

**CHAPTER EIGHTEEN
PERSONNEL POLICIES**

ARTICLE 1 – Personnel Policies and Procedures

18.0101 Adoption of Policies

The personnel policies and procedures of the City shall be as set out in the City Policy Manual and any future amendments to that manual, a copy of which is on file with the city auditor. Those policies are hereby adopted and made a part of this chapter by reference.

CHAPTER 18**INTRODUCTION**Policy Objectives

The objectives of these personnel policies are to insure that the principles of fairness and merit are the basis for all personnel actions. These personnel policies and procedures have been established to set standards insuring that in any personnel action, including recruitment, examinations, selection, appointment, compensation, training, promotion, retention, and discipline; the basis for the actions, and the procedures employed will be impartial and universally applied.

The direction of the work force is the responsibility of the City Council which will continue to have all rights customarily reserved to management, including the right to hire, promote, transfer, discipline or discharge; the right to relieve employees from duty because of lack of work or other reasons; the right to schedule hours or require work; the right to establish and to modify administrative policies, compensation programs and rates of pay; and the right to establish procedures and rules pertaining to all operations and activities of the City.

Definitions

Continuous Employee –

Employees who are hired for year-round employment on a full or part-time basis.

Exempt Employee –

All Department Heads are considered to be an administrative employee whose primary duty is management with exercised discretion and independent judgment therefore exempt from FLSA regulations regarding overtime provisions.

FLSA –

Fair Labor Standards Act

Full-Time Employee –

An employee who works a minimum of 40 hours per week in a position approved and budgeted. A full time employee is eligible for benefits.

Non-Exempt Employee –

Employees who are not administrative, executive or learned professional are considered to be non-exempt employees, therefore regulated by all FLSA provisions.

Part-Time Employee –

An employee who is required to work less than 40 hours per week. Part-time employees may be considered continuous or temporary.

Regulating Committee –

Term used when referring to the appropriate Committee each Department Head looks to for guidance on unusual issues.

Temporary Employee –

An employee who is hired on a full or part-time basis but his/her services will not be needed for more than 120 consecutive days. All temporary employees are not eligible for any benefits and will be paid on the basis of hours worked. (See provision in PERS for part-time temporary retirement consideration and health insurance coverage)

PERSONNEL POLICIES

Equal Employment Opportunity/Affirmative Action

It is the policy of the City of Oakes, North Dakota to:

- (a) Recruit, hire, train, promote and administer all personnel action, without regard to race, color, religion, gender, age, national origin, disability, marital status, public assistance, including participation in lawful activity off the employer's premises during non-working hours which does not directly conflict with the essential business interests of the City of Oakes, in accordance with applicable laws, except where there is a bonafide occupational qualification.
- (b) Base decisions on employment so as to further the principle of equal employment opportunities.
- (c) Insure that promotional decisions are in accord with principles of equal employment opportunity by imposing only valid requirements for employment and promotional opportunities.
- (d) Insure that personnel actions such as compensation, benefits, transfers, layoffs, re-employment, training and education, employee benefit programs, and any other personnel action will be administered without regard to race, color, religion, sex, national origin, age, handicap, political affiliation or other non-merit factors.
- (e) To not tolerate any discrimination and any such conduct is prohibited. The City of Oakes also prohibits any form of discipline or retaliation for reporting incidents.

Political Activity

No person employed by the City as a continuous employee shall engage in political activities while on duty or in uniform.

Nothing in the paragraph above shall prevent any employee from becoming or continuing to be a member or officer of a political club or organization, from attendance at a political meeting, from contribution to or otherwise supporting candidates of his/her choice, from enjoying entire freedom from all interference in casting his/her vote or favoring candidates, or from seeking or accepting election or appointment to public office. (NDCC 34-11.1-02, 03)

Employee Responsibilities

To ensure the citizens can have confidence in the integrity of City government, all City employees are expected to maintain high standards of ethical service at all times. Employees are expected to put forth honest effort in performance of their duties; act impartially; protect and preserve City property; disclose waste, fraud, abuse and corruption to the proper authorities; refrain from using public office for private gain; and adhere to all laws and regulations that provide equal opportunity for all persons regardless of race, color, religion, sex, national origin, age or disability.

