the feasibility of the requested accommodation and determine whether the accommodation presents an undue hardship for the City. The City will consider the preference of the individual to be accommodated. However, the City will not necessarily grant the specific accommodation requested by the individual, and may choose another effective accommodation that exists which will better serve the operating needs of the City and provide equal opportunity for the applicant or employee. Once a decision is made about an accommodation request, the HR Coordinator and/or the supervisor will inform the applicant or employee of the City's decision regarding the accommodation.

PERFORMANCE EXPECTATIONS

The City believes policies and procedures are essential for the orderly operation of our business and for the protection and fair treatment of all employees. As a result, the City has clearly identified performance expectations so that everyone can act in accordance with our workplace standards. Courtesy and common sense should always prevail. The following work rules are not all-inclusive, but serve as guidelines to demonstrate work behaviors considered important to the City. The failure to adhere to these work rules or violation of any of these rules may lead to corrective disciplinary action up to and including termination of employment.

Work Day

Employees are expected to be at work on time, come back from breaks on time, remain until the workday ends, and perform the work assigned to or requested of the employee. Employees who are unable to be at work on time or to come back from break on time are expected to contact their supervisor by phone prior to the start of their work shift. If the employee's supervisor cannot be reached, the employee is expected to contact an alternate managerial representative, by phone. It is not acceptable to leave a voice mail message.

Work Place/Equipment

Employees are expected to regard their workplace with respect and attention. The City records, equipment, and property are to be treated carefully and appropriately. The City equipment is not to be utilized for personal use, and anything created with the use of such equipment is the sole property of the City. Employees are responsible for those items in their care and custody and will be held accountable for their maintenance, appropriate use, and/or accuracy. Employees will be responsible for the care of all City equipment and supplies which aid them in the performance of their duties. Any equipment breakage or loss must be reported to the employee's supervisor immediately.

Prohibited Use of City Owned Property/Equipment

The use of any City owned tools, property, material, equipment, and/or vehicles for private use is prohibited.

Conduct

Employees are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by the City or outside regulatory bodies. Employees are expected to conduct themselves in a professional and respectful manner, exhibiting a high regard for the public, other employees,

vendors, business associates, and co-workers. No breach of professional behavior (abusive language, harassment, personal business during work time, etc.) will be tolerated. These conduct expectations also applies to situations such as an employee's alcohol consumption when representing the City in a business or social capacity.

Confidentiality

Employees are expected to maintain the confidentiality of City information which includes confidential public and employee information in the employee's possession or control (i.e., personnel information, public confidential information, etc.).

Public Records

Oregon's records retention laws require the City and all City employees to preserve "public records." We must allow public inspection of public records unless an exemption applies. Public records may be in written or electronic form including e-mails. All employees are expected to know what documents and records are public records and fully comply with the public records laws. If you have any question about what records need to be preserved and what records may be inspected by the public, please refer to the Oregon Department of Justice Attorney General website at <http://www.doj.state.or.us/pros/mli.shtml>, for information, or contact the City Recorder's office. Any violation of the public records law would also be a violation of the City's workplace rules. To ensure compliance with these laws and to avoid unintentional violations, all public records requests must be referred to the City Recorder's office and only the City Recorder is authorized to permanently delete or destroy City files or records.

Personal Appearance

Employees' personal appearance at work should be neat and consistent with a professional atmosphere, keeping in mind the impression made on members, visitors, and other employees, and the need to promote the City and employee safety. Good individual judgment is the best guideline, but management retains the right to decide what appearance at work is appropriate.

Outside Employment

It is the City's policy to discourage employees, working for the City on a full-time basis, from engaging in outside employment. However, in certain situations, occasional and part-time work outside City employment may be allowed if prior approval has been obtained in writing from the City Manager. The City Manager may approve an employee's request for outside employment if:

1. The outside employment is compatible with the employee's work at the City.
2. The hours and days of work for the outside employment do not conflict with the employee's City work.

3. The outside employment does not detract from the efficiency of the employee's work at the City.
4. There is no conflict of interest between the employee's work and the outside work.
5. The outside employment does not bring discredit to either the employee or the City.
6. The outside employment does not interfere with the employee's ability to respond to emergency calls.
7. The outside employment does not interfere with the employee's ability to perform extra duty for the City. Extra duty must always have precedence over any outside work.

Unacceptable Behavior

The workplace rules and expectations contained in this Handbook provide guidance for what is considered proper employee behavior and what is regarded as unacceptable practice or behavior. Employees are urged to use reasonable judgment at all times and to seek advice from their supervisor in any doubtful or unclear situation. By everyone doing their best to meet both the spirit and intent of these guidelines, employee disciplinary issues should be minimal. As a matter of policy, the City seeks to resolve conduct and performance problems in the most informal and positive manner possible. However, when someone does not conduct themselves within the intent of the work rules, action will be taken to correct the situation promptly and completely. Violations of workplace rules will result in corrective action, up to and including immediate discharge.

The City believes that all employees should be given an opportunity to be heard in matters involving discipline, and the City has adopted a policy of allowing an employee to present their perspective prior to the imposition of disciplinary actions. The City encourages all employees to become familiar with the non-discrimination policy and complaint procedures outlined in this Handbook.

Drug and Alcohol Policy

The City is committed to maintaining a drug and alcohol-free workplace in the interests of providing a productive, safe, and healthy working environment for all employees. Therefore, the City prohibits the following:

1. Any unlawful manufacture, distribution, dispensing, possession, or use of illegal drugs or other controlled substances, or any prescription medication without a prescription, while on the City's premises, or while conducting any work or duties for the City.
2. Any unauthorized use or possession of alcohol while on the City's premises, employee premises or while conducting any work or duties for the City.

3. Being impaired by or under the influence of any illegal drugs, controlled substances or alcohol while on the City's premises, or while conducting any work or duties for the City, including being impaired or under the influence of alcohol or controlled substances while driving a motor vehicle.

The City may use drug or alcohol testing as part of its investigation of an altercation, accident (or near-miss incident), employee's irrational/inappropriate behavior, or on-the-job driving while under the influence of alcohol or controlled substances (DUI) as provided by applicable law.

Marijuana Use

It is a violation of the City's drug and alcohol policy for any employee to use, possess, deliver, or be under the influence of marijuana while on the City's premises, or while conducting any work or duties for the City. This prohibition includes the use of "medical marijuana" whether or not prescribed by a medical professional pursuant to the State of Oregon Medical Marijuana Act and regardless of whether the employee possesses a registry identification card issued pursuant to the State of Oregon Medical Marijuana Act, if such use negatively affects the employee's ability to perform the essential functions of his or her position or poses a threat of harm or a risk to the employee or others.

Employee Assistance

In the event an employee encounters work or personal problems related to his/her use of alcoholic beverages, drugs, or other controlled substances, he/she is encouraged to seek appropriate medical care or counseling. The HR Coordinator has information on substance abuse treatment programs. Information or referral will be provided on a confidential basis to our Employee Assistance Program (EAP) if requested by the employee, or as directed by a supervisor. The website is www.MyRGH.com and 24 hour phone number is 866-750-1327. The City has group insurance benefits that provide coverage for certain medical services related to drug or alcohol dependency treatment.

Smoke Free Workplace

The City complies with all Federal, State of Oregon and local laws prohibiting smoking in and around public buildings. The City believes that smoking is a danger to health and is a cause of material annoyance and discomfort to those who are present. As a result, smoking is prohibited in or on city owned property including city owned vehicles/equipment. Smoking is also prohibited within ten (10) feet from the entrance of a ventilation point (such as an open window) to a public building.

Strong Fragrances

The wearing of perfumes, colognes, or other strong fragrances that affect the comfort or health of co-workers or the public is prohibited in or on City property and while on duty.

COMMUNICATIONS AND SOFTWARE SYSTEMS

The City systems, equipment, hardware, software and other information (hereinafter referred to as “City systems”) in any form are considered an asset of the City and thus must be properly used and adequately protected. This includes the transmission of information over computer communication networks.

City systems include but are not limited to, computers, software, electronic mail (e-mail), copiers, fax machines, telephones, cell phones, voice mail, surface messengers, communication tools, various on-line services, and protected health information. All of these systems are operated and managed based upon this policy.

The City-provided systems are intended to be used primarily for business purposes. Employees are not allowed personal use of the City’s systems unless they first obtain their supervisor’s approval. Any approved personal use of the City’s systems must not interfere with normal business activities, involve solicitation, be associated with any for-profit outside business activity, or potentially embarrass or reflect badly on the City.

The City reserves the right to monitor employee use of the City systems at any time. Employees should not consider their usage of the City systems to be private. Within the bounds of current and future laws, the City reserves and intends to exercise the right to review, audit, intercept, access, and search any of City systems at will, monitor data and messages within them at any time for any reason with or without notice, and disclose selected contents without notice or other restrictions. Messages sent through these systems remain the property of the City. All data and messages maintained on the City systems may be subject to public records law and disclosed to the public upon lawful request.

Any improper use or violation of this policy may result in disciplinary action up to and including termination. Any violation or suspected violations of this policy should be brought to the immediate attention of the IT Director or the City Manager.

Communication Courtesies

Employees are reminded to be courteous to other users of the City systems and to always conduct themselves in a professional manner. Inappropriate use of City systems is prohibited. Some examples of inappropriate systems use includes, but is not limited to: installing non-business software; sending chain letters or other material that can be construed as spam; playing games; displaying sites with inappropriate sounds or visuals; transmitting obscene, harassing, offensive or unprofessional messages; accessing any site that is sexually or racially offensive or discriminatory; and displaying, downloading, and/or distributing sexually explicit material. Words, images, photographs

and/or jokes that may be considered harassing or offensive in person are also not appropriate when transmitted by City systems.

Internet Usage and Social Networking

Personal use of the internet while at work must be approved by the employee's supervisor. Any approved personal internet use must be kept to a minimum and must not disrupt the employee's work responsibilities. Accessing any site that is sexually explicit, racially offensive or discriminatory is prohibited. Online gambling at work is also prohibited. The City recognizes the increased popularity of internet social networking sites including but not limited to Twitter, Facebook, MySpace, Plaxo, personal web sites, weblogs ("blogs"), and LinkedIn. The City respects the right of employees to use internet social networking as a medium of self-expression. However, employees should be aware that internet postings do not have an expectation of privacy and have the potential to reach a world-wide audience. The City reserves the right to use any employee's internet/social networking posting as grounds to discipline an employee, up to and including termination, regardless of whether the employee made the posting from work or from outside work.

While at work, the use of social networking sites for personal use is prohibited. Keep in mind that a growing number of viruses and spyware are obtained through social networking sites. Social networking postings involving offensive, sexually explicit, harassing or bullying behavior are prohibited. Such behaviors that constitute harassing or bullying behavior include, but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, color, or disability; and sexually explicit and/or threatening comments.

Viruses come from internet browsing and emails. For that reason even when the use of your computer is authorized under these policies you should follow these general rules:

1. Don't open emails from people you don't know.
2. Don't click on links inside emails you don't know.
3. Don't forward jokes or chain letters.
4. Don't sign up for anything at work; use your personal computer.
5. When a pop-up appears, don't click on it instead try to CONTROL-ALT-DELETE.
6. Don't open or forward attachments from someone you don't know.

Only authorized employees may communicate on the internet, including social networking sites, on behalf of the City. Any information posted to the City website or social media sites must first be approved by the employee's supervisor. Employees are

reminded that if they make any internet postings that affiliate the employee with the City, readers may view the employee as a representative or spokesperson of the City. In light of this possibility, employees may not express opinions or personal views that could be misconstrued as being those of the City. All unauthorized personal internet postings must clearly represent the employee only and should not create a conflict of interest or reflect poorly on the City. The City reserves the right to hold the employee responsible for any negative portrayals and to discipline an employee for violations of this policy, up to and including termination of employment.

Posting material about the City's internal operations or confidential information is prohibited. Employees are expected to protect the privacy of other employees and clients and are prohibited from disclosing personal employee and nonemployee information and any information to which employees have access through work.

Any conflict between the law and the language of this policy will be decided in favor of the law. Nothing in this policy is intended or should be construed to chill an employee's right to engage in protected free speech under Oregon or federal constitutional law.

Copyrights

Any software or other materials downloaded onto the City's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material. The City honors all licenses, copyrights, patents, restrictions and terms and conditions associated with commercial proprietary computer software. Systems users are not authorized to use, copy, modify, or transfer purchased computer software in whole or in part except as expressly provided in the applicable software license, contract or purchase agreements. "Pirating" (making unauthorized copies of software or music) is a violation of federal copyright law. Any approved material that is posted should obtain all proper copyright and trademark notices if applicable. Applications developed while employed by or under contract with the City is the property of the City, not the developer.

Electronic Mail System

E-mail messages are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Employees should write e-mail communications with no less care, judgment, and responsibility than they would use for letters or internal memoranda written on City letterhead. Please be aware that even when a message is erased through e-mail, it is still possible to retrieve and read that message. The City reserves the right to monitor, retrieve and read information on its systems, including any e-mail messages. Consequently, employees using the City's systems for e-mail should understand that they have no expectation of privacy in

connection with the use or storage of information on such systems, including stored e-mail messages. However, the City expects employees to respect each other's privacy, and unless authorized to do so, will not retrieve or read electronic messages not intended for them. Personal passwords may be used for purposes of security, but the use of a personal password *does not* guarantee confidentiality. All passwords must be disclosed to the City's IT consultants, if requested. Again, personal use of e-mail may occur, but is to be kept to a minimum, and it must be approved by the employee's supervisor. E-mail communications at work, whether personal or not, should not contain inappropriate, harassing, or offensive language, relate to outside business ventures, political or religious messages, solicitations, or be "chain letter" messages.

