City of Grimes Employee Handbook

Amended September 27, 2011

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CITY OF GRIMES HANDBOOK

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SECTION 1 – GENERAL

1.010 GENERAL PURPOSE/SCOPE.

(a) This manual is a general informational guide to the City's current employment policies and shall not be construed as a contract, implied or otherwise. The City reserves the right to amend, delete, supplement, or rescind any of the provisions of this manual, as the City deems necessary and appropriate, without advance notice. These policies shall not be construed to create contractual rights or any type of promise or guarantee of specific treatment upon which any employee may rely. The City also reserves the right to deviate from these policies in emergency situations, in order to achieve its primary mission of providing orderly and cost efficient services to its citizens.

(b) These personnel policies shall apply to all City non-union employees. They shall not apply to elected officials and independent contractors. In the event of conflict between any provision of this manual and any provision of a valid and effective collective bargaining contract or in cases where the application of these policies would conflict with applicable Civil Service rules and regulations, the provisions of the labor contract and/or the Civil Service rules shall govern. In all other cases, these policies shall govern.

1.020 NATURE OF THE EMPLOYMENT RELATIONSHIP.

(a) Employment with the City of Grimes is voluntary on the part of both parties. Either the employee or the City may terminate the employment relationship at any time, with or without cause, as either party may deem appropriate.

1.030 EQUAL EMPLOYMENT OPPORTUNITY.

(a) The City is an equal employment opportunity employer. The City employs, retains, promotes, terminates and otherwise treats all employees and job applicants on the basis of merit, qualifications, and competence. This policy shall be applied without regard to any individual's sex, race, color, religion, national origin, age, marital status, or disability.

(b) The City will not discriminate against applicants or employees with a sensory, physical or mental impairment, unless the impairment cannot be reasonably accommodated and prevents proper performance of an essential duties and responsibilities of the job.

(c) Employees with life threatening illnesses, such as cancer, heart disease, or AIDS/HIV conditions, or communicable diseases such as tuberculosis or influenza, are treated the same as all other employees. They are permitted to continue working so long as they are able to maintain an acceptable level of performance and medical evidence shows they are not a threat to themselves or their co-workers. The City will work to preserve the safety of all of its employees and reserves the right to reassign employees or take other job actions when a health or safety risk to fellow City employees or the public exists.

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1.040 SEXUAL HARASSMENT.

(a) It is the policy of the City to provide a work environment for its employees which is free from discrimination and intimidation. The City will not tolerate any form of sexual harassment. Prompt disciplinary action will be taken against an employee who commits or participates in any form of sexual harassment.

(b) Sexual harassment is defined as unwanted, unwelcome sexual advances,
requests for sexual favors, and other verbal or physical conduct which has the effect of creating an offensive, intimidating, degrading or hostile work environment, or adversely interferes or affects an employee's work performance.

(c) Any employee who believes he or she is being sexually harassed by
the department head or co-workers should immediately notify the city administrator. In the event that the harassment involves the city administrator, the employee should notify the Mayor. The City will not retaliate against an employee who complains of sexual harassment.

1.050 DEFINITIONS

(a) Department Head: An employee who has responsibility for directing one or more departments. The Public Works Director or his/her designee shall be the Department Head.

(b) Immediate Family: An employee's immediate family includes the employee's spouse, child, parent, brother or sister, mother or father-in-law, son or daughter-in-law.

(c) Regular Full-Time Employee: An employee who has completed the trial period and who regularly works a minimum of forty (40) hours a week on a continuing basis.

(d) Regular Part-Time Employee: An employee who works less than forty (40) but at least twenty (20) hours a week on a continuing basis and is eligible for pro-rated holiday, vacation, sick leave, or other benefits.

(e) Temporary Employees: Temporary employees are defined as those employees who hold jobs of limited duration arising out of special projects, abnormal work loads or emergencies. Temporary employees are not eligible for City benefits.

(f) Full-Time Equivalent Employee: There is hereby created in the office of the Fire Department 5 part-time positions: each part time position shall consist of a 9 hour shift. These part time positions will not be provided health insurance or disability insurance as defined elsewhere in this handbook. These part-time positions do not accrue leaves defined in section 6.600 in this handbook. Nonetheless, the City of Grimes will provide health insurance access as required by Iowa Code Section 505.21. While an individual may aggregate such shifts, if determined by the Chief to be in the best interest of the City, such position will not be a “full-time” position entitling the individual to health insurance or disability benefits as provided elsewhere in the City Handbook. Such employees may receive Worker’s Compensation of IPERS benefits if eligible under the applicable statutes.

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1.060 EMPLOYEE PERSONNEL RECORDS.

(a) A personnel file for each employee is kept in the City Administrator's office, and access is limited to the employee's immediate department head, the City Administrator, or the Mayor and City Council upon advisement of the city attorney. An employee's personnel file contains the employee's name, title and/or position held, job description, department to which the employee is assigned, salary, changes in employment status, training received, performance evaluations, personnel actions affecting the employee, including discipline, and other pertinent information.

(b) An employee has the right to review their file. An employee may request removal of what the employee believes to be irrelevant or erroneous information in their personnel file. If the City denies the employee's request to remove the information, the employee may file a written rebuttal statement to be placed in their file.

(c) Personnel files are kept confidential to the maximum extent permitted by law. Except for routine verifications of employment, no information from an employee's personnel file will be released to the public, including the press, without a written request for specific information.

1.070 REFERENCES.

(a) The City does not give references, other than to confirm the dates of employment and last salary, without the express written consent of the employee.

(b) Only the City Administrator or designee will provide employment references on current or former regular City employees.

SECTION 2 - HOURS AND ATTENDANCE

2.110 WORKING HOURS.

(a) The City's standard work week is Monday through Friday from 8:00 a.m. to 5:00 p.m. with a one hour unpaid lunch period.

(b) A normal working schedule for regular, full-time employees consists of forty (40) hours each work week. Different work schedules may be established by the City to meet job assignments and provide necessary City services. Each employee's department head will advise the employee regarding their specific working hours.

(c) Part-time and temporary employees will work hours as specified by their department heads.

2.120 HOURS OF WORK AND OVERTIME.

(a) All City positions are designated as either "exempt" or "non-exempt" according to the Fair Labor Standards Act ("FLSA") regulations.

(b) For most City employees, the established work period is forty (40) hours within a seven (7) day work week.

(c) Non-exempt employees are entitled to additional compensation, either in cash or compensatory time off, when they work more than the maximum numbers of hours during a work period.

(d) All overtime must be authorized in advance by the employee's department head.

(e) Overtime pay is calculated at one and one-half times the employee's regular rate of pay for all time worked beyond the established work period.

(f) When computing overtime, holidays, sick leave and vacation time are not counted as hours worked.

(g) Exempt employees are not covered by the FLSA overtime provisions and do not receive either overtime pay or compensatory time in lieu of overtime pay.

2.130 COMPENSATORY TIME.

(a) Non-exempt employees entitled to overtime pay may elect to receive compensatory time off instead of cash payment. This is approved on a case-by-case basis by the employee's department head. If the compensatory time option is exercised, the employee is credited with one and one-half times the hours worked as overtime. Maximum accruals of compensatory time shall be limited to eighty (80) hours for regular employees. After maximum accrual, overtime compensation shall be paid.