Accountability & Responsibility – Employees are expected to act responsible in their position and with City property. There should be no destruction, damage, or misuse of City property. City employees

should follow all City ordinances and written policies of the City Council and department. Falsifying any records or mishandling of benefits is unacceptable.

Attitude – As in any other business, efficiency, safety and pride in a job well done should be of prime importance to all City employees. In striving for the overall goal of providing necessary service efficiently, effectively and economically, we insist that employees be businesslike, helpful and courteous – especially courteous.

Punctuality – Employees are expected to report to work on time. If you are, or will be late or absent from work, it is most important that your supervisor or City Hall be notified no later than the normal starting time and earlier if possible. This notification is essential so that the supervisor can plan the day's activities. Absence from work without giving adequate notice and repeated incidents of appearing late for duty is grounds for disciplinary action. These practices are not fair to other employees who must carry additional duties during your absence.

Public Relations – The responsibility for maintaining good public relations with the citizens and with fellow employees must be shared by each and every employee. Maintaining effective and courteous contacts with citizens is a basic requirement in every employee's job. It helps to remember that almost every person we greet is helping to pay our salaries through the taxes and user fees he/she pays each year. Those with many questions should be treated with the same courtesy and tact with which you treat others. Time spent in listening to citizen's complaints, criticisms, and problems is not wasted and will reap great dividends in improving the public relations program. We are responsible to all of the citizens of Oakes, and we should remember this in our day-to-day dealings with citizens.

You should bear in mind at all times that even outside the office and working hours, people will assume that you, as a City employee, know a lot about City government and will give importance to what you say about your department and about other departments, and will judge City employees in general by your appearance, behavior and attitude.

Supervision

Department Heads are directly in charge of persons carrying out work assignments and they form a direct link between management and workers. They are responsible for getting the work done through others by planning, organizing, directing and evaluating.

We expect Department Heads to apply problem solving and communication skills to the job at hand and employee relations; and to represent management by introducing and facilitating change in the working environment, explaining management policy and getting results through teamwork.

All of our Department Heads are interested in doing their assigned task in the most expeditious manner. In doing his/her job, your Department Head expects and is entitled to receive your attention, cooperation and assistance.

Cooperation Policy

In the case of an emergency or disaster, or when one department or another experiences a large amount of work requiring immediate attention, such as snow removal or flood, it will be expected that each Department Head dispatch as many of their personnel as possible to complete the work required by the department in need. The unaffected department shall postpone any unnecessary work in order to assist the other department when required.

Disability Policy

It shall be the policy of the City of Oakes to work with an employee who has a temporary or permanent disability, physical or mental impairment to return to full-time employment within the following guidelines:

1. The employee will be allowed to return to his/her job on a part-time basis as long as the employee is able to perform the duties of his/her position. The employee's part-time status shall be reviewed monthly. Part-time status shall not continue beyond six (6) month's duration without administrative review and approval for continuation by the respective Department Head. Part-time status because of a disability shall not exceed one year.
2. An employee, who no longer is able to perform the duties of his/her position because of a permanent disability, may request a permanent lateral or downward transfer to a vacant position for which he/she is qualified. The employee's salary shall be commensurate with his/her skills and experience to perform the job duties, but shall not exceed the maximum salary of the classification. The employing Department Head, in consultation with the Regulating Committee, shall determine whether the employee meets the qualifications of the position. The City shall make reasonable efforts to accommodate the known physical or mental limitations of a qualified applicant or employee
3. An employee, who has a temporary disability and is unable to perform his/her job duties, may be placed in a vacant position of equal or lesser status within the same department at his/her current salary. The employee must be able to perform the duties of the position. The employee's temporary status shall not continue beyond six (6) months duration without approval for continuation by the Regulating Committee and the Department Head. An employee may not be continued in a temporary status position in excess of one year.
4. An employee affected by this policy will not be required to serve another orientation period.
5. American with Disabilities Act guidelines.