Personal Software

In an effort to protect the integrity of the City systems, all software used on the City computers must be registered with the City's IT consultants. Personal or downloaded software may only be installed after written authorization has been received by the City's IT consultants. A complete virus check of all such software must be made immediately before it is installed on any City computer. A virus check must be made on any disk or files originating from outside the City prior to its use on a City computer. Copying or transferring of the City-owned software may be done only with the written authorization of the City Manager and/or IT consultants.

Telephone Usage (Landline)

The City recognizes that employees must occasionally make and/or receive personal telephone calls. Such calls must be kept to a minimum and should impact your work as little as possible. Unauthorized use of the telephone, including charging long distance calls to the City, will result in corrective action, up to and including termination.

Telephone Usage (Cellular)

The City provides a monthly cellular telephone allowance to employees who regularly make or receive City business calls. Receipt of this allowance is up to the discretion of the employee's supervisor. Employees receiving a cellular telephone allowance must use the allowance to obtain a reliable cell phone and reliable cell phone service. The allowance will be considered part of the employee's official compensation and will be reported as taxable income. The cell phones, because they are the property of the employee, may be used for both personal and City business. Cell phone expenses over and above the amount of the allowance will not be covered by the City and will be considered the employee's responsibility. The City will annually determine the amount of the cellular telephone allowance. Employees should not store confidential or work-related information on personal cell phones unless authorized by a supervisor and protected by a password.

If a personal cell phone stores email addresses, phone numbers or other private work information about employees, customers, or clients, sensitive, or confidential workplace information and is lost or stolen, report the loss to a supervisor immediately.

Employees using personal cell phones for City business must understand that City related calls may be subject to laws governing public records disclosure.

Use of Cellular Telephone While Driving

Cell phone use is prohibited by State law while driving on City business, regardless of whether the vehicle or equipment is owned by you or the City.

The City prohibits the use of cell phones, including text messaging, during the following work-related activities:

- While operating a moving vehicle unless a hands free device is used; the speaker phone feature is not considered a “hands free” device.
- While operating or being in close proximity of heavy, dangerous, moving machinery; or
- Where use of a cell phone may place employees at risk of injury.

Voice Mail System

The voice mail system is the property of the City and has been provided for use in conducting City business. All communications and information transmitted by, received from, or stored in this system are City records and the property of the City. This voice mail system is to be used for City business only, and use of the system for personal purposes is discouraged. Employees have no personal privacy rights pertaining to any information stored in, created, received, or sent over, the voice mail system. The City, in its discretion as owner of the voice mail system, reserves and may exercise the right at any time to monitor, access, retrieve, and delete any matter stored in, created, received or sent over the system for any reason, and without the permission of or notice to any employee. Employees are not authorized to retrieve or listen to any voice mail messages that are not sent to their personal attention. Any exception to this policy must receive prior written approval from the City Manager.

ARCHIVING ELECTRONIC COMMUNICATIONS

Public Records

Employees must follow the requirements under federal and state public records law with regards to archiving electronic public record communications. Generally, employees should follow the same archiving timeframes for electronic records that apply to archiving paper records.

Typical public records examples

- Policies and directives
- Drafts of documents that are circulated for comment or approval
- Correspondence or memoranda related to official business
- Any document that initiates, authorizes, or completes a business transaction
- Work schedules and assignments
- Agendas and minutes of meetings
- Final reports or recommendations

Typical non-public records examples

- Personal messages or announcements
- Announcements of social events
- Copies of extracts of documents distributed for convenience or reference
- Messages received via listserv
- Spam

If you are unclear as to what constitutes a public record, please refer to the Oregon Department of Justice Attorney General website, www.doj.state.or.us/pros/mli.shtml for information or contact the City Recorder's office.

IT INFORMATION SECURITY POLICY

In addition to the City systems general usage policies, the City has an IT information security policy described below. Further, the City complies with all security requirements under the federal Health Information Portability and Accountability Act (HIPPA), and secures electronic information according to HIPPA guidelines.

Purpose

Technology resources are critical assets of the City. The IT information security policy has been designed to help ensure the confidentiality, integrity, and availability of the City's technology resources, protected health information, and in particular, information and the systems used to store, process and access the information.

Scope and Applicability

This policy applies to anyone with access to the City's systems, protected health information or technology resources, including, but not limited to, all employees, contractors, consultants, customers, vendors, business associates, and temporary staff. It is the responsibility of each individual to comply with this policy and to protect the City's property, proprietary, and/ or confidential information.

General Information Security Policy

City information must be protected in a manner commensurate with its sensitivity, value, and criticality. Security measures must be employed regardless of the media on which information is stored (paper, overhead transparency, electronic, etc.), the systems that process it (microcomputers, mainframes, networks, voicemail systems, etc.), or the methods by which it is moved (electronic mail, face-to-face conversation, etc.). Such protection includes restricting access to information based on a "need-to-know" basis.

Responsibilities

Individuals accessing the City's technology resources must comply with information security policies, standards, guidelines, and procedures.

Access Control Mechanisms and Individual Accountability

Individuals at all levels are responsible for the secure conduct of their activities. All City systems users must take reasonable actions to guarantee that this security is maintained. This is done primarily through access control mechanisms (user IDs and passwords). Individually assigned user IDs and passwords must not be shared. Automated sign-on scripts should not be used.

Requests by non-City employees for access to the City systems and/or technology resources require documented approval from the City Manager and/or the City's IT

consultants as well as any other required approval and user agreements (depending upon the information classification and owner/approver's requirements).

Documents and/or data created by a user should not be stored on the local drive of any City computer, but on the appropriate network drive to allow for greater security and regular backup. Information stored on a computer's local drive is not backed up. If employees are unsure what constitutes the "local drive," they should contact their supervisor.

Virus Protection

Anti-virus software with up-to-date virus definitions must be actively in use on all workstations connected to the City's technology resources. Software, utilities and files from outside sources, including the Internet, must be scanned using virus detection software prior to use or installation on the City's technology resources if not certified virus-free by the vendor.

Cyber Security

The City can incur liability for not adequately protecting the personal and confidential information contained in the City's records and files. We have an obligation to protect that information and prevent its unauthorized disclosure. In 2008, the City Council adopted an identity theft prevention program. Every employee who has access to any medical, personal, or identifying information such as social security numbers, credit card numbers, bank account numbers, birth dates, etc., must be aware of this program and fully comply with its policies and requirements. In addition, any employee who removes medical, personal, or identifying information from their office or place of work such as a lap top computer shall safeguard this information at all times. It is not to be left in an unattended or unlocked car, in a motel room when the employee is not present or anywhere else where the information may be stolen or compromised. Safeguarding this personal or identifying information is the responsibility of every employee. You can obtain a copy of the Identity Theft Prevention Policy from the Finance Director or the City Recorder.

COMMUNICATIONS AND THE INTERNET

Firewalls (hardware/software security interfaces between the internal network and the outside Internet) and other methods may be used by the City to control, filter and monitor Internet access. Subscriptions to services designed to block access to inappropriate web sites also may be used by the City. The City reserves the right to actively monitor Internet use on the City systems and to provide Internet usage reports to management.

Remote and External Access Controls

Any and all remote or external access to the City's technology resources will be provided through a centrally administered remote access control system, or other approved secure connection. Connection via the Internet for purposes of electronic commerce requires special attention to security and privacy issues in order to protect City systems and that of our employees and the public. Installations of such remote access systems or other external connections require the approval of the employee's supervisor. Remote computers connected to the City's technology resources must be actively protected by anti-virus software with up-to-date virus definitions.

Policy Exceptions

Exceptions or waivers to these policies require the written approval of the City Manager. Appropriate documentation providing business justification for non-compliance is required, as well as full documentation of the business and technical reasons for granting the waiver. The City Manager will notify the City's IT consultants of all approved exceptions.

Contact Information

Questions about this policy or related information security concerns should be directed to the employee's supervisor.

PERFORMANCE MANAGEMENT AND APPRAISAL

To ensure a meaningful performance evaluation system upon which the City can continuously monitor the effectiveness of our organization and its operations, all employees must receive regular performance evaluations.

Objectives

The objectives of our annual performance management and formal appraisal process are:

1. To ensure that each employee in our organization knows how they are performing against established performance standards;
2. To determine how well the City supervisors are performing in assisting employees with work performance and objectives;
3. To ensure communication and two-way feedback;
4. To provide a consistent, objective, and fair method for making compensation decisions;
5. To identify areas where an employee may need more training;
6. To provide a tool for career planning; and
7. To provide a permanent record of employee performance and contributions.

Employee Development Actions

Supervisors are accountable for providing employee development actions designed to improve and enhance employee performance such as:

1. Reasonable employee training, including computer software proficiencies;
2. Assigning, directing, controlling and reviewing employee work;
3. Assisting employees in correcting deficiencies; and
4. Objectively evaluating employee performance during the evaluation period.

Employee's Participation

The performance appraisal program is intended to be participatory, involving both the employee's and supervisor's input, thereby helping the employee to contribute to the growth and improvement of the City. Employees are encouraged to:

1. Inquire about their performance from time to time;
2. Accept additional responsibilities and show initiative;
3. Review opportunities for advancement within the organization;
4. Ask for assistance in developing a goal-oriented path for advancement; and
5. Learn about training available to assist in improving skills, qualifications for a promotion or lateral transfer.

Performance evaluations serve as one factor in City decisions related to employment such as training, merit pay increases, job assignments, employee development, promotions and retention. Employees will receive annual written performance evaluations from their supervisor or department manager as part of the performance management and appraisal process. Written performance evaluations serve to identify an employee's performance level as compared to established standards, acknowledge the merit of above standard performance, and prescribe the means and methods for correcting performance deficiencies to the required level of performance.

As part of the annual performance evaluation process, employees will meet with their supervisors to discuss their performance, and will be asked to review and sign the written performance evaluation. The employee's signature does not necessarily indicate that the employee agrees with the evaluation, but that the evaluation has been reviewed with the employee. Any disagreement with the review should be addressed in writing by the employee to the department head or evaluating supervisor indicating the specific areas of disagreement. These comments will be placed in the employee's personnel file along with the performance appraisal.

PAY ADMINISTRATION (REV. 7/1/15)

The City values quality employees and is committed to compensating employees for their efforts and results. It is our intent to provide a competitive compensation package that will attract, retain and motivate employees. It is also our intent that policies and pay practices be administered consistently throughout the City. The pay of a new employee may be established based on the pay level of current employees in the same or similar positions, as well as on the new employee's previous experience, education, and skills. Employees will be eligible for future pay increases based on the City's approved budget and employee performance.

Starting Salary

Normally, the minimum of the salary range will be the starting salary for a new employee. In instances where a new employee has experience or skills that are above those required for a starting employee, it is possible that the new employee will be hired above the minimum salary. The department manager and City Manager will examine and both must approve the credentials of an employee who may be considered for a starting salary above the minimum.

To the extent allowed by law, information pertaining to your rate of pay and increases in pay, if any, is deemed to be a confidential personal matter between the employee and the employee's supervisor. The City requests that employees exercise great discretion and care regarding any discussion about pay, even though your salary is a public record.

Pay Plan

Each job description in the City is allocated to a particular salary range which has a minimum and maximum range. Once an employee reaches the maximum salary for their grade they are only eligible for cost of living adjustments as funding is available.

Pay Increases

It is the City's policy to reward employees with increases in pay for their dedication to work, extra effort, and contributory performance. Management does not award increases on an automatic basis or at any preset interval. An employee's supervisor will determine if an increase is warranted at the time of the employee's performance review or evaluation. Salary increase recommendations must be approved in writing by the City Manager or his/her designee. These increases are not automatic, but will be based on performance, as funds are available and at the discretion of the City Manager.

Performance Evaluation

The City's performance evaluation form is designed to provide a composite score after considering the most important essential job factors to the employee's work with the City. The composite ratings on the form shall be designated as "Outstanding", "Exceeds Standards", "Meets Standards" and "Below Standards". The composite ratings will be used to determine pay adjustments based upon performance. A performance evaluation will be performed for each employee on the anniversary of their date of hire. The evaluation will be communicated to the employee, on forms provided by the HR Coordinator, by their immediate supervisor or department manager.

Composite Ratings/Merit Increase

Effective fiscal year 2015-2016, the following structure is contingent upon whether or not the employee has reached the maximum for their salary range. Any employee not at their maximum whose composite rating is "Meets Standards" will receive a pay increase of one (1%) percent. Any employee not at their maximum whose composite rating is "Exceeds Standards" will receive a pay increase of two (2%) percent. Likewise any employee not at their maximum who receives an "Outstanding" composite score will receive a pay increase of three (3%) percent.

Any employee whose composite Performance Evaluation score is "Below Standards" will not receive a pay increase. Should any such employee receive a similar rating of "Below Standards" for two periods during his/her employment and still remain employed with the City, his/her rate of pay will be adjusted downward by two (2%) percent. (Note 1: Such a decrease in pay is subject to the City's grievance process. Note 2: Percent increases are subject to the approval of the City Budget Committee each fiscal year.)