(b) Employees may use compensatory time within a reasonable time period after making a request to their department head, unless doing so would unduly disrupt City operations. Compensatory time should be used for short term absences from work during times mutually agreed to by the employee and the department head. Accumulation of compensatory time to be used as a substitute for extended vacation time off is not normally permitted.

(c) If an employee is unable to use accrued compensatory time by the end of the calendar year, the employee will be paid their original overtime wage.

2.140 ATTENDANCE.

(a) Punctual and consistent attendance is a condition of employment. Each department head is responsible for maintaining an accurate attendance record of their employees.

(b) Employees unable to work or unable to report to work on time should notify their department head as soon as possible, ordinarily before the work day begins or within thirty (30) minutes of the employee's usual starting time. If an absence continues beyond one day, the employee is responsible for reporting in each day.
If the department head is unavailable, the employee may leave a message with the City Administrator or designated representative, stating the reason for being late or unable to report for work.

(c) Employees are expected to be at work even during inclement weather.
Department heads may allow employees to be late or leave early during severe weather conditions; however, non-attendance will be counted as absence from work and will be charged to accrued vacation time.

(d) An employee who is absent without authorization or notification is subject to disciplinary action, including possible termination.

2.150 BREAKS AND MEAL PERIODS.

Employees may take one (1) fifteen-minute break for every four hours worked. All breaks shall be arranged so that they do not interfere with City business or service to the public. Meal periods shall be scheduled by the employee's department head. The scheduling of meal periods may vary depending on department workload. Meal periods are unpaid and usually one hour in length.

2.160 CALL BACK.

All employees are subject to call back in emergencies or as needed by the City to provide necessary services to the public. A refusal to respond to a call back is grounds for immediate disciplinary action, including possible termination. Employees called back to duty will be paid their appropriate rate of pay for hours worked (the overtime rate, if applicable.)

2.170 PAYROLL RECORDS.

The official payroll records are kept by the City Clerk. Each department head shall turn in on a regular basis a signed work record for each employee within their department, noting hours worked, leave taken and overtime worked during the previous pay period.

SECTION 3 - RECRUITING AND HIRING

3.210 RECRUITING.

(a) Recruiting practices are conducted solely on the basis of ability, merit, qualifications and competence, without regard to race, color, religion, national origin, sex, marital status, pregnancy, age, or disability.

(b) Each applicant shall complete and sign an application form prior to being considered as a finalist for any position. Resumes may supplement, but not replace, the City's official application form. Applicants chosen for consideration as finalists on the basis of their resume or other information, shall complete a standard application form prior to being considered as a finalist for any position.

(c) Any applicant supplying false or misleading information is subject to immediate termination, if hired.

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3.220 HIRING.

(a) When a position becomes vacant and prior to any posting or advertisement of the vacancy, the department head shall review the position, its job description and the need for such a position. The department head will prepare and submit a written request to fill the position to the City Administrator. The position will be posted and/or advertised only after the City Administrator has approved the request.

(b) Residency within the City shall not be a condition of initial appointment or continued employment; provided, however, that an employee's selection of residence shall not interfere with the daily performance of their duties and responsibilities.

(c) Applicants for positions in which the applicant is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid State driver's license with any necessary endorsements. Driving records of applicants may be checked. Applicants with poor driving records, as determined by the City, may be disqualified for employment with the City in positions requiring driving.

(d) The City may administer pre-employment examinations to test the qualifications and ability of applicants, as determined necessary by the City. The City may contract with any competent agency or individual to prepare and/or administer examinations.

(e) After an offer of employment has been made and prior to commencement of employment, the City may require persons selected for employment to successfully pass a medical examination, which may include testing for alcohol and controlled substances. The purpose of the examination is to determine if the individual is physically able to perform the job and to ensure their physical condition will not endanger the health, safety or well-being of other employees or the public. The offer of employment may be conditioned on the results of the examination.

(f) A candidate may be disqualified from consideration if: (1) found physically unable to perform the duties of the position (and the individual's condition cannot reasonably be accommodated in the workplace); (2) the candidate refuses to submit to a medical examination or complete medical history forms; or (3) if the exam reveals use of alcohol and/or controlled substances.

3.230 TEMPORARY EMPLOYEES.

(a) With approval of the department head, temporary employees may be used during emergencies or other peak workload periods, to temporarily replace regular employees absent due to disability, illness, vacation or other approved leave, or to temporarily fill a vacancy until a regular employee is hired.

(b) Temporary employees may be hired without competitive recruitment or examination.

(c) Temporary employees may not work more than 90 hours a month for more than five months in a twelve month period.

(d) Temporary employees are eligible for overtime pay as required by law.
Temporary employees are not eligible and do not receive retirement, vacation, sick leave, health insurance, holiday or any other benefits during their employment.

3.240 TRIAL PERIOD.

(a) All newly hired employees or former employees who have been rehired or employees promoted to a new classification enter a trial period which is considered an integral part of the selection and evaluation process. During the trial period an employee is required to demonstrate suitability for the position through actual work performance.

(b) The normal trial period is six (6) months from the employee's date of hire, rehire or promotion; however, longer periods may be established for positions requiring technical, professional, specialized, unusual or unique skills or qualifications.

(c) An employee's trial period may be extended for up to an additional six (6) months (when needed due to circumstances such as extended illness or a need to continue to evaluate marginal performance) to properly evaluate the employee's performance. The trial period will not be shortened for any reason.

(d) All newly hired employees or former employees who have been rehired accrue vacation and sick leave but are not eligible to use vacation until after their trial period is completed. Employees promoted to a new classification continue to accrue vacation and sick leave at their current rate and are eligible to use vacation during their trial period.

(e) During the trial period, the employee may be terminated at any time, with or without cause.

(f) When a department head determines an employee has satisfactorily completed the trial period, the department head shall prepare a written performance evaluation, which will be reviewed by the City Administrator. If the trial period is satisfactorily completed, the employee may be certified to regular employment status.

3.250 EMPLOYMENT OF RELATIVES (NEPOTISM).

(a) Employees' relatives will not be employed by the City under any of the following circumstances:

(1) Where one of the parties would have authority (or practical power) to supervise, appoint, remove, or discipline the other;

(2) Where one party would be responsible for auditing the work of the other;

(3) Where both parties would report to the same immediate department head;

(4) Where other circumstances might lead to potential conflict among the parties or conflict between the interest of one or both parties and the best interests of the City; or

(5) Where one of the parties is a policy level official of the City.

(b) "Relatives" include an employee's parent, child, spouse, brother, sister, in-laws and step relationships.

(c) If two employees marry, become related or begin sharing living quarters with one another, and in the City's judgment, the potential problems noted above exist or reasonably could exist, only one of the employees will be permitted to stay with the City, unless reasonable accommodations, as determined by the City Administrator, can be made to eliminate the potential problem. The decision as to which relative will remain with the City must be made by the two employees within thirty (30) calendar days of the date they marry, become related, or begin sharing living quarters with each other. If no decision has been made during this time, the City reserves the right to terminate either employee.

3.260 PROMOTIONS AND TRANSFERS.

(a) The City encourages current City employees to apply for vacant City positions for which they are qualified. Promotions and transfers are based on the department head's recommendation, work force requirements, performance evaluations, job descriptions and related City requirements.