Harassment Policy

It is the City's goal that all employees will enjoy a safe work place free from unreasonable interference, intimidation, hostility, bullying or offensive behavior on the part of managers, co-workers, or visitors. Therefore, it is the City's policy to maintain a productive work environment free from harassment of any kind and from any source, and to treat all complaints fairly and equitably.

Harassment based on an individual's race, color, religion, sex, national origin, age, disability, marital status, pregnancy, status with regard to public assistance, or participation in lawful activity off the employer's premises during non-working hours which is not in direct conflict with the essential business-related functions of the employer is unlawful under state and federal laws and is strictly prohibited.

Sexual harassment is specifically prohibited. Each Department Head has a responsibility to maintain the workplace free of any form of sexual harassment. No Department Head shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development.

Sexual harassment is a form of sex discrimination which is prohibited by law. Sexual harassment includes the unwarranted and unwelcome action of an individual against another individual, using sexual overtone including texting and/or "sexting." The City of Oakes will not tolerate verbal or physical conduct by an employee who harasses, disrupts or interferes with another's work performance or who creates an intimidating, offensive or hostile environment.

Harassment based on any other factor is also strictly prohibited by the City.

If an employee has a complaint about harassment, the City's main concern is to have the harassing behavior stopped and to have the matter resolved as quickly and efficiently as possible. The procedures to follow are:

1. Conduct is discriminatory or harassing. If possible, find witnesses or other substantiation of the conduct.
2. Discuss the improper behavior with the person(s) involved to let them know their conduct is offensive.
3. If the harassment does not stop or if it recurs, the employee should report the conduct perceived as harassment as soon as possible to his/her Department Head, or to the City Council if the complaint involves the Department Head.
4. A complete investigation shall be conducted concerning the complaint in an impartial and confidential manner. Every reasonable effort will be made to determine the facts and resolve the situation.

The City has the right to apply any sanction or combination of sanctions to deal with unreasonable conduct or harassment, including:

1. Counseling with the offender(s);
2. Probation with a warning of suspension or termination for continuing or recurring offenses;
3. Suspension depending on the seriousness of the charge.
4. Termination of employment.
5. Seek restitution.

These actions may be taken in any order, depending upon the seriousness of the situation. The City's responsibility is to treat all employees with dignity, sensitivity, and respect. Each employee is expected to use common sense in determining whether his/her conduct may be offensive or unwelcome to another.

If an employee is not satisfied with the handling of a complaint or the action taken by the Department Head, then the employee should bring the complaint to the attention of the City Council. In all cases, the employee is to be advised of the Department Head's or City Council's findings and conclusions.

Alcohol and Drug Free Workplace

The City recognizes the use of alcohol and illegal drugs* as a serious health problem, as well as a potential safety and security problem.

In accordance with the Federal Drug Free Workplace Act, the City is notifying all employees of its intent to maintain a workplace free from illegal drugs. The unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance by employees is prohibited on any work site (at any time) and elsewhere during all working hours.

Employees are hereby notified that compliance with this policy is a condition of employment. If an employee fails to comply with this policy he/she will be subject to disciplinary action. The City reserves the right to initiate a drug or alcohol test for a pre-employment test, random testing, post accident/incident, and reasonable cause according to the federal and ADA guidelines.

If an employee is convicted of a criminal alcohol or drug violation for manufacturing, distributing, dispensing, possessing, or using controlled substances, he/she must notify his/her Department Head within five (5) days of the conviction. Pursuant to federal law, if the convicted employee is working on a project funded through a federal contract or grant, the City is required to notify the relevant federal contracting or granting agency within ten (10) days of receiving such notice of conviction.

An employee who suspects that a co-worker is under the influence of alcohol or other drugs should contact the Department Head immediately. An employee who suspects that a Department Head is under the influence of alcohol or other drugs should contact the Employee Regulating Committee.

** Under the Americans with Disabilities Act (ADA), illegal drugs are defined as "controlled substances" which are not being taken under the supervision of a licensed health care professional or otherwise in accordance with federal law.*

Tobacco-Free Environment

The City's buildings and property including vehicles are tobacco-free. Smoking is only permitted in designated smoking areas as provided in NDCC 23-12-10.