Composite ratings pay increases are subject to the availability of funds and shall be consistent with the City's approved budget in any given year. Employee pay increases may be suspended or modified by the City Manager or the Budget Committee at any time they deem necessary to balance the City's budget.

Salary Survey

A pay range for each job will be established based upon a market survey of other Oregon communities who have similar locations, populations and economic bases. The pay range will designate a minimum (hiring level) and a maximum rate of pay for each job. The market study will be updated generally every three to seven years, and if possible, using the same comparable communities from survey to survey. As economic and population changes take place, it is more important to use cities with comparable budgets and size who are willing to participate, rather than specific cities that have been used in the past. Non-represented employees whose rate of pay is more than the maximum established for his/her position by the salary survey will not be eligible for a performance pay adjustment in the year of the survey or more as determined necessary

by the City Manager to bring the employee's salary within the range established by the survey for the position. Non-represented employees whose rate of pay is less than the minimum established for his/her position by the salary survey will be moved to the minimum salary and are eligible for a performance pay adjustment in the year of the survey. Employees whose salaries fall within the range established by the survey are eligible for a performance pay adjustment but are not otherwise affected by the survey.

PERS and non-PERS Employees

Whether an employee is eligible for PERS upon hire is based on criteria determined by PERS and state law. An employee who is not eligible for PERS upon hire, and who successfully completes their probationary period, will be given a five (5%) percent salary increase to help offset the start of the employee's six (6%) percent contribution to PERS. An employee who is PERS eligible upon hire will be assumed to have the five (5%) percent increase factored into their initial starting salary. No PERS adjustment will be made for these employees after completion of their probationary period.

Cost of Living

For non-represented employees there will be a "cost of living" (COLA) adjustment to pay ranges annually, effective July 1, as funding is available in the City's budget. The COLA will be based on the U.S., All Cities CPI-W for March to February of the previous year, with a minimum of one (1.0%) percent and a maximum of three (3%) percent.

Paydays

Employees will be paid bi-weekly; the work week will be Sunday through Saturday. Paydays will occur five (5) days after the pay period and will fall on Friday. If the Friday payday is a holiday, employees will be paid on the preceding Thursday.

Payroll Deductions

Certain mandatory and elective deductions are made from employee pay, and are noted on the paycheck stub. Only those deductions mandated by law or those you have authorized in writing are made, provided such deductions are not otherwise prohibited by federal or state regulations.

Salary Advances

As a matter of policy, the City does not provide advance payments of salary.

Delivery of Paychecks

Each payday, employees will receive their paychecks by mail or hand-delivery. Employees may also have their paychecks electronically deposited to a designated account at a financial institution, provided the institution has direct deposit capability. No paychecks will be delivered to any person other than the employee except upon the employee's written request to do so.

Method of Payment

A statement of earnings and deductions showing gross earnings, deductions and the net salary amount will accompany each paycheck or notice of direct deposit.

Employee Withholding Exemption Certificates (Form W-4)

Employees are required under Federal law to furnish the City with a valid Employee Withholding Exemption Certificate (W-4) at the time of hire. Employees may request additional withholding for state and/or federal taxes. If you fail to provide a W-4, the City is required by law to withhold at the single/no dependents rate.

Timekeeping for Non-exempt Employees

Non-exempt employee pay is calculated from reported hours as approved by the employee's supervisor. The time record is formal documentation of the exact time worked and should be filled out in blue or black ink. It should be completed daily and reviewed at the end of each week for completeness and accuracy. It must be completed and approved at the end of each pay period.

An employee's supervisor or designee will review and approve time records each pay period. If an error is to be corrected or time clarified, the employee should notify his/her supervisor during the review process. The employee's written signature on the time record each pay period verifies that the times and dates are true and accurate to the best of the employee's knowledge. Employees should never allow someone else to make entries on his or her time record. Willfully falsifying a time record or submitting an inaccurate time record will be grounds for discipline, up to and including termination. It is your responsibility to submit an accurate time record.

Time Records for Exempt Employees

Employees classified as exempt are to fill out time records each pay period primarily to keep track of FMLA leave, sick leave, vacation leave and holiday leave. A time slip may only be marked "no exceptions" by an employee if he or she has actually worked 40 or more hours in each of the work weeks during the pay period. Exempt employees are expected to work at least 40 hours per work week unless they take leave time. Exempt employees who work less than 40 hours in any work week, must take leave time for the difference between 40 hours and the actual number of hours worked. For example, if you only work 32 hours, you must take 8 hours of leave time during that work week. Exempt employees must complete a written Leave Request form for all leave time recorded on their time record, have their supervisors sign the Leave Request form, and attach the leave slip(s) to their time record.

Final Paycheck

The City requests employees give at least ten (10) working days advance notice prior to departure when resigning or retiring from the organization. If an employee provides the

City with at least forty-eight (48) hours notice of his or her departure from employment (excluding holidays and weekends), the employee will receive his or her final paycheck on the last day worked.

If less notice is given, the final paycheck will be provided within five (5) business days or the next regularly scheduled payday, whichever occurs first.

If an employee is terminated, the employee's final paycheck will be paid no later than the end of the next business day. Final paychecks will include all wages earned through the last workday plus payment for any accrued and vested benefits (excluding PERS) that are due and payable at separation.

Checks can be picked up at the City Hall or mailed to the current home address if requested in writing by the terminating employee.

Exempt employees who terminate employment prior to the last day in the pay period in which they terminate, will be paid at an hourly rate of pay for all hours worked. Exempt employees who normally are scheduled to work less than forty (40) hours per week will be paid their normal pro-rated holiday hours for any holidays that fall during the final month of employment with the City.

HOURS OF WORK AND WORK SCHEDULES

Hours of Work

The City has established regular working hours to promote a productive work environment that will best serve our employees and the public. The general office hours at the City are 8:00 a.m. to 5:00p.m., Monday through Friday. The normal workday is eight (8) hours. The normal work week is forty (40) hours. Non-exempt employees may not begin working before their normal starting time nor continue working beyond the normal quitting time without prior approval from your supervisor.

Work Schedules

An employee's supervisor schedules specific work hours for each individual employee. Typically, employees will work from 8:00 a.m. to 5:00 p.m. with a one (1) hour lunch break. Changes to employee's work schedules (work hours/work days) may be made based on business necessity and operational needs, at the discretion of the employee's supervisor and with prior approval from the City Manager. The City will attempt to notify employees of any changes in workdays or work week schedules at least one (1) week in advance of the effective date of change. Management reserves the right to modify schedules consistent with the needs of the organization.

Hours worked for the City are compensable and include all of the time that an employee is required to be on duty. Travel time and training or meeting time are considered hours worked under specific conditions outlined under Federal and State wage and hour laws, or by City policy. Employees should consult with his or her supervisor regarding these conditions. These provisions do not apply to employees in exempt positions.

Meal and Rest Periods

Meal and rest periods will be provided for employees according to Federal and State law. Non-exempt employees who work a minimum of six (6) hours are required to take a thirty (30) minute unpaid meal period each work day. The meal period is to be taken as close to the middle of the employee's work shift and may not be taken at the beginning or end of the work shift. Non-exempt employees are not permitted to work through a meal period unless approval from a supervisor is obtained prior to the scheduled meal break. Non-exempt employees who are required to work during a meal period will be paid for their time worked.

Non-exempt employees are also required to take a ten to fifteen minute rest break after every two hours of work, not including meal periods. Rest breaks are paid as time worked, and may not be taken together, added onto a meal period, taken at the end or beginning of an employee's work shift to allow late arrival or early departure from work,

or skipped for any reason. An employee's supervisor has the right to schedule an employee's meal and rest periods.

If an employee frequently works through a meal and/or rest period without supervisor approval, the employee may be subject to disciplinary action up to and including termination of employment. These provisions do not apply to exempt positions, as there are not any required meal and rest periods for such positions.

Overtime

Occasionally, employees may be required to work overtime. **Prior approval must be obtained from your supervisor before working overtime hours.** Supervisors are to ensure that no unauthorized overtime hours are worked. Employees who work unauthorized overtime will be compensated for the time worked in accordance with Federal and Oregon law; however, employees who work unauthorized overtime are subject to disciplinary action, up to and including termination. The City complies with the provisions for overtime pay for non-exempt employees, as outlined in the Federal Fair Labor Standards Act and State wage and hour laws.

Overtime compensation shall be paid to non-exempt employees for all hours worked by the employee *in excess of forty (40) hours in a work week* at a rate of one and one-half times the employee's regular rate of pay. "Hours worked" for purposes of determining whether an employee has worked overtime in a work week shall only include actual hours worked and do not include holiday hours, vacation leave hours, sick leave hours or any leave without pay.

Supervisors and employees shall make every effort to keep the hours worked of non-exempt employees to the regular forty (40) hour work week. This can be accomplished by flexing the hours worked during the week (Sunday through Saturday), with the supervisor's approval. This will enable the employee to maintain their regular hours in the week and reduce the accumulation of overtime. If scheduling adjustments cannot be made during the week, compensatory time will be granted (refer to Compensatory Time policy below). However, supervisors should attempt to avoid accumulated overtime by employees.

Call Out of Public Works Employees

A Public Works Employee who is called to work outside the assigned work shift shall be paid at the rate of time and one-half (1½) the employee's regular rate of pay for a minimum of two (2) hours. If the call out occurs one (1) hour or less before or after the start of the work shift the overtime worked shall be considered an extension of the work shift and be compensated as such.

Compensatory (Comp) Time

Compensatory (Comp) time in lieu of paid overtime will be computed at a rate of one and one-half (1.5) hours of compensatory time for each hour of overtime worked with prior department supervisor approval (refer to Overtime policy above). Compensatory time may be used only after department supervisor approval and cannot accumulate over forty (40) hours without City Manager approval. When an employee is separated from employment with the City, any remaining comp time is payable to the employee.

Social and Recreational Activities

Participation in all off-duty social or recreational activities such as City picnics and holiday parties is entirely voluntary. Participation or nonparticipation will not have any effect on employee wages, hours, working conditions or employment opportunities.

Inclement Weather/Emergency Closing

Except for regularly scheduled holidays, the City will be open for business Monday through Friday during normal business hours. The City recognizes that there may be circumstances beyond its control, such as inclement weather, national crisis, or other emergencies, that will occur. On such occasions, the City may close for all or part of a regularly scheduled workday. In such an event, the City Manager or designee will make a decision and will endeavor to notify all supervisors for the purpose of contacting employees. Employees should also contact their supervisors to determine whether they should report to work in such circumstances.

In the event of inclement weather that prevents safe travel, or another emergency, the City Manager or designee will determine whether any City office should be closed or its opening delayed. If there is not any indication of office closure, the employee should assume that the office is open on a normal schedule. The conditions between the employee's home and the office may be better or worse than the norm. If the office is closed, the employee should stay home. If the office is open, on a delayed schedule or other alternative schedule, the employee should come in when they can do so safely. That may be before or after the "formal" opening time. Employees who are delayed in such circumstances should make efforts to contact their supervisors to inform them of the delay.

Benefits-eligible employees scheduled to work will not be charged vacation time for full or partial closures if the City chooses to close the office; however, employees who do not report for work or who leave early when the office is open, must charge their missed time to accrued vacation.

In The Event of a City Wide Disaster

In the event of a city-wide disaster the National Incident Management System (NIMS) shall be adhered to in any disaster management situation. All City employees who are

on duty shall remain on duty until an appropriate department head approves their securing from an on-duty status. If an employee is faced with a decision to deal with a family emergency in addition to any city wide or regional emergency, the employee shall be relieved from duty at the first opportunity to give attention to their family emergency issue. Such decisions shall be made by the Incident Commander as to when that first opportunity may occur.

EMPLOYEE-INCURRED EXPENSES AND REIMBURSEMENT

Travel Policy and Expenses

Allowable Expenses

Allowable employee travel expenses include expenditures which are necessary and reasonable, and incurred while on required business approved by the City. Expenditures may include meals, lodging, registration fees, mileage or gas, parking fees, toll bridge fees, taxi, bus fare or airfare, and other business related costs.

City Required Business

City required business may include seminars, conferences, workshops, training sessions, meetings or other assigned tasks. The City will only pay the necessary and reasonable expenses incurred by authorized personnel. For the purposes of this travel policy, "authorized personnel" includes an employee, volunteer, City Council member, or anyone else approved in advance by the City Manager or designee. No expenditures will be approved for a spouse or family members, except as required by state or federal law (e.g., a spouse who assists a disabled person who would otherwise not be able to attend).

Use of City Vehicle

Subject to vehicle availability and dependability, authorized personnel should travel in City vehicles. Scheduling arrangements should be made in advance with the appropriate supervisor. All reasonable and necessary expenses for gas, oil and repairs are reimbursable.

Check Out Vehicle Before and After Driving

Authorized personnel shall check out the vehicle before driving to ensure it is operating in compliance with the State vehicle Laws. Upon return personnel shall clean the car of their personal effects, and fill the gas tank. Contact the "travel director" if there is something on the vehicle that needs to be attended to. Public works will provide any necessary maintenance.