(b) Regular employees are eligible for promotion, transfer or voluntary demotion. To be considered for another position, an employee must have satisfactorily completed the trial period and possess the qualifications for the vacant position, unless such requirements are waived by the City Administrator in the best interests of the City.

SECTION 4 – COMPENSATION

4.310 SALARY CLASSIFICATION

Each job title within the City is based on job qualifications, level of responsibility, difficulty, working conditions, skill, hazard, and amount of supervision required for the specific job title.

4.320 EMPLOYEE PAY RATES.

(a) Pay increases are contingent on satisfactory performance. If an employee's performance is consistently unsatisfactory, the City Administrator or designee may defer a scheduled pay increase for a stipulated period of time or until the employee's job performance is satisfactory.

(b) The City Administrator may propose and the City Council may grant an across the board pay adjustment (cost-of living increase) from time to time, raising the salaries of all positions by a specified amount. Such adjustments, if any, will not change an employee's pay anniversary date.

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4.330 PAYDAYS.

Employees are paid on a bi-weekly basis. Pay checks will be distributed on Friday unless Friday is a holiday, then the paychecks will be distributed on the last regularly scheduled working day preceding the holiday.

4.340 DEDUCTIONS.

Some regular deductions from the employee's earnings are required by law; other deductions are specifically authorized by the employee. The City will withhold from the employee's paycheck those deductions required by law and any voluntary deductions authorized by the employee, applicable union contract, or statute.

4.350 TRAVEL AWAY FROM THE CITY.

All travel away from the City must be approved in advance by the City Administrator. If private automobiles are used, employees will be reimbursed at rates established and modified from time to time by the standard allowable U.S. Internal Revenue Service (IRS) rate for automobile use unless the approved event will result in mileage over 50 miles. If the employee is expected to travel more than 50 miles, said employee must obtain at least two estimates for the use of rental cars. The City Administrator will evaluate the proposals and approve either the use of a rental car or the use of the employee's personal vehicle.

4.360 TRAVEL EXPENSE REIMBURSEMENT.

(a) City employees will be reimbursed for reasonable and customary expenses actually incurred in connection with the business of the City, including food, lodging and travel expenses while away, but excluding any expenses for alcoholic beverages. Tips, not to exceed 15%, for meals, taxis, or baggage handling are reimbursable.

(b) Requests for reimbursement, including receipts, shall be submitted on an expense report form signed by the employee and the department head.

4.370 COMPENSATION UPON TERMINATION.

When an employee's employment with the City is terminated, the employee will receive the following compensation:

(a) Regular wages for all hours worked up to the time of termination which have not already been paid.

(b) Any overtime or holiday pay due.

(c) A lump sum payment of any accrued but unused vacation and compensatory time.

5.400 - PERFORMANCE EVALUATIONS AND TRAINING

5.410 PERFORMANCE EVALUATIONS.

(a) To achieve the City's goal to train, promote and retain the best qualified employee for every job, the City may conduct periodic performance evaluations for all positions.

(b) The City Administrator is responsible for developing and maintaining the City's performance evaluation program.

(c) Employees are to be evaluated by their department heads prior to completion of their trial period and at least once every 12 months thereafter.

(d) The evaluation is part of an employee's personnel record and may be a factor in determining the employee's conversion to regular status, whether the employee receives a wage increase, or is to be promoted, transferred, demoted, laid off, or terminated.

5.420 TRAINING POLICY.

The City seeks, within the limits of available resources, to offer training to increase an employee's skills, knowledge and abilities directly related to City employment, to obtain or maintain required licenses and certifications, and to develop staff resources. Opportunities may include, but are not limited to: on-the-job training, in-house workshops, and seminars sponsored by other agencies or organizations.

6.500 – BENEFITS

6.510 RETIREMENT BENEFITS.

(a) The City makes contributions on behalf of all eligible employees to the Social Security System in addition to those contributions made by the employee through FICA payroll deductions.

(b) All regular full-time and eligible part-time non-uniformed employees are covered under the State Public Employees Retirement System. Benefit levels and contribution rates are set by the State.

(c) Employees intending to retire should notify their department head of their intent to retire at least three months prior to the date of retirement.

6.520 DISABILITY BENEFITS.

(a) All employees are covered by the State Industrial Insurance program (worker's compensation). This type of insurance covers employees in case of on-the-job injuries or job-related illnesses. For qualifying cases, State Industrial Insurance will pay the employee for work days lost for any disability resulting from job-related injuries or illnesses. All job-related accidents should be reported immediately to the department head.

(b) When an employee is absent for one or more days due to an on-the-job

accident, the employee is required to file a claim for Worker's Compensation. If the employee files a claim, the City will continue to pay (by use of the employee's unused sick leave) the employee's regular salary pending receipt of Worker's Compensation benefits.

(c) When the employee receives Worker's Compensation benefits, the employee is required to repay to the City the amount covered by Worker's Compensation and previously advanced by the City. This policy is to ensure that employees will receive prompt and regular payment during periods of injury or disability so long as accrued sick leave is available, while ensuring that no employee receives more than the employee would have received had the injury not occurred. Upon the repayment of funds advanced, the appropriate amount of sick leave shall be restored to the employee's account.

(d) The City may require an examination at its expense, performed by a physician of it's choice, to determine when the employee can return to work and if the employee will be capable of performing the duties and responsibilities of the position.

6.530 INSURANCE BENEFITS.

(a) Employees are eligible to participate in the City's insurance programs on the first day of the month following the month they are first employed if they are classified as full-time employees. All permanent part-time employees will be eligible the month following their third complete month of employment if they average more than 32 hours per week. The programs and criteria for eligibility will be explained at the time the employee becomes eligible to join. The City reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable.

(b) Upon mutual agreement between the employee and the City, and in accordance with the terms and conditions of the insurance policy, the City will continue health insurance coverage at the employee's expense during an approved unpaid leave of absence. COBRA continuation rights may apply in the event coverage is not extended through the City.

(c) While an employee is receiving Worker's Compensation benefits, the City may continue to pay the employee's health insurance premiums for one (1) month, after which the employee may choose to use their COBRA rights and self-pay insurance premiums.

(d) Upon an employee's termination from City employment, at the employee's option and expense, the employee may elect to continue City health insurance benefits to the extent provided under COBRA or the Iowa Continuation Law. Continuation rights are not available if an employee is terminated for "gross misconduct."

(e) An administrative handling fee over and above the cost of the insurance premium may be charged the employee or their dependents whom elect to exercise their COBRA or Iowa continuation rights.

6.540 UNEMPLOYMENT COMPENSATION.

City employees may qualify for State Unemployment Compensation after termination from City employment depending on the reason for termination and if certain qualifications are met.

6.600 - LEAVES OF ABSENCE AND TIME OFF

6.610 LEAVES.

The City has six (6) different types of leave:

(a) Vacation leave.

(b) Sick leave.

(c) Leave without pay.

(d) Jury and Witness leave.

(e) Military leave.

(f) Administrative Leave

6.620 VACATION.

(a) Each regular full-time employee is entitled to vacation leave as follows:
Years of Employment/Vacation Hours Earned

0-5 years 80 hours/year

5-9 years 120 hours/year

10 – 15 years 160 hours/year

16+ 200 hours/year

(b) All new employees must satisfactorily complete their trial period to be entitled to the accrual and use of vacation leave. Regular part-time employees will receive vacation on a pro-rata basis. Temporary employees are not eligible for any vacation benefits.