PERSONNEL PROCEDURES

Hiring Procedures (NDCC Section 34 & 37)

When it is necessary to replace an employee who has left the City, the Department Head in conjunction with the Regulating Committee shall review the job description, determine the starting salary, and prepare the schedule for the hiring process. Any advertisement for a job shall include a statement that the City of Oakes is committed to equal employment opportunity.

If the position requested is not budgeted, the Department Head must justify the need for a new position to the department's Regulating Committee, with final approval by the City Council before the hiring procedure can begin.

The City will attempt to fill job openings above entry level by promoting from within if qualified internal applicants are known to be available. Whether an open position is advertised internally and/or externally will be determined by the Department Head on a case-by-case basis.

All continuous positions shall be filled with the assistance of Job Service. All City requirements, the current job description and beginning salary will be furnished to Job Service. Job Service applications or resumes must be submitted to City Hall. The Department Head will then screen the applications and choose no more than six applicants who he/she feels are best suited for the position. The Regulating Committee and Department Head will then interview these finalists from all the applicants and rate them to determine who the best person for the position is.

The Department Head with approval of the Regulating Committee may hire temporary employees, as long as the position is budgeted, without using the continuous hiring procedure. However, an

employee hired for temporary seasonal employment will not be considered for continuous employment until the employee has complied with all requirements for hiring a continuous employee.

An applicant for employment with the City of Oakes will provide written authorization allowing the City to obtain information regarding applicant's records from former employers, school and others.

All potential employees must pass a physical and a drug test.

Unless otherwise provided, all employment with the City is on an "at-will" basis and may be terminated at the will of either party upon notice to the other. (NDCC 34-03-01) Employee acknowledges this by signing receipt and delivery of this policy handbook.

The City reserves the right to unilaterally rescind or modify personnel policies without prior notice.

The City shall have the right to immediately discharge any employee whose application for hire was false or provided incomplete information.

Every newly hired employee is considered in training for the first six months of employment.

Layoff and Rehiring Procedures

The Department Head and/or City Council may lay off an employee when they deem it necessary by reasons of shortage of work or funds, the abolition of the position or other material change in the duties or organization, or for other reasons which are outside the employer's control and which do not reflect discredit upon the service of the employee. The Auditor shall be furnished with a written statement specifically setting forth the reason for the lay off and effective date. The duties performed by the employee laid off may be reassigned to other employees in appropriate classes. Provided that no continuous employee shall be laid off while another person is employed on a temporary basis in the same class in that department. All employees laid off shall, if qualified, be entitled to transfer if a position is available.

1. Order of Lay Off

A temporary employee shall be laid off before an employee in training, and an employee in training before a continuous employee, in the same class.

2. Notice of Lay Off

A Department Head shall give written notice to the employee of the proposed lay-off and reasons thereof not less than fourteen (14) calendar days before the effective date of the lay-off.

Resignation

To resign in good standing, an employee must give the Department Head at least fourteen (14) calendar days prior notice. Provided that the Department Head may, because of extenuating circumstances, agree to a shorter period of notice. A written resignation shall be supplied by the employee to the Department Head, which shall be forwarded to the Auditor. Failure to comply with this rule shall be entered on the service record of the employee and may be cause for denying future employment with the City. Any unauthorized absence from work for a period of three (3) or more consecutive working days may be considered by a Department Head as a resignation and he/she shall report the same, in writing, to the Auditor.

Disciplinary Policy and Guidelines

Causes for disciplinary action – A municipal employee who violates any of the following non-inclusive items will be subject to disciplinary action.