Use of Personal Vehicle

Authorized personnel may be reimbursed for mileage for use of a personal vehicle under the following conditions:

1. Permission is obtained from the supervisor in advance to use a personal vehicle when a City vehicle is not available.
2. Accurate record of business mileage is documented.

3. Mileage expenses shall be reimbursed at the rate per mile which is currently being used by the Internal Revenue Service.
4. No additional expenses for gas, oil, or repairs will be paid by the City.
5. Permission is obtained from the City Manager or designee.
6. If an employee desires to take their personal car when a City vehicle is available, and with the prior approval of their supervisor, they may do so, and be reimbursed 25% of the current per diem rate on one-way mileage to the City required business event; but only if money is available in the Department budget to do so.
7. The employee does not have a monthly car allowance or the reimbursement is consistent with the terms of the allowance.

Ride Share Costs

No reimbursement will be allowed unless the cost share agreement is approved in advance.

Commercial Carrier

Any reimbursement for commercial fare by bus, rail, or air will be paid at actual cost. Any commercial carrier costs must be approved in advance of travel by a department head or City Manager. Employees are expected to travel in the least expensive class or for the lowest fares available. Every effort will be made to use a city credit card first before requesting reimbursement.

Fines

Traffic citations, parking tickets, or other fines or penalties will not be reimbursed by the City.

Lodging Expenses

Hotel/Motel

Necessary and reasonable charges for rooms including taxes will be paid by the City at the single room rate consistent with the Internal Revenue Service (IRS) lodging per diem guidelines. Employees are expected to secure the lowest cost room available. If an employee prefers a more expensive room because of views or other amenities, the employee must pay the cost difference or take the lowest cost room. If the lodging is booked at a group rate secured in connection with a conference or training, the lodging rate may exceed the IRS daily rate. If single/double rate is available and used, no reimbursement to the City for a spouse is required. Unless approved otherwise by a supervisor, if two employees of the same sex go to the same training or are on City business where overnight stay is necessary, then the two employees will share a room. If one employee does not want to share, then he or she will be responsible for paying for their own room.

Friend/Relative

If an employee makes arrangements to stay with friends or relatives while on City business, no expense will be paid for lodging by the City.

Recreational Vehicles

Necessary and reasonable charges for recreational vehicle parking and hook-up fees will be paid by the City if use of the vehicle is approved in advance. Mileage reimbursement will be paid per IRS rates, only if a City vehicle was not available.

Meals

Whenever possible, meals will be paid in advance on a per diem basis consistent with the Internal Revenue Service (IRS) meal per diem guidelines. The advance payment will serve as the City's total responsibility for the employee's meals and no meal receipts will be required. The City breaks the per diem daily rate into three dollar amounts for specific meals (breakfast, lunch, and dinner). When an employee can anticipate that it will be reasonable and necessary for one or more meals to be purchased at any City business function or when traveling out of town on City business, the employee should request in advance a per diem check for the specific meals that are required. Prior approval by the employee's department head is required before any per diem for meals will be paid. Unanticipated meal costs where the employee is unable to obtain advance payment may be reimbursed by the City, including tips, with your department head's approval. However, any meal reimbursement must be reasonable and necessary as a part of City required business such as a pre-authorized meeting or event. Meal reimbursement cannot include alcohol and receipts will be required.

Note: Generally any reimbursement paid by the City for meals is taxable as wages to the employee unless the employee is away from home overnight.

Reimbursement of payment for meals shall be made only when an employee is traveling on City business before 6:30 a.m. for breakfast; during normal lunch hour for lunch; and after 6:30 p.m. for dinner. The following applies to all requests for reimbursement or payment for meals:

1. A non-alcoholic beverage with the meal will be paid for authorized personnel only.
2. When meals are charged to the room at hotels/motels, the City will pay actual costs of meals for authorized persons only.
3. All persons authorized to charge meals reimbursable by the City are expected to use discretion. Excessive or unreasonable charges or tips will not be reimbursed by the City.
4. When staying with friends or relatives, food reimbursement will normally not be made by the City for meals taken at their home without prior

approval by your supervisor. Any “in-lieu” payment of meals or lodging to cover inconvenience and save the City money, which the authorized person desires to make, must be approved in advance.

5. Advances must be approved by the City Manager or Department Head for the meal per diem and/or portion of the estimated trip expense. Travel advances will be based upon the number of days of travel authorized. An advance request should be submitted during the normal accounts payable authorization cycle, which requires at least two (2) weeks processing time in advance of the date the check will be needed.

Conference/Meeting Expenses

Necessary and reasonable registration fees will be paid by the City for the required conferences, seminars, or meetings which have been approved by the employee’s supervisor and/or department manager and for which budget authority exists. Expenses for City Councilors will be approved by the Council. Once fees are advanced, the authorized person is obligated to attend the program or secure a refund to the City if the authorized person decides later not to go. Unless City requirements prevent the authorized person from attending, the authorized person will reimburse the City for registration fees not used as requested. Other extenuating circumstances that prevent the authorized person from attending will be dealt with on a case-by-case basis.

The City will not pay for registrations for a spouse and will not pay for social events associated with conferences such as golf tournaments, sightseeing trips, etc.

Other Expenses

Other charges which are deemed necessary and reasonable and incurred while on City required business will be paid as follows:

Telephone Charges

All required telephone call charges pertaining to City business and to the office will be reimbursed by the City. One short duration long-distance call per night to home will be allowed when employees are required to be away overnight.

Entry fees

When a sports tournament or game, such as golf, tennis, or a 10K run, is associated with a business trip, the City will not pay for the costs of participation.

Amenities

The City will not pay expenses associated with fitness center charges, beauty/barber shop charges, valet services, video rentals, gift shop items, child care, entertainment or other personal expenses incurred by authorized persons.

Reimbursement Procedures

All requests for advanced registration fees, lodging guarantees and/or travel advances must be approved by the City Manager or designee for city employees and non-elected volunteers. Reimbursement for the Mayor and City Councilors will be approved by the City Council.

Budget authority must exist before any expenses are incurred or advanced. Advances may be requested for the following expenses: registration fees; hotel/motel rooms; and estimated travel and meal expenses.

Reimbursement for expenses and final accounting must be documented on the proper forms as soon as possible after the expense is incurred and no later than ten (10) days of returning from a City business trip or program. The City Manager's Office will provide reimbursement forms and outline procedures for all City authorized persons who travel at the expense of the City.

Non-Reimbursable Meals

Employees are responsible for specifying which meals are not reimbursable because the specific meals are covered by a conference registration or the employee will only be on business for a portion of a day.

Compensable Time

All City personnel required to travel outside of normal working hours, resulting in more than eight (8) hours a day "on the job", will be compensated with time off calculated at one and one-half times for each hour of the travel time outside of normal working hours.

EMPLOYEE BENEFITS

Introduction

The City strives to provide excellent, equitable and cost-effective benefits for employees in recognition of the influence employment benefits have on the economic and personal welfare of our employees. Paid in various forms on the employee's behalf, the total cost to provide the benefit program described in this Handbook and other documents is a significant supplement to an employee's pay and should be viewed as additional compensation. Policies, provisions and procedures that govern the City's benefit program apply to all benefits-eligible employees, whether status is exempt or non-exempt, unless otherwise provided in a particular benefit plan.

Most benefits begin on the first of the month after employment. Some benefits may accrue during the probationary period, but eligibility to use the benefit will not occur in most cases until the employee obtains regular status, or meets other conditions of eligibility specified in the Handbook or contained in the benefit policy/plan booklets.

Generally, employees who work less than forty (40) hours per week are not eligible for any benefits or compensation beyond wages except those required to be provided by this handbook and except for those law required by law, (such as PERS, Social Security, workers' compensation, state disability and unemployment insurance).

The City reserves the right to change or discontinue the employee benefits described in this Handbook at any time.

Benefit Plan Documents

You will be provided with Summary Plan Descriptions (SPD's) for the City benefit programs (also available at provider websites). The benefit programs are explicitly defined in legal documents, including insurance contracts, official plan texts, and trust agreements. In the event of a conflict between these documents and this policy, the plan documents will govern. All of these official documents are readily available from the HR Coordinator. Employees with any questions about the City's benefit programs or eligibility, or who wish to review benefit documents should speak to the HR Coordinator.

HEALTH/DENTAL/VISION/LIFE INSURANCE

The City currently offers health insurance coverage for all benefits-eligible employees and their dependents that are eligible to participate in the plan. Employees will be provided with information about the plan during orientation. Employees are asked to review the summary plan description for answers to questions employees may have. Any need for further information should be referred to the HR Coordinator.

Eligibility

Employees who are eligible for the City's health insurance plan are those employees working forty (40) hours per week or more in a regular position. The health insurance plan provides benefits-eligible employees and their eligible dependents with medical, dental, and vision care insurance benefits. Health benefits begin the first of the month following the date of employment. (If an employee is hired on the first of the month, the employee's benefits will begin that month.) Employees working in benefits-eligible positions are provided with a health insurance plan for themselves, their eligible dependents, and their same sex domestic partners. The children of same sex domestic partners are eligible under the same terms and conditions as children of opposite sex married employees. Eligibility criteria and other questions relating to the City's health insurance plan may be addressed by contacting the HR Coordinator.

Healthy Benefits Program

Part of the City's health insurance coverage is the Healthy Benefits program, which provides a valuable package of services to eligible employees and family members to help employees and their families achieve or maintain optimum health. As part of enrollment for health coverage, both initially and during open enrollment each year, City employees are encouraged to complete a confidential health status questionnaire that is the gateway to the Healthy Benefits program services. Federal health privacy requirements ensure that no one at the City sees any responses to the questionnaire.

Pre-Tax Account

The City may make pre-tax options available to benefits-eligible employees for expenses, medical and dental services, and employee insurance premiums. Because an employee's taxable income is reduced by using one or more of these options, the employee pays fewer taxes. A brochure explaining the details of any available programs may be obtained from the HR Coordinator. These programs, like all insurance programs, are subject to the approval of the Budget Committee each year and may change without notice from time-to-time at the discretion of the City.

WORKERS' COMPENSATION

Employees will be insured under the provisions of the Workers' Compensation Program for injuries and illnesses sustained while performing work for the City. The City uses an external claims adjuster to process City employee workers' compensation claims.

Accident and Injury Reporting

Regardless of severity, employees must immediately report all job-related injuries or illnesses to the employee's supervisor, using an Incident Report form. **If an employee is going to seek medical treatment for their job-related injury, the employee must complete an 801 Form.** In the case of serious injury, your reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may affect or delay the payment of any benefits and could subject the City to fines and penalties.

Early Return-to-Work Program

Our Return-to-Work program provides guidelines for returning employees to work at the earliest possible time after suffering an on-the-job injury or illness that results in time loss. This program is not intended as a substitute for providing reasonable accommodations when an injured employee also qualifies as an individual with a disability under the Federal Americans with Disabilities Act (ADA). The Return-to-Work Program is intended to be transitional work, to enable the employee to return to his or her regular job in a reasonable period of time.

The Return-to-Work program for job related injuries consists of a team effort by supervisors, injured employees and their treating physicians, City management, and the City's workers' compensation claims staff. All team members will take an active role in returning injured employees to productive work. Through this team effort, the City hopes to help our employees recover and return to full employment at the earliest possible date that is consistent with their medical condition and the advice of the treating physician.

If an employee's doctor determines that the injured employee is able to perform modified work, the City will attempt to provide the employee with such a job for a reasonable period of time until the employee can resume his or her regular duties (except where provided as an accommodation for a disability). All modified work is temporary and may be offered at a different location and/or shift. If, due to a work related injury, an employee is offered a modified position that has been medically approved, failure to phone in or report at the designated time and place for work may affect the employee's compensation. While an employee is on modified or transitional work, he or she is still subject to all the usual rules and procedures.

The City's return to work policy for non-work related injuries is covered in the family medical leave section of this Handbook.

OTHER BENEFITS

COBRA / Oregon Portability

If otherwise qualified, the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives eligible employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City's health plan. Eligibility is initiated when a "qualifying event" would normally result in the loss of eligibility (e.g., resignation, termination of employment or death of an employee, a reduction in an employee's hours, leave of absence, an employee's divorce or legal separation, or a dependent child who no longer meets eligibility requirements).

Under COBRA, the employee or beneficiary pays the full cost of coverage at the group rates, plus an administrative fee. Employees will receive a written notice describing rights and obligations granted under COBRA when the employee becomes eligible for coverage under the City's health insurance plan.

If otherwise qualified, state law (Oregon Portability) also provides employees and their qualified dependents that lose eligibility the opportunity to continue health insurance coverage directly with the group health plan provider.

For further information on continuation of benefits under COBRA or Oregon Portability, contact the HR Coordinator.

Retirees

Employees retiring from the City of Florence are eligible to **purchase** the same medical insurance coverage for themselves and their immediate family members from the City's insurance provider at the amount offered to City employees.

Long-Term Disability

The City provides a long-term disability (LTD) benefit plan to help employees working in benefits-eligible positions (refer to Employee Classifications) cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure continuing income for employees who are disabled and unable to work, but it is not intended to fully replace your wages. LTD coverage begins on the first of the month following the date of employment and is subject to all the terms and conditions of the agreement between the City and the insurance carrier. LTD benefits are offset by amounts received under Social Security, PERS, other retirement income, or workers' compensation for the same time period. Please note that there is a ninety (90) days waiting period from the time an employee files for long-term disability before payments will begin. Employees should contact the HR Coordinator for more information about LTD benefits.