(c) Each department is responsible for scheduling its employees' vacations without undue disruption of department operations. Leave requests shall be submitted at least two weeks prior to taking vacation leave.

(d) The maximum number of vacation hours which may be carried over from December 31 of one year to January 1 of the next year is 80 hours. Employees will be compensated for accumulated vacation time in excess of 80 hours, at the last regular payday of the year. In cases where City operations have made it impractical for an employee to use vacation time, the department head with the approval of the City Administrator may authorize accrual beyond 80 hours or pay the additional hours to the employee on their payroll checks issued in December. Employees will be paid for unused vacation time upon termination of employment.

6.630 SICK LEAVE.

(a) All full-time regular employees accrue sick leave benefits at the rate of eight (8) hours for each calendar month of continuous employment with a maximum accrual of 1,200 hours. Regular part-time employees may accrue sick leave benefits on a pro-rata basis according to hours worked.

(b) Employees accrue and may use sick leave during their trial periods.
Temporary employees do not earn sick leave benefits. Employees do not accrue sick leave benefits during a leave without pay.

(c) Sick leave covers those situations in which an employee is absent from work due to:

(1) Physical injury or illness to the employee;

(2) The need to care for the employee's dependent children under the age of 18 who are ill.

(3) Medical or dental appointments for the employee or dependent child, provided that the employee must make a reasonable effort to schedule such appointments at times which have the least interference with the work day;

(4) Exposure to a contagious disease where on-the-job presence of the employee would jeopardize the health of others;

(5) Use of a prescription drug which impairs job performance or safety;

(6) Actual periods of temporary disability associated with pregnancy or
childbirth. Employees may request additional time off beyond the actual period of disability; vacation leave, compensatory time, or leave without pay may be used.

(7) The death of an immediate family member, not to exceed five (5) days.

(d) A doctor's certificate may be required when an employee is absent for a period in excess of three (3) days. The City may also request the opinion of a second doctor at the City's expense to determine whether the employee suffers from a chronic physical or mental condition which impairs their ability to perform the job. Employees who are habitually absent due to illness or disability may be terminated if their disability cannot be reasonably accommodated and/or when the employee's absenteeism prevents the orderly and efficient provision of services to the citizens of the City.

(e) Employees who use all their accumulated sick leave and require more time off work due to illness or injury may, with their department head's prior approval, take leave without pay.

6.640 LEAVE WITHOUT PAY.

(a) The City Administrator or designee may grant leaves of absence without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted. Examples of situations for which leave without pay may be granted include time off work for personal reasons, such as prolonged illness, parenting, caring for an ill relative, pursuing an education, or fulfilling a military obligation in excess of fifteen (15) days per year.

(b) Only regular full-time and part-time employees who have satisfactorily completed their trial period are eligible for leave without pay. The following requirements apply:

(1) Leave may be granted to an employee for a period of up to ninety (90) days upon the approval of the City Administrator or designee. Further extensions are at the discretion of the City Administrator or designee.

(2) Accrued compensatory time, if any, and vacation leave must be exhausted prior to taking any leave without pay.

(3) An employee's benefits are suspended during the period of unpaid leave until the employee returns to work. Vacation, sick leave and/or any other benefits do not accrue while an employee is on leave without pay.

(4) In certain circumstances, self-payment of benefits may apply. See Section 6.3 on Insurance Benefits.

(5) An employee who fails to report promptly at the end of the unpaid leave is presumed to have resigned. An employee returning from a temporary disability may, at the City's option, return to the same position or similar position at a comparable rate of pay.

(6) If the leave without pay is due to an illness, the City may require a
doctor's certificate stating that the employee is capable of returning to work and performing the work, duties and responsibilities of the employee's position.

6.650 JURY AND WITNESS LEAVE.

(a) Employees may be granted time off with pay to serve on a jury or as a court witness. If an employee is summoned during a critical work period, the City may ask the employee to request a waiver from duty.

(b) An employee granted such leave shall reimburse the City for any pay received while serving as a juror or witness.

6.660 ADMINISTRATIVE LEAVE.

On a case-by-case basis, the City may place an employee on administrative leave with pay for an indefinite period of time, as determined by the City Administrator to be in the best interests of the City during the pendency of an investigation or other administrative proceeding.

6.670 MILITARY LEAVE.

Employees who are members of the National Guard or federal reserve military units may be absent from their duties, with pay, for a period of up to fifteen (15) days per calendar year when they are performing ordered military training duty and while going to and from that duty.

6.680 HOLIDAYS.

(a) The following holidays are recognized by the City:
New Years Day January 1

Civil Rights Day 3rd Monday in January

Memorial Day Last Monday in May

Independence Day July 4

Labor Day 1st Monday in September

Veteran's Day November 11

Thanksgiving Day 4th Thursday in November

Day after Thanksgiving Day after Thanksgiving

Christmas Eve and Christmas Day December 24 and 25

(b) Any holiday falling on Saturday will be celebrated on the preceding Friday. Any holiday falling on Sunday will be celebrated on the following Monday.

(c) Non-exempt regular full-time or part-time employees will be paid for the holiday plus one and one-half times their regular rate of pay for any time worked on the holiday. Such time must be pre-authorized by the department head.

(d) Temporary employees will be paid at their regular straight-time rate for hours worked on a holiday.

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6.685 RELIGIOUS HOLIDAYS.

If an employee's religious beliefs require observance of a holiday not included in the basic holiday schedule, the employee may, with the department head's approval, take the day off using vacation, compensatory time, or leave without pay.

SECTION 7 - EMPLOYEE RESPONSIBILITIES AND CONDUCT

7.705 GENERAL POLICY.

(a) The safety and welfare of the City's citizens shall at all times be held as a central mission of government. All City employees are expected to represent the City to the public in a professional manner which is courteous, efficient and helpful. Employees must maintain a clean and neat appearance appropriate to their work assignment, as determined by their position and department head.

(b) Since the proper working relationship between employees and the City depends on each employee's on-going job performance, professional conduct and behavior, the City has established certain minimum standards of personal conduct. Among the City's expectations are: Basic tact and courtesy towards the public and fellow employees; adherence to City policies, procedures, safety rules and safe work practices; compliance with directions from department heads; preserving and protecting the City's equipment, grounds, facilities and resources; and providing orderly and cost efficient services to its citizens.

7.710 OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST.

(a) Employees shall not, directly or indirectly, engage in any outside employment or financial interest which may conflict, in the City's opinion, with the best interests of the City or interfere with the employee's ability to perform the assigned City job. Examples include, but are not limited to, outside employment which:

(1) prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job;

(2) is conducted during the employee's work hours;

(3) utilizes City telephones, computers, supplies, or any other resources, facilities or equipment;

(4) is employment with a firm which has contracts with or does business with the City; or

(5) may reasonably be perceived by members of the public as a conflict of interest or otherwise discredits public service.

(b) An employee who chooses to have an additional job, contractual commitment or self-employment, may do so provided the employee obtains prior approval from the City Administrator.

7.715 POLITICAL ACTIVITIES.

(a) City employees may participate in political or partisan activities of their choosing provided that City resources and property are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions. Employees may not campaign on City time or in a City uniform or while representing the City in any way. Employees may not allow others to use City facilities or funds for political activities.