1. Has been convicted of a felony.
2. Is offensive in his/her conduct or uses abusive language in public, or toward the public, city officials, or fellow employees.
3. Reports for work under the influence of alcoholic beverages, reports for work under the influence of drugs, uses alcoholic beverages or drugs while on the job, or is considered by the appointing authority to be in an unsafe condition for work.
4. Is absent without reasonable cause.
5. Is tardy without reasonable cause.
6. Fails to follow good safety practices while on the job.
7. Refuses or fails to perform job assignment.
8. Refuses or fails to follow the orders of a supervisor.
9. Gambling while on the job.
10. Falsifies records, i.e., employment application blank, time cards, etc.
11. Has unauthorized possession of weapons while on the job.
12. Misappropriate or willfully damages Municipal property, abusive or careless handling of City equipment.
13. Loiters during working time.
14. Engages in horseplay during working hours.
15. Fighting.
16. Leaves work early without permission.
17. Posts unauthorized notices or other material.
18. Displays conduct unbecoming of a Municipal employee.
19. Non-professional behavior.
20. Abuse of employee benefits.
21. Unable to maintain work standards.

Corrective Action

Employees are expected to comply with City policies and standards of conduct at all times. Department Heads are responsible for assuring compliance with policies and procedures.

If corrective action is warranted, the following may occur: Verbal reprimand, written reprimand, suspension of employment with or without pay and dismissal from employment. These actions may be taken in the order listed, although this order is not mandatory and the decision may be made at the discretion of the employee's Department Head. All warnings, verbal or written, should be documented.

Verbal reprimands are the least severe disciplinary action and are intended to influence an employee toward improved performance. Verbal reprimands should be documented in the employee's personnel file. An employee who feels aggrieved by this disciplinary action may implement grievance procedures.

Written reprimands are the next most serious type of corrective action. They may be appropriate when a trend toward unacceptable performance is recognized and the use of verbal reprimands has been unsuccessful. A written reprimand may also be appropriate when, in the judgment of a Department Head, an employee's poor performance or job-related behavior warrants more than a verbal reprimand. Written reprimands shall be maintained in the employee's personnel record. An employee who feels aggrieved by disciplinary action under this subsection may implement grievance procedures.

Suspension

When in the judgment of the Department Head an employee's work performance or conduct justifies disciplinary action short of dismissal, the employee may be suspended not exceeding thirty (30) calendar days in any twelve (12) month period.

Dismissal

The City Council may dismiss any employee at any time, effective immediately. Employee acknowledges that the employment with the City of Oakes is at-will employment.

Dismissal of appointive officers shall be governed by City Ordinance 1.0309.

Grievance Procedure

The grievance procedure should be posted in the work place.

Complaints and grievances which an employee may have because of an action affecting the employee's status or conditions of employment shall be handled as follows:

With a fellow employee:

1. The employee shall first attempt to solve the issues by discussing the matter with his/her Department Head. The Department Head shall then attempt to adjust the matter within three (3) working days.
2. If the complaint cannot be settled between the Department Head and the applicant, the matter shall be presented, in writing by the applicant, to the Regulating Committee (specify the portfolio and contact the City Auditor). The Regulating Committee shall meet with the employee and the Department Head. The Regulating Committee shall issue a written decision within ten (10) days of receipt of the complaint and their decision shall be a final and binding administrative decision

With Department Head:

1. If the complaint involves the Department Head, then the complaining employee shall be allowed to file the written complaint directly with the Regulating Committee. The individual shall contact the City Auditor for these council members who have been designated as the Regulating Committee.
2. If the complainant feels the issue can be resolved by discussing the matter with the Department Head, the Department Head is contacted, and then the Department Head shall then attempt to adjust the matter within three (3) working days.

3. The Regulating Committee shall meet with the employee and the Department Head. The Regulating Committee will meet separately with the Department Head and the complaining individual. The Regulating Committee shall issue a written decision within ten (10) days of receipt of the complaint and their decision shall be a final and binding administrative decision

Those individuals employed by the City who do not have an immediate Supervisor shall contact the City Council immediately in writing.

The City Council shall issue a written decision within ten (10) days of receipt of the written complaint. The decision of the Council shall be a final and binding administrative decision.

The following disciplinary measures the Council may use in a harassment case are as follows:

- (i) Oral reprimand
- (ii) Written reprimand
- (iii) Probation/Retraining/Mentoring
- (iv) Suspension
- (v) Dismissal

Should it become necessary to reprimand, the Committee in charge of the department will submit information to the Council for decision if letter is to be placed in employee's file.