Life Insurance

The City provides a basic life insurance plan that is currently available for employees working in benefits-eligible positions. The plan is subject to all the terms and conditions of the agreement between the employer and the insurance carrier. If the City-purchased life insurance is greater than \$50,000, then the amount greater than \$50,000 becomes taxable to the employee. Please contact Payroll regarding questions about the taxable portion of life insurance. Employees are eligible for coverage the first of the month following employment. Employees will be asked to designate your beneficiaries at the time of enrollment.

Voluntary Life Insurance

Also, additional voluntary and/or dependent life insurance may also be purchased and will be deducted from the employee's monthly salary. Voluntary coverage's may be subject to medical underwriting by the life insurance company.

Accidental Death and Dismemberment Insurance

The City currently provides insurance coverage for employees working in benefits-eligible positions who suffer accidental death or dismemberment. Employees are eligible for coverage the first of the month following employment.

Unemployment Insurance

The City provides unemployment compensation through the State of Oregon Unemployment Insurance Fund as provided for under State law.

Employee Assistance Program (EAP)

The Employee Assistance Program (EAP) is a free, confidential service provided to all employees covered by our medical insurance benefits and their covered dependents who may be experiencing life problems. Information regarding this service can be obtained by contacting the HR Coordinator.

Educational Financial Assistance

The City may reimburse an employee for the amount of tuition for courses directly related to the employee's work and which are conducted outside the employee's regular working hours, provided that:

1. The department supervisor has approved the reimbursement for attendance at the class prior to registration;
2. Funds for such expenditures are available in the current budget;
3. The employee submits evidence of satisfactory completion of the course; and
4. The employee is not receiving reimbursement for tuition from any other source.

Normally, the cost of textbooks and technical publications required for such courses shall be the responsibility of the employee. If the City purchases any of the

textbooks and publications for such courses, said textbooks and publications shall become the property of the City.

Employees who fail to finish a course, fail to receive a passing grade or leave the City's employ within 12 months of completing the training for which the City has prepaid, are required to reimburse the City for tuition and fees paid by the City for the course.

PERS (PUBLIC EMPLOYEES' RETIREMENT SYSTEM) BENEFIT

PERS Membership

As a public employer, the City participates in the Public Employees' Retirement System (PERS) and offers PERS membership to eligible employees. An employee becomes a PERS member after working six (6) full calendar months for a PERS-covered employer in a qualifying position requiring at least six hundred (600) hours per calendar year period. This six (6) month "waiting period" cannot be interrupted by more than thirty (30) consecutive working days. An employee's effective date of membership is the first day of the month after meeting the "waiting period" requirement. An employee may be designated as a Tier I, Tier II, or OPSRP member, depending on the employee's prior PERS service and PERS rules.

The City contributes a percentage of payroll set by PERS based on the actuarial requirements for funding the City employee pensions. The amount may be different for each designation (Tier I, Tier II, OPSRP), and changes from year to year.

The City **does not pay** the employee contribution to the PERS system, which is set by statute at six percent (6%) of employee pay. The employee contribution is withdrawn from the employee's paycheck and is deposited by PERS into the Individual Account Program (IAP). After an employee becomes a member of PERS, the employee will receive information about how to review his or her IAP account. PERS also will send PERS members an annual statement of his or her balance(s).

When an employee becomes a PERS member, the employee should fill out a Designation of Beneficiary form (available in the HR Coordinator's office or through the PERS' website) to name someone to receive the employee's benefits should the employee die before refunding or retiring. The "Standard Designation" on the Designation of Beneficiary form directs the employee's death benefits to the surviving next of kin. If the standard designation is selected, the employee automatically provides for family changes such as marriage, birth, divorce, or death.

Retirees and Sick Leave

The City has elected through PERS to allow employees to be compensated for accumulated unused sick leave in the form of increased retirement benefits upon service or disability retirement in accordance with the Public Employees' Retirement Act of 1953. The amount of compensation for accumulated unused sick leave is based on a PERS calculation of the gross amount of salary used in determining final average salary plus the monetary value of one-half of the accumulated unused sick leave of each retiring employee. The benefits of the retiring employee shall be based on the employee's final average salary reflecting the accumulated unused sick leave addition.

For more information on PERS membership, employees may contact the PERS Customer Service line: 1-888-320-7377 or 503-598-7377, Monday – Friday between the hours of 8:30 a.m. and 5:00 p.m. Employees may also contact the HR Coordinator for more information on PERS membership.

Deferred Compensation

To supplement employees' PERS retirement benefits, employees may elect to participate in a City Deferred Compensation program. This program allows employees to set aside part of their salary and defer the taxes on it until they retire. Employees may participate in the Deferred Compensation program beginning at the date of hire.

VACATION LEAVE BENEFIT

All benefits-eligible employees (regular full time employees) are eligible for vacation based on the accrual schedule below. Benefits-eligible employees who regularly work less than forty (40) hours receive pro-rated benefit accruals based on the number of hours worked. All accruals begin at the date of hire. After completion of the six (6) month probationary period, accruals are credited as vacation leave and may be taken with supervisor approval. No vacation time will be authorized during the probationary period, unless specific arrangements have been made at the time of hire.

Vacation Accrual

Vacation time is intended to provide time away from work for rest and recreation. Vacation pay may not be taken in lieu of time off.

Employees may accrue vacation leave to a maximum of the amount earned in the most recent twenty-four (24) month period. It shall be the employee's responsibility to arrange vacation in order to reduce the total below the maximum accrual limit. Any vacation time accrued beyond the maximum accrual limit will be forfeited.

This means that once an employee reaches their maximum accrual limit they will stop accruing vacation until their vacation account balance is reduced below the limit. If an employee's vacation time is forfeited because it exceeds the maximum accrual limit, it will not be reinstated once the balance is reduced below the limit. It is the employee's responsibility to monitor his or her accrued vacation time and request time off. If an employee's vacation account balance is approaching critical levels, the employee should contact his or her supervisor to arrange for time off.

Vacation Leave Benefits per Length of Service

Employees not covered by a collective bargaining agreement or an employment agreement will earn vacation leave benefits according to the following schedule:

Length of Service	Full-Time Accrual Per Month	Full-Time Days Per Year
0 through 5 th year of service	8 hours per month	12 days Total Accrual – 24 days (192 hours)
6 th through 10 th year of service	10 hours per month	15 days Total Accrual – 30 days (240 hours)
11 th through 15 th year	12 hours per month	18 days Total Accrual 36

Length of Service	Full-Time Accrual Per Month	Full-Time Days Per Year
of service		days (288 hours)
16 th through 20 th year of service	13.33 per month	20 days Total Accrual – 40 days (320 hours)
21 years +	16.67 per month	25 days Total Accrual – 50 days (400 hours)

Unused Vacation Leave

Upon separation of employment, employees who have completed six (6) months of employment will be paid for unused vacation time that has been earned through the last day of work.

Vacation leave is paid at the employee's base pay rate at the time vacation is taken. In the event that available vacation is not used by the end of the calendar year, employees must carry unused time forward to the next calendar year with a cap of the amount earned in the most recent twenty-four (24) month period. Vacation leave balances are accumulated and deducted based upon the time period used to calculate the employee's paycheck. Changes to the employee's vacation leave balances are not reflected until the forms have been processed through payroll, which includes any needed adjustments.

Any employee wishing to use vacation time should request vacation hours as early as possible so that arrangements for coverage can be made. We encourage all employees to be aware of the critical times for their work groups (i.e. open enrollment, renewals, annual conference) during the year, and to avoid taking any routine or expected time off during these periods. Requests for vacation time are to be made in writing and given to the employee's supervisor. Every attempt will be made to grant each request; however, no guarantees can be made.

Transfer of Leave from One Employee Account to Another

Employees may, with the approval of their department head, donate their accrued vacation or comp time to another employee who is absent due to prolonged illness and who has exhausted their entire balances of comp time, accrued vacation, accrued sick leave or any other accrued leave.

Vacation or comp time **may not** be transferred from one employee account to another **unless:**

1. The City Manager approves the transfer;
2. The benefitting employee is eligible for OFLA and/or FMLA
3. No more than what is currently needed is being transferred into the benefitted employee's account; and
4. The transfer will not exhaust or substantially exhaust the transferring employee's account.

Sick leave may not be transferred from one employee to another.

Management Leave

Certain employees are exempt and not subject to overtime under State or Federal Law. The Council has approved granting an additional 40 hours vacation leave per year (3.33 hour/month) in lieu of compensatory time or overtime for these exempt positions. This does not include compensatory time off granted under "Holidays."

Leave of absence without pay

Vacation leave does not accumulate while an employee is on a leave of absence without pay.

PAID HOLIDAY BENEFIT

The City will grant holiday time off to all benefits-eligible employees (regular full time employees). If a holiday falls on a Saturday, it will be observed the Friday prior to the holiday; if falling on a Sunday, it will be observed the Monday following the holiday. At the City Manager's discretion, early time-off may be given to employees working the day prior to a City holiday. Unless otherwise stipulated, spontaneous holiday early time-off will not benefit the vacation banks of employees already using paid leave when such time-off is awarded. The City currently provides twelve (12) paid holidays, nine (9) of which are defined and three (3) floating holidays which are selectable by the employee:

Defined Holidays for the City (Office Closed)

1. New Year's Day (January 1)
2. Martin Luther King, Jr. Day (third Monday in January)
3. President's Day (third Monday in February)
4. Memorial Day (last Monday in May)
5. Independence Day (July 4)
6. Labor Day (first Monday in September)
7. Veterans' Day (November 11)
8. Thanksgiving (fourth Thursday in November)
9. Christmas Day (December 25)

Floating Holidays

Full time employees will also receive three floating holidays which can be taken at their discretion. An employee who is hired before July 1st will receive three (3) floating holidays in their first year; an employee hired after June 30th will receive two (2) floating holiday in their first year. Floating holidays do not carry over from year to year and must be taken on or before December 31st or they will be lost. Floating holidays can be taken during the pay period which includes the date, "December 31st."

Part-time Employees

Part-time employees receive prorated holiday, vacation and sick leave based on the number of hours worked, and the scheduled work days. For example, if an employee is regularly scheduled to work for six (6) hours on a Monday and Monday is a Holiday, then the employee will receive six (6) hours holiday pay. Part-time employees are not eligible for floating holidays.

SICK LEAVE BENEFIT

Benefits-eligible employees (regular full time employees) will receive eight (8) hours of sick leave for every month of service. Sick leave is prorated with each paycheck. Employees must be in an active pay status on the last day of the month to accumulate sick leave for that month. Sick leave can be used after an employee receives his or her first City paycheck.

Sick leave is intended to be used for an employee's illness or injury; to allow an employee to care for an ill or injured member of his or her immediate family (spouse, parent or child); or for an employee's medical appointments. Unused sick leave is not paid at termination.

Although the City realizes that an employee with temporary illnesses such as influenza, colds and other viruses often need to continue with normal life activities, including working, an employee's supervisor may require the employee to go home from work if the employee appears to be too ill to be at work or if they are unable to perform normal job duties or meet regular performance standards. If in the judgment of an employee's supervisor, the employee is too ill to be able to perform normal job duties to meet regular performance standards, the employee will be directed to go home. This determination by the supervisor is final and the employee must go home. If in the judgment of an employee's supervisor, the employee's continued presence poses no risk to the health of the employee, other employees, or customers, the employee may be allowed to stay at work as long as they are able to perform their work. If the employee's supervisor requires the employee to go home, as a health risk, the employee is expected to do so. If an employee wishes to dispute his or her supervisor's decision to send the employee home as a health risk, the employee must submit a statement from his or her attending health care provider as to whether the employee's continued presence in the workplace poses any significant health risk to the employee, other employees or customers. The City Manager will make the final determination as to whether an employee will be allowed to return to work.

If an employee has been ill or injured, has missed time from work, and has a doctor's release to return to work, the employee must give the doctor's release to their supervisor, who in turn will give it to the HR Coordinator.

Medical Release

If an employee misses more than three (3) consecutive work days due to illness or injury, the employee **is** required to provide a release from the employee's doctor stating it is permissible for the employee to return to work before the employee is able to do so. Time for routine doctor or dentist appointments should be charged to sick time unless other arrangements have been made with the employee's supervisor. Employees are

encouraged to schedule such appointments to occur outside of work hours, if at all possible.

Employees must use accumulated sick leave in conjunction with income protection plans or other sources of disability income to achieve full pay for as long as possible. However, at no time can the combination of these exceed normal earnings.

Total Accumulated Sick Leave

An employee's accumulated sick leave shall not exceed 120 working days (960 hours). Sick leave benefits will stop accruing once the maximum has been reached. When an employee's sick leave total is reduced below the maximum allowable, the benefit will begin accruing again.

Employees are expected to notify their supervisor by phone (not voice mail, email, or text), of absence due to illness or injury as soon as possible, but no later than the beginning of each workday during their absence. Exceptions to this include a serious accidental injury, hospitalization, or when it is known in advance that the employee will be absent for an extended period of time.

In certain situations, a medical release statement and/or a fitness for duty examination may be requested from the employee before the employee can return to work.

Please refer to the FMLA/OFLA section of this Handbook for information on the use of sick leave when an employee is on FMLA/OFLA leave.