(b) Any City employee who meets with or may be observed by the public or otherwise represents the City to the public, while performing the regular duties may not wear or display any button, badge or sticker relevant to any candidate or ballot issue during working hours. Employees shall not solicit, on City property or City time, a contribution for a partisan political cause.

(c) Except as noted in this policy, City employees are otherwise free to fully exercise their constitutional First Amendments Rights.

7.720 NO SMOKING POLICY.

For health and safety considerations, the City prohibits smoking by employees in all City facilities, including City-owned buildings, vehicles, and offices or other facilities rented or leased by the City, including individual employee offices.

7.725 USE OF CITY EQUIPMENT.

Use of City phones for local personal phone calls should be kept to a minimum; long distance personal use is prohibited. Other City equipment, including vehicles, should be used by employees for City business only. An employees' misuse of City services, telephones, vehicles, equipment or supplies can result in disciplinary action including termination.

7.730 BULLETIN BOARDS.

Information of special interest to all employees is posted regularly on the City bulletin boards. Employees may not post any information on these bulletin boards without the authorization of the City Administrator.

7.735 CONTACT WITH NEWS MEDIA.

The City Administrator or designated department heads shall be responsible for all official contacts with the news media during working hours, including answering of questions from the media. The City Administrator or department head may designate specific employees to give out procedural, factual or historical information on particular subjects.

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7.740 CELLULAR PHONE POLICY

(a.) As a general rule, cell phones are provided by the City only to employees who need them to perform their jobs. The cell phone provider and service plan must be approved by the City.

(b.) Employees never may call 900 numbers.

(c.) Our policies regarding normal telephone usage also applies to cell phones. For example, employees may not use cell phones to make harassing calls. All harassing calls received by an employee are to be reported immediately. The cell phone system is designed so that the cell phone from which a call is made can be identified.

(d.) Cell phone bills are reviewed. Periodically, the City audits its cell phone calls to determine if there has been any abuse of the system. Such abuse includes charging personal long-distance calls to the City, excessive personal calls, and disclosing confidential information.

(e.) Cell phones are company property and are to be turned in upon termination.

7.745 CELLULAR PHONE USE WHILE DRIVING COMPANY VEHICLES

(a.) Safe driving is your first priority. Your first responsibility is to pay attention to your driving. Never allow a phone conversation to distract you from concentrating on driving.

(b.) Always buckle up. Keep your hands on the wheel and your eyes on the road.

(c.) Make sure that your phone is positioned where it is easy to see and easy to reach.

(d.) Read your cellular phone's instruction manual. Become familiar with the operation and features of your phone, such as speed dial and redial, so that you are comfortable using it on the road.

(e.) Avoid placing calls while moving. If possible, make your calls when stopped at a stop sign, red light, or when you are otherwise stationary.

(**(f.)** Never take notes or look up phone numbers while driving.

(g.) Keep conversations short. Tell the party you will call back when you reach your destination.

(h.) Let your voice mail pick up your calls when it is inconvenient or unsafe to answer the cellular phone.

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7.750 EMERGENCIES WHILE DRIVING

(a.) The best use of your phone may be to obtain roadside assistance or to report emergency situations. Do this with care. Give your exact location, the type of emergency, your name, and cellular phone number.

(b.) A 911 call is free for cellular subscribers. Use it to report crimes in progress or other potential life-threatening emergencies, accidents, or observations of drunk driving.

(c.) Turn off your cellular phone when using jumper cables. Do not use your cellular phone while pumping gas. Both situations present a potential hazard of fire or electrocution.

7.755 DRIVER'S LICENSE REQUIREMENTS.

(a) As part of the requirements for certain specific City positions, an employee may be required to hold a valid State Driver's license.

(b) If an employee's license is revoked, suspended or lost, or is in any other way not current, valid and in the employee's possession, the employee shall promptly notify the department head and will be immediately suspended from driving duties. The employee may not resume driving until proof of a valid, current license is provided to the department head.

(c) Depending on the duration of license suspension, revocation or other inability to drive, an employee may be subject to disciplinary action, including termination.

7.760 SAFETY.

(a) Every employee is responsible for maintaining a safe work environment and following the City's safety rules. Negligence in adherence to on-the-job safety standards will be considered grounds for discipline and/or termination. Each employee shall promptly report all unsafe or potentially hazardous conditions to the department head. The City will make every effort to remedy problems as quickly as possible.

(b) In case of an accident involving a personal injury, regardless of how serious, employees shall immediately notify their department head and the City Administrator.

7.765 SAFETY EQUIPMENT

(a) Every employee is responsible for the use of personal protective equipment when performing certain hazardous tasks or when in an unsafe environment.

(b) Hard Hats: It is the policy of the City to require employees to wear hard hats at all times when in the field around construction and maintenance projects. As a minimum, however, hard hats shall be worn as follows:

1. During the operation of all equipment, including backhoe, loader and mower, street sweeper and ladder truck. When a ladder is being used, the ground person must wear a hard hat.

2. When working below ground level, such as in lift stations, ditches, etc.

3. When conditions warrant and/or ordered to do so by a supervisor.

4. When working in a traveled right-of-way.

5. When inspecting construction sites.

(c) Steel-toed Shoes: (or toe protectors) Shall be used when using a jackhammer.

(d) Safety Harness: Shall be used when an employee enters a large clean out, storm manhole, sewer manhole, wet well, catch basin or large pipe.

(e) Safety Vest: Shall be worn when an employee is in flagging position and/or when working in a traveled right-of-way.

(f)WISHA Safety Catch: Shall be used anytime an employee has to work under or adjacent to the gate of a raised dump truck bed.

(g) Safety Glasses: Shall be worn when grinding, chipping, using air tools, driving backhoe or under conditions which warrant the supervisor to require safety glasses being worn.

(h) All possible precautions must be taken by employees to avoid exposure to injury or illness to themselves or others.

(i) The department head is responsible to ensure compliance with the provisions of this policy and the Washington Administrative Code by all members of their crews, division, or department.

Failure to comply with mandatory requirements for wearing safety apparel and/or using safety equipment will result in disciplinary action (Washington Administrative Code, Chapter 296-155), including termination for repetitive or gross violations.

7.770 SUBSTANCE ABUSE.

The City may discipline or terminate an employee possessing, consuming,
controlling, selling or using alcohol, drugs or other controlled substances during work hours. The City may also discipline or terminate an employee who exhibits an on-going dependence on alcohol, drugs or other controlled substances which, in the City's opinion, impairs the employee's work performance, poses a threat to the public confidence, or is a safety risk to the City or others. The City is committed to supporting employees who undergo treatment and rehabilitation for alcohol or other chemical dependency.

(a) Employees who voluntarily report an alcohol, drug or controlled substance dependency problem will not be subject to retaliation or discrimination. Employees who voluntarily seek treatment may use sick leave to attend a bona fide treatment or counseling program. The City may condition continued employment on the employee's successful completion of treatment or counseling programs and future avoidance of alcohol, drugs or other controlled substances.

(b) An employee may be required to submit to alcohol, drug or controlled substance testing when the employee's work performance causes a reasonable suspicion that the employee is impaired due to current intoxication, drug or controlled substance use or in cases where employment has been conditioned upon remaining alcohol, drug or controlled substance free following treatment. Refusal to submit to testing, when requested, may result in immediate disciplinary action, including termination.