Retaliation against the complaining employee will not be tolerated in any form, which interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Complaints Involving Discrimination

Any employee who feels that he/she has been discriminated against, in any personnel action, on the basis of race, color, religion, gender, marital status, national origin, political affiliation, age, or handicap shall handle his/her complaint/grievance as outlined in the Grievance Procedure section of this handbook.

HOURS AND CONDITIONS OF EMPLOYMENT

Work Week/Pay Period

The City's workweek begins on Monday at 12:00 AM and ends on Sunday at 11:59 PM. A normal pay period consists of two weeks. All personnel are paid bi-weekly.

Paydays

Wages shall be paid by direct deposit on the day pay stubs are received. Payday for all employees is bi-weekly on Tuesday.

A pay stub or statement will be provided each pay period indicating hours worked the rate of pay, required state and federal deductions and any deductions authorized by the employee or ordered by a court.

Time Recording

All employees are required to record their time on the approved forms. Time records are to reflect vacation days, sick leave days and compensatory time taken, etc.

Time records will be picked up each Monday morning to complete payroll calculations.

In the case of overtime, time cards should in all instances reflect the reason for the overtime. A brief description will suffice, such as "court", "drainage", "sanding", or "snow removal".

The Chief of police schedules duty time internally (for officer safety) and submits to the auditor's office biweekly hours worked, regular duty, and overtime. The Chief of Police schedules and approves extra duty hours or shifts to cover special events, emergencies or other exigencies that in the Chief's discretion require law enforcement presence.

Compensatory Time/Overtime Rates

Overtime is defined as all hours worked in excess of 40 hours per week. Overtime, when required, is paid at time and one-half for work in excess of 40 hours per week for all departments. Compensatory hours may be accumulated as an alternative to payment of overtime for all eligible employees.

In calculating overtime, time taken officially as vacation, sick leave, compensatory time, or holidays, shall be considered as hours not worked.

The hours of work for employees will be determined by each department head. Overtime in the work schedule for non-exempt employees must be approved by the Department Head.

Patrol Officers are salaried based upon 80 hours per two-week pay period and do not earn overtime pay. Patrol Officers who work a shift for an off duty officer are eligible to receive overtime. The Chief of Police is paid regular duty pay for shift work to cover an off duty officer.

Employees of all departments shall receive compensatory time when it is necessary to work over 40 hours per week.

1. Compensatory hours can be accumulated up to a maximum of 40 hours. Once that limit is reached, the employee will be paid overtime pay until the compensatory time decreases to below the 40-hour maximum.
2. Compensatory hours should be used within 6 months of incurring them.

Just as the rate of overtime pay is one and one-half pay, compensatory time is earned at a rate of one and one-half time off. These hours are banked for use at a later time but it's important to remember that for public safety, emergency response and seasonal employees, the FLSA sets the maximum banked hours at 480. For other public employees, the limit is 240 accrued hours.

Upon separation of employment, any compensatory time balance must be paid to the employee at a rate not less than the average rate earned by the employee during the last 3 years of employment, or the final rate earned by the employee, whichever is higher.

Scheduled On Call Time

Each department that is required to have an employee on call during weekends or holidays for emergencies shall prepare a schedule a minimum of one month in advance and post it for their department's use. Also, a copy of the schedule shall be filed at the Auditor's office.

There will be no compensation for on call status unless an employee is called in for an emergency. An employee who is called in to work during an emergency shall be compensated for the amount of time worked.

(Waiting to be engaged is not time paid. If an employee uses "on call" time effectively for his own purposes, he is waiting to be engaged. There is no dispositive "means" test because no one factor is determinative in determining whether or not the employee effectively may use his on call time for his own purposes. Many hour and wage disputes are actually preempted by state law. Many hour and wage disputes depend on the political subdivisions contracts of employment or personnel policies, see 349 NW2d 398.)