Leave of Absence without Pay

Sick leave does not accumulate while an employee is on a leave of absence without pay even if an employee used accrued vacation leave, sick leave, or comp time during the leave period. In the case of a work-related accident or injury, an employee may use sick time to offset any hours not paid through Workers' Compensation, or to offset the reduction in regular pay until accumulated sick time is used. However, at no time can the combination of these exceed normal earnings, nor can the employee use more sick time than the amount accumulated. (See Workers' Compensation Time Loss Injury and Sick Leave policy below.)

Abuse of Sick Leave

Employees who are found to have abused the City's sick leave policy may be subject to disciplinary action up to and including termination of employment.

Workers' Compensation Time Loss Injury and Sick Leave

If an employee is injured on the job and his/her workers' compensation claim is accepted, upon request from the employee, the City will pay the employee the

difference between time loss wages received from workers' compensation insurance and his/her regular salary rate.

The dollar value paid by the City will be converted to the employee's hourly wage rate and charged on an hourly basis against the employee's accrued leave. Wages paid by the City for a leave period covered by workers' compensation will be paid first from accrued sick leave. Upon exhaustion of the employee's sick leave, the employee may choose to use his/her vacation or compensatory leave. Upon exhaustion of the employee's sick leave, vacation leave or compensatory time, the City's supplemental payments will stop.

If an employee has received accrued leave from the City while waiting for a time loss payment, they must reimburse the City any pay overages. If the employee does not request leave use, then it will be assumed that the employee does not want to use their leave accruals, and no accruals will be paid.

If the employee's workers compensation claim is denied, all future use of accrued leave for the time loss event will be subject to the leave policies as described in this Handbook.

Unused Sick Leave / PERS

Please refer to the PERS Benefit section of this Handbook for information on employee compensation for accumulated unused sick leave upon retirement under PERS.

LEAVES OF ABSENCE

The City recognizes that our employees may encounter situations that require a temporary but extended absence from work. The City offers several different types of leaves of absence for that purpose. The type of leave may determine which employees are eligible and what procedure is to be followed in requesting and obtaining the leave. The effect of the leave on benefit accruals, benefits and reinstatement rights also vary according to the type of leave the employee is requesting. The different leaves of absence offered by the City are discussed below. Employees with questions about any of these leaves of absence should contact the HR Coordinator.

Leave without Pay

Leave without pay may be approved based on workload and business necessity, for limited duration, by the City Manager. Examples might include unpaid religious holidays or an extended medical leave. Maximum duration of a leave without pay will not exceed one (1) year. All requests will be considered on a case-by-case basis. Instances of leave without pay may affect an employee's annual performance appraisal date. The City has the right to make such a change, and may do so at the discretion of the City Manager. The effect of this kind of leave on benefit accruals, benefits, and reinstatement rights shall be decided on a case-by-case basis by the City Manager.

Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. For purposes of bereavement leave, "immediate family member" is defined as spouse, domestic partner, child, parent, sibling, grandchild or grandparent; or spouse's or domestic partner's child, parent, sibling, grandchild or grandparent. "Immediate Family" shall also include a family member with whom the employee was in a similar relationship to the above list. Up to three (3) days of paid bereavement leave will be provided to benefits-eligible and certain other employees if they have successfully completed their initial probationary period.

The Oregon Family Leave Act (OFLA) allows up to two (2) weeks unpaid leave to eligible employees for the death of a "qualified" family member. Refer to handbook section: Family and Medical Leave/Oregon family Leave Act (OFLA) for more details.

Any bereavement pay is calculated on the base pay rate at the time of leave, and will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with supervisory approval, use any other available paid leave for additional time off as necessary, or for attendance at funerals of individuals who do not meet the criteria of "immediate family member."

Military Leave

Military leave is granted to all employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and State of Oregon military leave law. Generally, advanced notice is required before taking military service or training leave, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

An employee who has successfully completed six (6) months of employment with the City and who is a member of the National Guard, National Guard Reserve or of a reserve component of the Armed Forces of the United States or of the United States Public Health Service, shall be entitled, upon application, for a paid leave of absence from City service for a period not exceeding fifteen (15) calendar days in any one training year. As used in this policy, "training year" means the federal fiscal year beginning October 1 and ending on September 30 of the next calendar year. Such leave shall be granted without loss of time, pay or other leave, and without impairment of merit ratings or other rights or benefits to which the employee is entitled.

Military leave with pay shall be granted only when an employee receives bona fide orders to temporary active or training duty. An employee who enters military service for extended periods of time is allowed leave without pay in accordance with Federal and State of Oregon laws.

An employee's reinstatement to employment with the City following a period of qualifying military service will be done in accordance with the provisions of USERRA and applicable State of Oregon law. It is the intent of the City to comply with all provisions of USERRA and Oregon military leave law. To the extent any provision of this Handbook or any policy or procedure of the City conflicts with the provisions of USERRA or Oregon military leave law, the provisions and requirements of USERRA and Oregon law will control.

Family members of military personnel may qualify for leave under the Federal Family Medical Leave Act (FMLA) or the Oregon Family Leave Act (OFLA). Please refer to the FMLA/OFLA policies in this Handbook for more information on family military leave.

Domestic Violence or Crime Victim Leave

Under ORS 659A.272, employees who have worked an average of twenty-five (25) hours or more per week for at least 180 days are eligible for a "reasonable" leave of absence if the employee or the employee's minor child or dependent is a victim of domestic violence, sexual assault, criminal harassment, or stalking so they can meet the health and safety needs of themselves or their minor child or dependent while maintaining their employment status. Leave may be taken for the purpose of seeking

medical treatment, obtaining counseling, relocating for health or safety reasons, seeking legal or law enforcement assistance to ensure the health and safety of the employee or the employee's minor child or dependent.

The City may require the employee to give reasonable notice of the need for leave, unless that is not feasible. The City may also require documentation that the employee or the employee's minor child or dependent is a victim of domestic violence, sexual assault or stalking, and that the leave is taken for related purposes. This documentation could include police reports, medical and/or counseling documentation, attorney records, etc. All of that information will be kept confidential by the City. There is no fixed time period for this leave but the City may limit the amount of leave if the employee's absence creates an "undue hardship," causing significant difficulty or expense for the City.

Crime victims' leave is unpaid. However, the eligible employee may utilize vacation time or other paid leave for this purpose. As with all other kinds of protected leave, the City cannot retaliate against an employee for using the leave, and the leave time cannot be used for disciplinary purposes. When applicable, such leave shall also be designated as FMLA and/or OFLA.

Requests for Reasonable Safety Accommodation

Employees involved in domestic or non-work related situations that may pose a risk to the workplace are encouraged to inform their supervisor or HR Coordinator as soon as practicable.

The City offers reasonable safety accommodation to employees who are victims of domestic violence, sexual assault, stalking, or criminal harassment. When an employee requests a reasonable safety accommodation, the City will engage in discussions with the employee about the nature and scope of a reasonable safety accommodation that will best address the particular safety concern affecting the individual employee.

Requests for leave and reasonable safety accommodation may only be limited or denied when the employee's leave would create an undue hardship on City operations.

An employee who wishes to take leave under this policy must provide certification as provided in ORS 659A.280(4) that the employee or dependent child is a victim of domestic violence, sexual assault, stalking, or criminal harassment.

Where feasible, the employee will provide reasonable advanced notice of the intent to take leave.

A reasonable safety accommodation may include, but is not limited to, a transfer, reassignment, modified schedule, paid or unpaid leave, changed work station or

telephone number, workplace facility or work requirement in response to actual or threatened domestic violence, sexual assault, stalking, or criminal harassment.

Records and Confidentiality

In accordance with ORS 659A.280(5), all records and information kept by the City regarding an employee's request for, or use of, leave and/or a reasonable safety accommodation under this rule will be kept confidential and may not be released without the express written permission of the individual, unless otherwise required by law or required for litigation. Documents provided to the City regarding the leave will be maintained in a confidential, locked file separate from employee personnel files.

Jury or Witness Duty

This policy addresses the procedures an employee of the City is required to follow when they receive a Jury Duty Summons or a Witness Subpoena.

1. Employees who receive a **Jury Summons** should promptly notify their Supervisor that they may be required to appear and the date of service. Employees who are selected for a trial that will extend beyond one day are to notify their Supervisor as soon as they are able.
2. Employees who are required to appear will attach a copy of the **Jury Summons** and **Juror Proof of Service** to their timesheet. Jury time should be entered on the timesheet under Miscellaneous and a Request for Leave form should be completed and marked Jury Duty. Jury Duty time will not be deducted from an employee's personal leave bank as long as the required documentation is provided. The Court Clerk will ask if anyone needs a Proof of Service form for their employer. If Court Clerk does not ask it is the employee's responsibility to ask for this form as proof of service.
3. Included in the packet received from the Court with the **Jury Summons** will be a **Juror Response Form** and a **Questionnaire**. This paperwork will ask whether the employer will be paying for the employee's time as a juror and if reimbursement is being requested for meals and mileage.

Employees have two pay options:

- a. Employee can indicate that they wish to be paid for their jury service. If this is your choice you will be required to provide proof of the payment that you receive from the Court and your wages will be adjusted to pay you the difference between what you received from the Court and what your regular wages would have been. You will need to attach copies of the

Jury Summons and **Juror Proof of Service** forms to your timesheet and bring your jury service check to Payroll.

- b. Employee can indicate that they are being paid by their employer and that they wish to waive their jury pay. If this is your choice you will be paid your regular wages. You are required to attach copies of the **Jury Summons** and **Juror Proof of Service** forms to your timesheet.
4. Any payment received from the court for mileage reimbursement for use of a personal vehicle may be kept. A vehicle owned by the City of Florence may not be used for Jury Service as a private citizen.
5. Other employee benefits and accruals are not affected by jury or witness duty leaves.
6. Employees returning from witness or jury leave will be reinstated to the same position held at the time the leave commenced, subject to the City's general reinstatement policy.

FAMILY AND MEDICAL LEAVE: FEDERAL (FMLA) / OREGON (OFLA)

It is the City's policy to provide family and medical leave in accordance with the federal Family and Medical Leave Act ("FMLA") and the Oregon Family Leave Act ("OFLA"). Under the FMLA and the OFLA, eligible employees may take a leave of absence for certain qualifying family and medical reasons. Only a brief description of each law is provided in this policy. If employees have any questions regarding leave under the FMLA or the OFLA, they are encouraged to contact the HR Coordinator. Information for FMLA is available at the United States Department of Labor website: <http://www.dol.gov/esa/whd/fmla/> . Information for OFLA is available at the Oregon Bureau of Labor website: http://egov.oregon.gov/BOLI/CRD/C_Oflafacts.shtml.

Family and Medical Leave Act (FMLA)

Employees who have worked for the City for at least 12 months and who have worked at least 1,250 hours during the 12-month period preceding the leave are eligible for FMLA leave.

Eligible employees are entitled to a total of twelve (12) work weeks of unpaid, job-protected leave during any 12-month period for one or more of the following reasons:

- The birth of a child or to care for the child after birth;
- The placement of a child with the employee for adoption or foster care, or to care for the child after placement;
- To care for a parent, spouse, or child with a serious health condition;
- When an employee is unable to perform the functions of the position because of the employee's own serious health condition, including pregnancy related conditions; and
Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is in the National Guard or Reserves, or has been notified of an impending call or order to active duty, in the Armed Forces in support of a contingency operation.

In addition, employees eligible for FMLA are entitled to a total of twenty-six (26) work weeks of unpaid, job-protected leave during any 12 month period to care for a spouse, child, parent, or next of kin of a covered service member with a serious illness or injury incurred in the line of active duty.

FMLA Definition of "Serious Health Condition"

"Serious Health Condition" includes an illness, injury, impairment, or physical or mental condition that involves:

- Inpatient care (i.e. an overnight stay in a hospital, or residential medical care facility) including any time period of incapacity or any subsequent treatment or recovery in connection with the inpatient care;

- Incapacity for more than three consecutive calendar days, which also involves: (a) treatment two or more times by a health care provider (first treatment within seven days of incapacity and second treatment within 30 days of incapacity); or (b) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
- Absences for pregnancy-related disability or for prenatal care.
- Absences for a chronic serious health condition requiring two or more treatments per year.
- Permanent or long-term incapacity due to a condition for which treatment may not be effective.
- Multiple treatments for conditions that if not treated, would likely result in incapacity of more than three days.
- Critical injuries or illnesses diagnosed as terminal or which pose an imminent danger of death.

FMLA Definition of “Family Member”

“Family Member” under FMLA includes a spouse, parent (but not parent-in-law), and biological, adopted, foster or step-child, a legal ward, or a child of a person standing *in loco parentis* for a person under age 18, or age 18 and older and incapable of self-care because of a mental or physical disability.

Oregon Family Leave Act (OFLA)

For purposes of parental leave under OFLA, an eligible employee is one who has been employed with the City for at least 180 days immediately preceding the date on which OFLA leave begins. For purposes of all other types of OFLA leave, an eligible employee is one who has worked for the City an average of at least 25 hours per week during the 180 days immediately preceding the date which OFLA leave begins.