(c) Employees using any prescription or over the counter drugs which might impair their work performance should notify their department head. At the option of the department head, an employee may be reassigned to less hazardous duty or be placed on sick leave if impaired work performance might pose a threat to the public confidence or to the safety of the employee or others.

7.775 DRUG-FREE WORKPLACE.

(a) The manufacturing, distribution, dispensation, possession and use of unlawful drugs or alcohol on City premises or during work hours by City employees is strictly prohibited.

(b) Employees must notify the City within five (5) days of any conviction for a drug violation in the workplace.

(c) Violation of this policy can result in disciplinary action, including termination. Continued poor performance or failure to successfully complete an assigned rehabilitation program is grounds for termination.

(d) Employees who are required to maintain a Commercial Driver's License (CDL) are subject to random drug testing as required by the Federal government in conformance with adopted City policy.

7.780 COMPLAINT PROCEDURES.

The City recognizes that sometimes situations arise in which an employee feels that they have not been treated fairly or in accordance with City rules and procedures. For this reason the City provides its employees with procedures for resolving complaints.

(a) Step 1: An employee should first try to resolve any problem or complaint with the department head.

(b) Step 2: When normal communication between an employee and the department head is not successful, or when an employee disagrees with the application of City policies and procedures, the employee should attempt to resolve the problem with the department head. The department head will respond to the employee in writing within five (5) days after meeting with the employee, if possible.

(c) Step 3: If the employee is not satisfied with the response from the department head, the employee may submit the problem, in writing, to the City Administrator. The written complaint must contain, at a minimum:

(1) A description of the problem;

(2) A specific policy or procedure which the employee believes has been violated or misapplied;

(3) The date of the circumstances leading to the complaint or the date when the employee first became aware of those circumstances;

(4) The remedy sought by the employee to resolve the complaint.

(5) The written complaint should be filed within ten (10) working days of the occurrence leading to the complaint, or ten (10) working days after the employee becomes aware of the circumstances.

(d) The City Administrator may meet with the parties, either individually or together, and the City Administrator will respond in writing to the aggrieved employee within ten (10) days of the meeting. The City Administrator's response and decision shall be final and binding.

(e) Certain employees may have more than one source of dispute resolution rights, i.e., the City's Civil Service rules, a collective bargaining agreement, if any, and this complaint process. Employees represented by a bargaining unit or who are covered under civil service rules should follow grievance procedures set out in their respective labor contracts or civil service rules, where applicable. In all other cases, the procedures described in this section shall be used. Under no circumstances shall an employee have the right to utilize both this process and any other complaint or appeal procedure that may be available to an employee.

SECTION 8 -DISCIPLINE AND TERMINATIONS

8.810 DISCIPLINE.

(a) All employees are expected to exercise good judgment, loyalty, common sense, dedication, and courtesy in the performance of their duties. The primary mission of every employee is to provide courteous, orderly, efficient, and economic delivery of services to the citizens of the City.

(b) Acts, errors, or omissions which discredit the public service or impair the provision of orderly services to the citizens of the City may result in discipline, including termination.

(c) The City Administrator or department head, as appropriate, has full discretion and authority to impose disciplinary action in accordance with City policy and the circumstances of the particular case.

(**d)** The City of Grimes generally adheres to the concept of progressive discipline. This means that the City will take appropriate action based on the seriousness of the situation and the circumstances. Discipline, less than termination, may take the form of a verbal or written warning, a performance appraisal indicating substandard performance in one or more areas, probation or suspension. Which of these options is chosen or whether any of them are used, prior to termination depends on the seriousness of the infraction. The evaluation of the seriousness of the offense will be made solely by the City Administrator and legal counsel.

There are certain kinds of action that cannot be permitted to occur because of their unfair impact on citizens, customers, suppliers, or co-workers. Such offenses may result in discharge on the first occurrence. Some examples of such offenses are:

- Failure or refusal to carry out job assignments and management requests;
- Unauthorized release of City information;
- Swearing or verbal abuse while on City premises;
- Falsification of any work, personnel, or other City records;
- Removal of City property without permission;
- Unauthorized taking of City funds or property or unauthorized charges against a City account;
- Dishonesty;
- Discrimination against or harassment of co-workers;
- -Being under the influence of alcohol or a controlled substance at work or on City premises;
- Deliberate damage to City property;
- Fighting or threatening to fight with another employee;
- Participation in a business directly competing with the City;
- Serious misconduct of any kind;
- These examples are not all-inclusive; other behavior may also lead to discharge on the first occurrence.

(e) In the event that discipline is necessary, the following types of disciplinary actions may be used, depending on the particular situation:

(1) Oral Warning. An oral warning is a counseling session between the employee's department head and the employee on the subject of the employee's conduct and performance, or their failure to observe a rule, regulation, or administrative instruction. It is intended to increase an employee's efficiency and value to the City by changing the employee's conduct, attitude, habits, or work methods. Following the counseling session the department head shall document the oral warning.

(2) Reprimand. A reprimand is a formal written disciplinary action for misconduct, inadequate performance, or repeated lesser infractions. Written reprimands are placed in the employee's personnel file.

(3) Suspension. A suspension is a temporary, unpaid absence from duty which may be imposed as a penalty for significant misconduct or repeated lesser infractions. A suspension is a severe disciplinary action which is made part of the employee's permanent record.

(f) Suspensions with pay, where the employee is placed on administrative leave, may be utilized by the City Administrator pending the results of an investigation or disciplinary action where the City Administrator determines that factors such as public confidence, the safety of the employee or the efficient functioning of the City calls for such a suspension.

8.820 TERMINATION.

(a) An employee may be terminated from City employment for any of the reasons listed below.

(1) During or at the end of the employee's trial period.

(2) As a result of disciplinary action.

(3) Due to loss of skills, certifications or other conditions which would make the employee unfit for service.

(4) When the City Council or City Administrator has made a determination that a lack of work or funding exists with respect to the employee's position.

(5) If the employee has a physical or mental impairment that prevents the
employee from performing the required duties of the employee's position and the employee cannot be reasonably accommodated. Termination must be supported by medical evidence which establishes that the individual is unable to perform bona fide job requirements. The City may require an examination at its expense performed by a physician of its choice. Failure to submit to such request may result in termination.

(6) Whenever the City Administrator determines to make changes deemed to be in the best interest of the City.

8.830 LAYOFF.

(a) The City Administrator may lay off employees for lack of work, budgetary restrictions or other changes that have taken place.

(b) Temporary employees or employees who have not completed their trial period will be laid off before regular employees are affected.

(c) In determining who is to be laid off, consideration will be given to individual performance and the qualifications required for remaining jobs. Seniority will be considered when performance and qualifications are equal.

(d) Employees who are laid off may be eligible to be re-employed, if a vacancy occurs in a position for which they are qualified.

8.840 RESIGNATION.

An employee should provide two (2) weeks notice of resignation. This time limit may be waived by the employee's department head or the City Administrator.

8.860 DEATH.

Upon the death of an employee, all compensation due shall be paid to the surviving spouse or the estate of the employee.

9.0 POLICIES

Internet Usage Policy

9.910 Employee's Internet Usage Policy

The following rules require strict adherence. Any infraction thereof could result in disciplinary action. Disciplinary actions range from verbal warnings to termination; the severity of the misbehavior governs the severity of the disciplinary action.