Eligible employees may take up to 12 workweeks of unpaid, job-protected OFLA leave during a 12-month period for the following reasons:

- To care for a newborn child, a newly adopted child, or a newly placed foster child;
- To care for a family member with a serious health condition;
- To recover from or seek treatment for the employee’s own serious health condition;
- To care for the sick child of the employee when the child requires home care (other than serious health condition).
- To spend time with a spouse who is a covered service member after being notified of a call to active duty and during leave from deployment.

Bereavement Leave: Eligible employees may take up to two (2) workweeks of unpaid job-protected OFLA leave during a 12-month period to deal with the death of a qualified

family member. Leave must be taken within 60 days of the date of notice of the death. Leave does not expand the total 12 weeks protected leave as allowed by State law.

OFLA Definition of “Serious Health Condition”

“Serious health condition” means:

- An illness, injury, impairment or physical or mental condition that requires inpatient care in a hospital, hospice or residential medical care facility;
- An illness, disease or condition that in the medical judgment of the treating health care provider poses an imminent danger of death, is terminal in prognosis with a reasonable possibility of death in the near future or requires constant care; or
- Any period of disability due to pregnancy or period of absence for prenatal care.

An eligible female employee is entitled to an additional 12 weeks of OFLA leave for pregnancy related disability or for prenatal care.

An eligible male or female employee who uses the full 12 weeks of parental leave is entitled to an additional 12 weeks to care for a sick child.

OFLA leave will not run concurrently with a workers’ compensation leave, unless the employee has refused a suitable offer of light duty or modified employment.

OFLA Definition of “Family Member”

“Family member” means the employee’s spouse, same-gender domestic partner, parent (custodial, non-custodial, biological, adoptive, or foster), parent of same-gender domestic partner, parent-in-law, grandparent or grandchild of the employee, or a person with whom the employee is or was in a relationship of *in loco parentis*. It also includes the child (biological, adopted, foster or step) of the employee or of the employee’s same-sex domestic partner. For purposes of OFLA, an employee’s child may be either a minor or an adult at the time the serious health condition leave is taken.

Designation of Leave

Leave under the FMLA and OFLA runs concurrently where allowed by state or federal law. The FMLA/OFLA leave year for purposes of calculating leave, is the 12-month period measured forward from the date any employee’s first FMLA/OFLA leave begins. If you or your family member’s circumstances fall under FMLA/OFLA protection, hours missed cannot be cause for discipline or retaliation.

Military Family Members

Oregon Military Family Leave Act (OMFLA)

During a period of military conflict, an eligible employee is entitled to up to 14 days of unpaid leave per deployment of his or her spouse in the National Guard or military reserve forces when the spouse has been notified of an impending call to active duty, has been ordered to active duty, or has been deployed. The employee must provide notice of his or her intention to take this leave within five (5) business days of receiving official notice of the impending call or order to active duty or deployment. Military family leave is included in, not in addition to, the employee's 12 weeks of protected OFLA leave.

FMLA Military Family Members/Service Member Family Leave

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered member of the Armed Forces shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for the service member who is being treated for, recuperating from or is on the temporary disability retired list due to a "serious injury or illness," which is defined as "an injury or illness incurred in the line of active duty that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating." The leave described in this paragraph is only available during a single 12-month period. The 12-month period used for leave for military caregiver purposes is a rolling forward 12-month period, measured from the date the employee's leave to care for the covered service member begins. Any other qualifying FMLA leave taken during the 12-month period following the date the military caregiver leave began counts towards, and is not in addition to, the 26 week total.

City Designation of Leave/Medical Certification

If an employee does not request FMLA/OFLA, the City will designate the leave as FMLA/OFLA leave if the leave qualifies for FMLA/OFLA leave. The City may also request medical documentation from a certified health care provider to determine whether leave qualifies for FMLA/OFLA, to the extent permitted by applicable law. After the employee notifies the City of the need for leave, the City will designate whether the leave qualifies as FMLA/OFLA leave, and will designate whether the leave will be paid or unpaid based on the employee's available accrued leave. Under OFLA, if an employee has taken sick child leave on all or any part of three separate days during a leave year, the City may require the employee to provide medical certification on the fourth day or subsequent occurrence of sick child leave within that leave period. When applicable, FMLA and OFLA leaves will run concurrently.

How the Time Off Can Be Taken

The time off may be taken in full, intermittent, or reduced time increments, to the extent allowed by law. Full, intermittent, or reduced time will be determined after the City

reviews your physician's recommendation and the applicability of FMLA/OFLA laws. Due to the complexity of the laws, please contact the HR Coordinator for information specific to your situation.

Request Procedure

In situations where the need for FMLA/OFLA leave is foreseeable, employees are required to give 30 days' advance notice before taking leave. Employees must also complete and deliver the Notice for Family Medical Leave form (can be obtained from the City's H R Coordinator and can also be found on the City's Public Drive under Employee Forms) as soon as possible, and no later than fifteen (15) days from the requested leave date. If an employee is unable to bring the leave request information to their supervisor, a representative of the employee, such as a family member, may complete and submit the necessary paperwork on the employee's behalf.

If you are taking family and medical leave to care for a family member with a serious health condition or adoption or placement of a foster child, proof of the relationship may be required.

After three sick child days in one leave year, the City may require medical verification for further absences that leave year. This sick child verification applies only to OFLA since FMLA does not include sick child leave. With regard to requiring medical verification for a sick child, the City may require medical verification after an employee is absent all or any part of three separate days during the leave year. The leave taken does not have to be for the same condition or for the same child to constitute three sick child days.

Pay While on Leave

You will be required to use any accrued vacation, sick leave, comp time, or other paid leave available to you during your family medical leave. You may choose which type of your accrued leave you want to use. When all accrued leaves (vacation, sick, comp time) are exhausted, the balance of the eligible leave time will be unpaid, except as required by law. Only the actual amount of leave taken will be counted as family leave.

Health Insurance Benefits

FMLA Leave:

For FMLA leave, an employee's group health plan coverage will be maintained during the period of FMLA leave, subject to any group health plan changes that affect other similarly situated employees. The City will continue to pay its share of an employee's premiums during the FMLA leave. The employee will be responsible for paying their share of medical insurance premiums prior to the due date of the premium payment while on FMLA leave. If an employee is more than thirty (30) days late in paying their share of health insurance premiums, the employer has no obligation to maintain the

employee's health insurance coverage under FMLA. If the employee does not return to work at the end of the leave period, the City may require the employee to reimburse the City for the cost of the premiums paid for maintaining coverage during the leave period.

OFLA Leave:

Under OFLA leave, the City is not required to maintain an employee's insurance benefits during leave. See OAR 839-009-0270(6)(c), which states: "If an employer pays any portion of an employee's benefit coverage for employees on non-OFLA leave, then the employer must pay that portion during OFLA leave. If the employee's insurance benefits are continued, an employee may be required to continue to paying their share of premiums during OFLA leave. If the City pays any share of the employee's premiums during the leave, the City may deduct 10% of the employee's gross from each paycheck after the employee returns to work, until the account is reimbursed.

Under both FMLA and OFLA, upon the employee's reinstatement the employee will be guaranteed the same level of insurance coverage and benefits the employee had prior to their FMLA/OFLA leave.

If the employee notifies the City of their unequivocal intent not to return from leave, the City's obligations to maintain health benefits (subject to COBRA) will cease.

Other Benefits

Employees may elect to maintain their other insurance benefits (e.g. life insurance, disability insurance, etc.) during periods of FMLA/OFLA leave. Employees should notify the City of their election to continue such benefits before leave begins. After the employee's notification, the City will notify the employee of the employee's share of the premium costs for continuation of such insurance benefits before leave begins.

In certain situations, the City may elect to maintain an employee's other insurance benefits. Other insurance benefits (e.g. life insurance, disability insurance, etc.) while the employee is on leave. If the City elects to maintain such benefits during the leave, the City may require the employee pay the same share of health or other insurance premium during the leave that the employee paid prior to the leave.

An employee's paid leave (including vacation and sick leave) benefits, seniority, and bonuses will not continue to accrue during periods of unpaid FMLA/OFLA leave.

Reinstatement

At the end of FMLA/OFLA leave, you are entitled to return to your former job, reinstated with all rights and benefits, pay and other terms and conditions of employment. If your job position has been eliminated, you are entitled to return to an equivalent position with

all rights and benefits, pay and other terms and conditions of employment. You may be required to present a certificate from the health care provider in order to return to work. The City may require you to participate in a fitness-for-duty exam (at no out of pocket cost to you) if it is related to your condition requiring FMLA leave, job-related and consistent with business necessity.

VACATION/SICK/COMPENSATORY LEAVE REPORTING

All City employees are required to request any vacation, anticipated sick, and/or compensatory (comp) leave in advance.

Reporting Leaves

Employees are required to submit to their supervisor all leave requests for vacation, anticipated sick, and/or comp leave on a leave request form. Leave request forms can be obtained from the employee's supervisor or the HR Coordinator. (A copy of a Leave Request form can also be found on the City's Public Drive under Employee Forms.) An employee's supervisor is responsible for authorizing or declining the leave request and communicating this back to the employee. Leave requests must be submitted to the employee's supervisor as far in advance as possible. The leave time taken must be reflected on an employee's time slip for the relevant pay period.

Employees classified as exempt are to fill out time records each pay period primarily to keep track of FMLA leave, sick leave, vacation leave, holiday leave, and other leave time. A time slip may only be marked "no exceptions" by an exempt employee if he or she has actually worked 40 or more hours in each of the work weeks during the pay period. Exempt employees are expected to work at least 40 hours per work week unless they take leave time. Exempt employees who work less than 40 hours in any work week, must take leave time for the difference between 40 hours and the actual number of hours worked.

EMPLOYEE HEALTH AND SAFETY

The City is committed to providing our employees with a safe and healthy work environment. To accomplish this goal, both management and employees must diligently undertake efforts to promote safety. Safety is everybody's responsibility!

The City, through its Safety Committee, develops and implements safety rules and regulations contained in the City's Safety Manual. The Safety Manual is accessible to employees on the City of Florence's web site at www.ci.florence.or.us. Hard copies of the Safety Manual are also located in the HR Coordinator's office. All employees are expected to remain in compliance with this Safety Manual and all other state and federal safety rules. Periodically, safety audits are undertaken to determine the necessity and feasibility of providing devices or safeguards to make the workplace safe and healthy. The City will educate employees as to hazards of the workplace and train employees as to such hazards and the proper and safe method to perform job tasks.

Employees are expected to give their full-time skill and attention to the performance of their job responsibilities and utilize the highest standard of care and good judgment. Employees are also expected to follow all safety rules and regulations at all times including but not limited to using protective clothing and/or equipment, attending all job related training sessions, following the directions of warning signs or signals and/or directions of supervisory personnel.

Safety rules and regulations will be issued or modified from time to time. Notice of safety changes will usually be communicated to employees via email.

Accident Investigation and Reporting

All job-related injuries or illnesses should be reported to the employee's supervisor immediately, regardless of severity. In the case of serious injury, an employee's reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an on-the-job injury or illness may preclude or delay the payment of any benefits the employee may be eligible for and could subject the City to fines and penalties.

In accordance with the federal Occupational Safety and Health Act of 1970 and the Oregon Safe Employment Act (OSEA), the City will investigate the cause of every time-loss accident and determine the means to prevent reoccurrence. The City will install any safeguards or take corrective measures indicated or found advisable. The City's safety committee is responsible for establishing procedures to investigate all safety related incidents. The safety committee will evaluate the cause, look for any trends or identify tools, equipment, procedures or training that will serve to prevent the accident/injury from recurring.

What to do If an Injury Occurs

1. Take immediate action and or/render remedial first aid.
2. Seek emergency medical care if necessary – call 911.
3. Report the injury to a supervisor as soon as possible.

Employee's Responsibilities

1. Fill out an accident report form which can be found on the City's Public Drive under Employee Forms.
2. Cooperate in any accident investigation.
3. Complete the 801 form if medical attention is sought (a copy of the 801 form can be found on the City's Public Drive under Employee Forms).
4. Provide supervisor with medical release from doctor/medical provider.
5. Review the incident with your supervisor.
6. Discuss ability to return to a temporary modified job (if possible) and job restrictions.

Supervisor's responsibilities

1. Conduct an investigation into the cause of the injury or illness.
2. Send the completed 801 form to the HR Coordinator.
3. Continue to communicate and cooperate with the HR Coordinator on this issue.

Workplace Violence

The City of Florence recognizes the importance of a safe workplace for employees, members, customers, vendors, contractors, and the general public. A work environment that is safe and comfortable enhances employee satisfaction as well as productivity. Therefore, threats and acts of violence made by an employee or member of the public against another person's life, health, well-being, family, or property will not be tolerated by the City.

All employees have an obligation to report any incidents that pose a risk of harm to employees or others associated with the City or which threaten the safety, security or financial interests of our organization. Employees should make such reports directly to their supervisor or to the HR Coordinator.

All information related to the reports, including the name of the reporting employee(s), will be kept as confidential as possible under the circumstances. The HR Coordinator or designee will notify the reporting employee of any action the City takes in response to the report.

Examples of Workplace Violence

Some examples of workplace violence include, but are not limited to:

1. Hitting or slapping
2. Verbal threats to person or property
3. Threatening phone calls or emails
4. Intentional destruction of personal or public property
5. Stalking
6. Suggestions of violence
7. Verbal outbursts

Steps for an Employee to Take

An employee who feels threatened or in danger of imminent bodily harm should take the following steps:

1. Leave the scene if it can be done safely. Do not attempt to control a violent person.
2. Call law enforcement (911) if the situation warrants this action.
3. The incident should be reported to a supervisor immediately or as soon as possible.

If the threatening individual poses no immediate physical threat, but is making verbal threats or is otherwise intimidating employees or others in the area, then the employee should:

1. Keep back and move away from the individual, if possible in a way as not to provoke violence.
2. Notify a supervisor as soon as possible.

Any employee having knowledge of a violent act or threat involving other employees must report the incident immediately to a supervisor/manager. The supervisor/manager shall promptly report the incident to the HR Coordinator who shall start an investigation into the incident. Upon completion of a thorough investigation, it will be determined by the City Manager as to what corrective action, if any, shall be taken. Employees who engage in workplace violence are in violation of this policy and are subject to discipline up to and including termination.

The City may conduct an investigation of an employee where the employee's behavior raises concerns about work performance, reliability, honesty, or that the employee is a threat to the safety of co-workers or others. An employee investigation may include investigation of criminal records and/or a search of the employee's desk, work areas, file cabinets, voice mail and computer systems.

Any intimidation, coercion, discrimination or retaliation against an individual who reports an act of workplace violence or who assists, participates or testifies in any manner in an

investigation will not be tolerated. All such acts should be reported immediately. Employees who engage in any action of retaliation, intimidation or harassment will be subject to discipline up to and including termination.

Hazard Communication Program

The City provides a Hazard Communication Program so that all employees will be aware of chemical hazards in the workplace. By becoming knowledgeable about this information, employees can help prevent injuries and illnesses from chemical exposure. Employees with any questions regarding chemical hazards should speak to their supervisor or a Safety Committee Representative.

The following safety precautions have been taken to prevent injuries and illnesses from chemical exposure:

Container Labeling

The City's Safety Committee Representative and supervisor or designated position will verify that all containers received for use by the City will:

1. Contain a label clearly identifying the container's contents;
2. Note any appropriate hazard warnings;
3. List the manufacturer's name and address.

It is the City's policy that no container will be released for employee use until the above data is verified. The supervisor in each department will ensure that all secondary containers have either an extra copy of the original manufacture's label or a generic label that has identification and hazard warning blocks. Employees with any labeling questions should speak to his/her supervisor.

Material Safety Data Sheets (MSDS)

Copies of material safety data sheets (MSDS) for all hazardous chemicals that employees may be exposed to will be kept in each department or facility. Data sheets will be available to all employees in their work areas for review during each work shift. If data sheets are not available or if employees encounter a new chemical for which there is not a data sheet; employees should immediately contact their supervisor before using the chemical or the machine containing it.

Employee Information and Training

Before starting work with the City, employees will attend a health and safety orientation and receive information and training about the following:

1. An overview of the requirements contained in the Hazard Communication Rules;

2. An overview of the chemicals present in the employee's workplace operations;
3. The location and availability of our written hazard communication program;
4. The physical and health effects of the hazardous chemicals;
5. Information as to how to reduce or prevent exposure to these hazardous chemicals through the use of control/work practices and personal protective equipment;
6. The location and use of the MSDS in your work area.

After attending the training, employees will be asked to sign a form verifying that the employee attended the training, received the written materials, and understands the City's policies on hazard communication. It is each supervisors responsibility to ensure that this training takes place and that the verification forms are signed by every employee reporting to him/her.

Prior to a new hazardous chemical being used by any employee, each employee of that department will be given information as outlined above. The supervisor or Department Head is responsible for ensuring that the MSDS on new chemicals are available and that the required training has occurred.

TERMINATION AND DISCIPLINE

Performance and Conduct

City employees are expected to maintain high standards of performance and conduct. When an employee's conduct or performance falls below desirable standards, he or she may be subject to disciplinary action. Reasons for which an employee may be disciplined include, but are not limited to the following:

1. Incompetence, inefficiency, inability to perform the job adequately.
2. Conviction of a criminal offense related to the employee's job.
3. Damage to public property, waste of public supplies or taking of public property.
4. Conduct that reflects badly upon or discredits the City.
5. Absence without leave from one's position.
6. Consumption, possession, or being under the influence of any alcoholic beverages, illegal or dangerous drugs on the job.
7. Accepting fees, gifts, or other items of value in the performance of the employee's official duties for the City.
8. Being habitually absent or tardy for any reason.
9. Violating safe working practices.
10. Violating the provisions of the City Charter, ordinances, the personnel and/or ethics rules outlined in this Handbook, or any other rules or regulations prescribed by the City Manager or department manager.
11. Giving or allowing access to confidential information to any unauthorized person.
12. Making false or misleading statements to anyone, or falsification of City records.
13. Insubordination.
14. Sexual harassment or other harassing or offensive behavior.
15. Workplace violence.

Types of Discipline

Disciplinary action may include the following:

1. Oral reprimand
2. Mandatory training or counseling
3. Written reprimand
4. Suspension
5. Demotion
6. Discharge

Disciplinary action which applies to regular non-probationary employees will normally be progressive in nature beginning with one of the less serious actions including oral or written reprimands and progressing to the most serious action of discharge. If the reason for which the disciplinary action is being taken is serious enough, an employee may be suspended and/or discharged without prior disciplinary action.

In all cases, before a regular employee may be disciplined beyond written reprimand, (oral reprimand for police officers) employees must be given the following:

1. Written notification of the charges against the employee.
2. Written notification of the kinds of sanctions being considered.
3. An informal opportunity to refute the charges either orally or in writing before the employee's supervisor.

Grievance Procedure

Definition and Procedure

A grievance is an employee's oral or written expression of dissatisfaction with some aspect of his employment such as a management decision affecting the employee or an alleged violation of the employee's rights.

The grievance procedure has been established to ensure employees and the City has a systematic and orderly method of adjusting complaints or differences, and for appealing disciplinary action. Grievances shall be processed in the manner described in this policy and within the specified time limits. The grievance procedure must be initiated by the aggrieved employee within ten (10) working days of the time the employee was notified or became aware of the action taken which is being grieved. (For example assume, May 1st as the date an employee became aware of the action.)

Informal Steps

The employee shall discuss the matter openly and frankly with his or her supervisor. If the grievance is with the supervisor, the employee may take the matter to the department head as indicated in the next step below. The employee shall discuss the matter with his department manager within ten (10) working days from employee notification. (In the example, the employee would meet with the supervisor/department head, by May 11 to start the informal process.)

Formal Steps

If the problem is not resolved using the informal steps, the employee shall file a formal written grievance with his department manager within ten (10) working days of the informal discussion outlined above. When filing the formal written grievance with the department manager, the employee shall also send a copy to the H R Coordinator and City Manager. (In the example, the formal written grievance must be filed by May 20th) The employee's formal written grievance shall include:

1. The facts leading to the filing of the grievance and
2. The action which is being sought by the employee which would resolve the grievance.

After receiving the employee's formal grievance, the department manager shall then review the issues and conduct an investigation into the facts of the case. The department manager shall make every reasonable effort to issue a decision within ten (10) working days from receipt of the formal written grievance. This investigation may be conducted jointly by the department manager and someone from Human Resources. (In the example, the department manager must make every reasonable effort to issue a decision by May 30th.)

If the aggrieved employee feels that the decision of the department manager is unjust, he or she may appeal the decision to the City Manager. The appeal shall be in writing and must be filed with the City Manager within ten (10) working days of the date of the department manager's decision and shall include the same formal written grievance requirements as outlined above. (In the example this written appeal to the City Manager must be filed by June 9 if the department manager decision was issued on May 30th.)

The City Manager shall review the investigation by the department manager and may make an independent investigation. The City Manager will issue decision on the complaint within thirty (30) calendar days from date of the City Manager's receipt of the appeal. When the disciplinary action involves an employee's constitutional due process rights, the City Manager, or designee, shall provide the employee with an opportunity for a formal hearing prior to making a final decision. (In the example, the City Manager decision is due by July 9 if the appeal to the City Manager was filed on June 9th.)

The decision of the City Manager shall be final.

Probationary Employees

Probationary employees do not have recourse to the grievance procedure for any City action taken against them. Probationary employees serve at the pleasure of the City and may be discharged from City employment for any reason not in conflict with existing public policy or law.

SEPARATION FROM EMPLOYMENT

Separation from employment with the City occurs when an employee voluntarily resigns, retires, is laid off, or is discharged.

Resignation

Voluntary resignation must be by written notice to the department manager. The City requests at least ten (10) working days advance notice of a voluntary resignation, stating the reasons for leaving. Inadequate notice may affect a person's right to future reinstatement with the City. Improper resignation will be noted in the employee's permanent record.

Abandonment of Position

An employee who misses three (3) or more consecutive work days without contacting the City is considered to have voluntarily terminated their employment. An appeal may be made in writing to the employee's immediate supervisor. If it is determined by the City Manager that there were extenuating circumstances for the absence and failure to notify, the employee may be reinstated. This decision on reinstatement will be made by the City Manager.

Job Elimination, Reduction in Work Hours or Staff

It is the City's desire to avoid circumstances that require a reduction in hours or staff, but situations may arise where the City may need to make such reductions. Depending upon the circumstances, the City may respond in a variety of ways, including offering a voluntary reduction in work hours or days of work, reducing the work hours or days of work, reducing expenses by other means, such as eliminating positions, or by a reduction of the workforce. Some of the factors considered for any reduction of hours or staff are:

1. Department, location, or job;
2. Job knowledge, skill and ability to do the required work;
3. Performance, attendance, safety and disciplinary history and records;
4. Possession of licenses, registrations and or certifications required by the job;
5. Creativity and teamwork skills;
6. Demonstrated willingness to go the extra mile for the City, coworkers and customers;
7. Efficiency of our operation.

Evaluation of these factors is at the discretion of the City Manager with input from supervisors. After receiving an explanation of the layoff procedure, the employee(s) will be given a letter describing the conditions of the layoff, such as effects on benefits, the possibility of re-employment, any outplacement services, etc.

If practicable at the time of lay-off, the City may provide outplacement services on a limited basis. The City may also provide re-employment services to affected employees laid off through no fault of their own, for a period of up to six (6) months from the date of lay-off. The order of recall will be determined using the above listed factors. An employee who is not re-hired within six (6) months from the lay-off date will be separated from employment. Employees whose position is eliminated will have not recall or reemployment rights. A decision to eliminate a position is permanent.

EXIT INTERVIEW

An exit interview will be scheduled with the HR Coordinator when an employee leaves his/her employment with the City. The exit interview gives the departing employee an opportunity to offer constructive feedback, positive comments, or address any unresolved issues prior to leaving. It also allows the City to solicit the employee's honest opinions, as well as suggestions, for improvement at the City. The City encourages departing employees to participate in an exit interview when they separate from employment, and values all opinions and suggestions received throughout this process.

During the exit interview session, the employee will be given all necessary information, such as benefit continuation rights and responsibilities, in addition to the final paycheck.

Return of City Property

An employee must return all the City property in his/her possession by the end of the last day of employment. City property includes credit cards, keys, ID cards, pagers, tools, software, computer disks, this Handbook, and any other items belonging to the City.

CONCLUDING THOUGHTS

We look forward to your participation on our team. The success of our organization depends on the cooperation and contribution of each one of us. We want to continue to provide a workplace that is professional, healthy and conducive to a positive work environment. Please join the City Team in continuing this positive tradition.

ACKNOWLEDGEMENT OF RECEIPT OF THE EMPLOYEE HANDBOOK

Each employee must acknowledge the receipt of the City's Employee Handbook ("Handbook") by signing an Acknowledgement of Receipt in the following form:

1. I have received a copy of the City's Employee Handbook.
2. I understand that I am responsible for becoming and remaining familiar with the policies, procedures, requirements, and other information contained in both the Handbook and on the City's Public Drive (Employee Forms folder).
3. I understand that I am required to comply with all of the policies and rules set out in the Handbook.
4. I understand that the policies, procedures, requirements, and other information contained in the Handbook may be modified or deleted, and others may be added, with 15 days' notice to employees.
5. I understand that I will receive an electronic copy of any significant change(s) in the Handbook.
6. The Handbook supersedes all prior statements of the City which conflict or may conflict with it. I understand that any conflicting prior statement is superseded.
7. The Handbook is not a contract. Neither the Handbook's statements of the City policies, procedures, requirements, and other information, nor any representations made by any management representative at the time of hire or at any time during employment, are to be interpreted as a contract between the City and any employees, unless expressly so stated in writing signed by the City Manager.
8. I further understand and acknowledge that my employment relationship with the City is "at-will," allowing me or the City to end the employment relationship at any time, with or without cause or prior notice.
9. This form will be placed in your personnel file.

Employee Signature

Date

Employee Name (Please Print)

FORMS

The following employee forms may be accessed via the City's Public Drive, within Employee Forms folder (if you need assistance locating a specific form please contact your supervisor or Human Resources).

Request for Leave

Employee Work Related Accident/Incident Report

Worker's Compensation 801

Release to Return to Work

FMLA/OFLA Employee Request for Leave

WH-380-E – Employee FMLA

WH-380-F – Family FMLA

WH-384 – Military Exigency FMLA

WH-385 – Certification for Serious Injury or Illness of Covered Service Member