- The use of Internet is restricted to "official City Business." Personal use of or time spent for personal gain is strictly prohibited. Authorization for Internet access must be obtained through your immediate supervisor. Once authorization is approved you are responsible for the security of your account password and you will be held responsible for all use or misuse of your account. You must maintain secure passwords and never use an account assigned to another user.

- Hacking is the unauthorized attempt or entry into any other computer. Never make an unauthorized attempt to enter any computer. Such an action is a violation of the Federal Electronic Communications Privacy Act (ECPA) 18 U.S.C. § 2510.

- Sending threatening, slanderous, racially and/or sexually harassing messages is strictly prohibited.

- The representation of yourself as someone else, real or fictional, or a message sent anonymously is prohibited.

- Never copy or transfer electronic files without permission.

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- Downloading a file from the Internet can bring viruses with it. Scan all downloaded files with Agency standard virus prevention software.

- Never send, post or provide access to any confidential Agency materials or information.

- Almost all data and software is subject to the Federal copyright laws. Care should be exercised whenever accessing or copying any information that does not belong to you. Software which requires purchase or reimbursement for its use, such as shareware, requires strict adherence to the terms and conditions specified by the owner unless written permission for unrestricted use has been obtained. When in doubt consult your supervisor or designee.

- You are obligated to cooperate with any investigation regarding the use of your computer equipment and which your general manager has authorized.

- Chain letters are illegal and may not be transmitted through e-mail.

- E-mail requires extensive network capacity. Sending unnecessary e-mail, or not exercising constraint when sending very large files, or sending to a large number of recipients consumes network resources that are needed for critical City business. When the City grants an individual employee access to the network, it is the responsibility of the employee to be cognizant and respectful of network resources.

Employee's Internet Usage Guidelines

Internet Sites

If you are using information from an Internet site for strategic City business decisions, you should verify the integrity of that information. You should verify whether the site is updated on a regular basis (the lack of revision date might indicate out-of-date information) and that it is a valid provider of the information you are seeking. Just because it is there does not mean that it is accurate or valid.

Our City has no control or responsibility for content on an external server not under the control of the City. Information may be offensive and/or unsuitable for dissemination.

Electronic Mail (E-mail)

The following guidelines apply to the use of e-mail.

MAIL ON THE INTERNET IS NOT SECURE. Never include in an e-mail message anything that you want to keep private and confidential because e-mail is sent unencrypted and is easily read.

Management has the right to access all e-mail files created, received or stored on City systems and such files can be accessed without prior notification.

Be careful if you send anything but plain ASCII text as e-mail. Recipients may not have the ability to translate other documents, for example Word or Word Perfect documents.

Be careful when sending replies - make sure you are sending to a group when you want to send to a group, and to an individual when you want to send to an individual. It is best to address directly to a sender(s). Check carefully, the "To" and "From" before sending mail. It can prevent unintentional errors.

Include a signature (an identifier that automatically appends to your e-mail message) that contains the method(s) by which others can contact you. (Usually your e-mail address, phone number, fax number, etc.)

For important items, let senders know you have received their e-mail, even if you cannot respond in depth immediately. They need to know their e-mail is not lost.

Watch punctuation and spelling. It can reflect on your professionalism. Use automatic checking programs if available.

Internet Mailing Lists

The e-mail guidelines apply here as well.

Be sure to change your mailing address if your account changes. Do not simply forward your e-mail from your old account to your new one. This creates a burden on the City's information systems. Be careful when using auto-reply features in e-mail when you belong to mailing lists. Auto-reply replies are often sent to the entire list indiscriminately and your reply may not be important to all on the list; e.g. most do not care that you are on vacation, and worse, your message may have been intended for only one recipient.

Netiquette

These are Netiquette (see Glossary) guidelines:

Be cognizant of system etiquette. The computer you use may have limits regarding disk space usage. E-mail takes up space; therefore, you should regularly delete and/or archive any messages you wish to save.

Remember that the recipient is a person with feelings. Since they cannot see you, they may not know when you are joking. Be sure to include visual or verbal clues. Convention indicates the use of the smiley face. :) (Look sideways).

DO NOT SEND MESSAGES ALL IN CAPITALS. It looks as if you are shouting. Use initial capitals or some other symbol for emphasis. For example: That IS what I meant. That *is* what I meant.

Remember that some people have to pay for each byte of data they receive. Please keep messages to the point without appearing terse or rude.

GLOSSARY

Domain Name: A domain name is the way to identify and locate an address on the Internet. The domain name is used to send e-mail, make FTP requests, etc. Before any message is sent on the Internet, the domain name is converted internally to a numerical address, an Internet protocol address, which is the what computers on the Internet deal with directly.

Electronic Mail: Electronic Mail (e-mail) may include non-interactive communication of text, data, images or voice messages between a sender and designated recipient(s) by systems utilizing telecommunications links. It may also include correspondence transmitted and stored electronically using software facilities called "e-mail"," "facsimile", or "messaging" system; or voice messages transmitted and stored for later retrieval from a computer system.

FTP: file transfer protocol; a program that allows you to transfer data between different computers on a network.

Guidelines: Recommendations derived from experience and which should be used.

Hacking: Attempting to break into another system on which you have no account or authorization. .

Internet: a worldwide network of networks, connecting informational networks communicating through a common communications language, or "protocol".

Mailing List: A service that sends e-mail to everyone on a list whenever e-mail is sent to the service, permitting a group of users to exchange e-mail on a particular topic.

Netiquette: A combination of "network" and "etiquette". It is the practice of good manners in a networked environment.

News Groups: Discussion groups with common themes on USENET.

Users: The public and City employees.

Vendors: Any private person or business enterprise.

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9.920 Motor Vehicle Policy

Motor vehicle operation represents one of the largest liability exposures. All employees who regularly operate member vehicles or their personal vehicles to conduct member business as a condition of their employment should be required to provide a copy of their current driver's license, copy of their declarations page or pocket insurance card if they are operating their private vehicles to conduct member business, and submit to a motor vehicle records review (MVR). The review shall be considered confidential, and a file of MVR's shall be maintained by the personnel or human resources department. Safe driving practices protect the employee, fellow employees and citizens of the community. The employee, fellow employees and citizens of the community could be affected anytime an employee operates a private or public vehicle to conduct member business.

PURPOSE

To ensure that an acceptable standard of performance and safety is met by all employees who operate their private or public vehicles to conduct member business.

SCOPE

This policy applies to all member employees who regularly operate motor vehicles, except for elected township officials. Whenever the provisions of this policy are in conflict with the Ohio Code or with collective bargaining agreements, then provisions of the Ohio Code or collective bargaining agreements will prevail.

MINIMUM QUALIFICATIONS FOR THE OPERATION OF MEMBER-OWNED MOTOR VEHICLES AND PRIVATELY OWNED MOTOR VEHICLES WHILE CONDUCTING MEMBER BUSINESS

1. Personal vehicles may be used for official member business with prior approval. Employees using their personal vehicles will be reimbursed at the prevailing rate unless over 50 miles. If an employee will be traveling more than 50 miles to a city approved function, the employee must solicit at least two (2) bids for a rental vehicle. The bids will be evaluated and the City Administrator will determine if a rental vehicle will be used in lieu of the employee's personal vehicle.

2. All employees whose duties require the operation of a member-owned motor vehicle or who operate a privately owned motor vehicle while conducting member business as a part of their employment must posses a valid state driver's license and a safe-driving record.

3. Employees who regularly operate vehicles on member business shall submit to a motor vehicle record (MRV) review prior to employment and thereafter on a regular basis. If the MVR review indicates violations in excess of the recommended guidelines, the applicant or employee may be required (at the member's discretion) to complete defensive driving training based upon the seriousness of the violations. If a disability or health-related reason caused the adverse driving record, the employer will consider such information and may user such information in making reasonable accommodation decisions.

4. Employees operating member-owned motor vehicles or privately owned vehicles while in addition to using common sense and good judgment. If during the course of employment, an employee exhibits a disregard for acceptable safe-driving procedures, the member may deny future authorization to operate a vehicle while representing the member.

5. Any employee who operates a privately owned vehicle to conduct member business is required to maintain automobile liability insurance coverage's on their privately owned vehicle of at least a minimum liability coverage in accordance with the State of Iowa liability recommendations. Employees who do not maintain minimum liability coverage will not be allowed to operate their privately owned vehicle for member business.

6. Any employee performing work which requires the operation of a member vehicle or private vehicle on member business is required to report to the Public Work's Director or Services Coordinator of his or her license is allowed to expire, is suspended or revoked. Any employee who fails to report such information is subject to disciplinary action.

REQUIREMENTS

Due to liability exposures of operating a motor vehicle while on member business, it is recommended that employees provide a copy of their driver's license, verification of insurance, and submit to a motor vehicle record review (MVR).

1. Valid Drivers License

All employees driving member vehicles or their own vehicles on member business shall possess a current, valid Iowa Driver's license of the appropriate type.

2. Vehicle Liability Insurance Coverage

All employees who are required to operate their private vehicles to conduct member business shall provide verification of insurance to meet the recommended liability limits.

3. Motor Vehicle Records Review (MVR)

All employees are required to submit to a motor vehicle records review initially and on a regular basis, preferably annually.

RECOMMENDED MOTOR VEHICLE RECORD (MVR) GUIDELINES

1. No more than two convictions for moving traffic violations within any 12-month period

2. No more than two moving traffic violations that contribute to accident within any 12-manth period.

3. Conviction of any traffic violation that is defined as serious by Iowa Code.

4. No OWI's (operating while intoxicated) within five years.

Employees who are convicted for moving traffic violations equal to or exceeding the recommended guidelines may be subject to personnel action to include defensive driving courses or suspension of member driving authorization.

The City Administrator or City Council may require employees who drive on member business to attend driver's training whenever the aforementioned determines the training to be necessary, even though guidelines have not been exceeded.

9.930 Motor Vehicle Safety Policy

To ensure the safe operation of City owned vehicles, personally owned vehicles used for City business, and vehicles rented at City expense, employees are to adhere to the following policy under those circumstances. Failure to do so may result in immediate termination.

Compliance with applicable laws. All employees must comply with all traffic laws at all times.

Seat belts/shoulder harnesses. All employees will use seat belts/shoulder harnesses at all times. All vehicles will be equipped with seat belts/shoulder harnesses. All passengers are to be told to use the seat belts/shoulder harnesses.

Intoxication. Employees will be physically fit at all times when operating any vehicle. Employees may not operate a vehicle within eight hours of consuming any alcohol. Employees taking a prescription or over-the-counter medication, which may affect their ability to drive, will not drive. Employees may never take illegal drugs and operate a vehicle. Employees who violate this policy will be terminated immediately.

Safety training. Each new employee will successfully complete, within the first month of employment, an eight-hour driver education course. Each employee will successfully complete a two-hour refresher course every six months. Each employee who is assigned driving responsibilities will attend and successfully complete a first aid course.

Current license. All employees will maintain a current, valid driver's license. All commercial drivers will maintain a current, valid commercial license.

All employees will comply with any restrictions on their driver’s license.

Examination of driving record. Every six months, employees' driving records will be examined. Any commercial driver who has any moving violation will be moved to another position for which he or she is qualified or, if no position is available, terminated. All other drivers will be reprimanded and, depending on the violation, may be terminated. If there are two reprimands within any one year, the employee may be

terminated. If there are two moving violations within any six-month period, the employee may be terminated. Any conviction for driving while intoxicated may result in termination.

Accident reports. A complete, accurate, written accident report will be submitted within two hours of any accident, unless the employee is physically or mentally unable to do so.

Insurance. Employees are to obtain and maintain motor vehicle insurance as required by applicable state law. Proof of such coverage must be submitted to the City every six months.

Inspection of vehicles. Employees are to conduct visual inspections of vehicles prior to operation, in accordance with the instructions received in the safety training courses.

Safety equipment. Each vehicle shall be equipped with the safety equipment listed in the training material.

Coordination with other policies and applicable law. Employees are subject to the City's disciplinary policy, conflict of interest policy, off-duty conduct policy, its fitness for duty policy, its safety policy, and its alcohol and drug policy, while operating a City vehicle on or off duty or while operating a rental vehicle at City expense on or off duty or while operating a personal vehicle for City business. Similarly, these policies apply to any employee whose duties include driving even if the employee is operating a personal vehicle for personal reasons.

Driving records and any medical information (e.g., part of a driving restriction or from an accident report) will be maintained in confidence in accordance with applicable law. This policy will be interpreted and applied in accordance with state and federal laws.

9.940 Personal Use of City Vehicles

No City-owned vehicle will be used for personal business unless the event qualifies under the definition of: "de minimis" personal use, as defined by the I.R.S. code.

City-owned vehicles are not allowed to be driven to an employee's home unless the employee is expected to be called out for emergency response duties such as snow or debris removal and the weather conditions are such that a 4-wheel drive vehicle is needed to assist in the safe transportation of the employee to and from his/her home to the workplace and the employee does not have access to a non-city owned 4-wheel drive vehicle. Use of a City vehicle for this purpose must be approved by the City Administrator before it can be assigned to an employee for this use. The vehicle log shall show the time and date of the use for this purpose and shall be initialed by the City Administrator showing that it was approved.

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EMPLOYEE HANDBOOK ACKNOWLEDGMENT

This employee handbook is intended as a general guide to the rules, policies, and procedures of the City of Grimes. Please read the handbook, as well as the City policies, as they will acquaint you with the City of Grimes and answer many of your questions.

This handbook does not contain all the information you will need as an employee. We will provide any additional information orally and/or in writing. We reserve the right to make changes to the employee handbook without prior notice.

This handbook is not a contract of employment. Unless you have a written employment contract with the City of Grimes signed by the City of Grimes that states otherwise, you are legally an at-will employee. This means that both you and the City of Grimes may terminate our employment relationship at any time, with or without cause or advance notice.

Your at-will status can be changed only through a written contract signed by both you and the City of Grimes. Any oral statements, promises, or other contracts are hereby deemed invalid.

EMPLOYEE STATEMENT

I acknowledge receipt of the Public Entity's employee handbook. I understand that it is up to me to read the handbook and to familiarize myself with its contents. I have read and understood all of the above information, and I acknowledge my at-will employment status.

_____ _____ _____

Print Name Signature Date