Training

New employees are in a training status for the first three months of service, which may be extended for cause. This period allows the City to evaluate the new employee and allows the employee to become knowledgeable about the City's work conditions. During such period, the employee may be terminated with one week's notice. Employees who elect to resign during the orientation period are required to give one week's notice.

Regular full-time employees and regular part time employees are eligible for benefits during the training period.

Extension of the original training period for cause for a specific time not to exceed six months may be implemented. The reasons for the extension shall be detailed on a completed employee evaluation form signed by the Department Head and a copy given to the employee and the Auditor.

An employee who has completed the training status may be returned to that status for cause. Being returned to training status will not reduce salary or benefits. However, continued employment in the position may be terminated unless acceptable improvement in stated areas of concern are evidenced and documented.

Over the course of employment additional training, mentoring and supervision is available.

Completion of the training period does not alter the employment at-will status of the employment relationship.

Employee Performance Evaluation

Each new employee shall be evaluated following the three month training period. After that, each employee shall be evaluated on an annual basis at the end of the calendar year.

The Department Head will complete a written evaluation of work performance, individual strengths, and areas for improvement or development. Each employee will have an opportunity to provide written comments/response on the review. The evaluation will be signed by the Department Head and the employee to indicate the material has been reviewed and discussed. A copy of the review form is provided to the employee and a copy is placed in his/her personnel file.

In addition to the above, each employee shall be evaluated at other such times that the Department Head or City Council deems it necessary.

1. The performance evaluation will be concerned with the quality and quantity of work done, the manner in which the service is rendered, the faithfulness of the employee to his/her duties and such other characteristics as well will measure the value of the employee to the municipal service.
2. The employee performance evaluations shall be considered as a factor in determining any changes in salaries or benefits. The City Council shall make the final recommendation on annual performance evaluations and salary changes.
3. These employee performance evaluations shall be considered as a factor in determining the order of lay-off when the number of employees must be reduced because of lack of work or dismissal of an employee.

Leave of Absence With Pay

Employees may be granted leave of absence with pay for required jury duty or for any other related appearance before a court or other public body in the public's interest but not for individual violations. Such employees shall receive that portion of their regular salary, which will, together with their jury duty pay or fees, equal their total salary for the same period. Leaves with pay may be authorized to engage in official training courses or to participate in other official activities, if approved by the Council.

Leave of Absence Without Pay

An employee requesting a leave of absence without pay shall submit the request in writing to his/her Department Head. The request should state the date the employee wishes to begin leave, the date the employee would return from leave, and the reason for the leave request.

The Department Head may grant a leave of absence without pay up to three (3) working days in a twelve (12) month period. The City Council may grant a leave without pay for up to thirty (30) days and not to exceed one (1) year. No leave without pay shall be granted except upon the request of the employee and approval by the proper authority.

If the employee doesn't return to work on the expected return date, he/she shall be deemed to have resigned.

No benefits such as annual leave, employer-paid health premiums, etc. may be continued to be earned during the leave of absence. If the leave of absence qualifies as family medical leave (FML) under the Family Medical Leave Act (FMLA) of 1993, the employer may continue to provide health benefits to which the employee would normally be entitled during the leave. An employee who has exhausted all their paid leave may continue health benefits on a self-pay basis unless the City Council decides otherwise.

Absence Without Leave

An absence of an employee from duty, including any absence for a single day or part of a day, which is not authorized by a specific grant of leave of absence, shall be deemed to be absent without leave. Any such absence shall be without pay and may be subject for disciplinary action. In the absence of

such disciplinary action, any employee who absents himself/herself for three (3) consecutive working days without leave shall be deemed to have resigned. Such action may be reconciled by a subsequent grant of leave if the condition warrants.

Travel, Lodging and Meal Expenses

If there is pre-registration for the school or meeting, which includes meals, the employee will not be reimbursed again for those meals, but should eat at the scheduled event.

Mileage to travel to an authorized training or event will be paid at the current Federal rate. Meals will be reimbursed according to the State per diem guidelines.

If the employee stays over night, reservations shall be made in advance. At the time the reservation is made, the hotel must be notified that the City is eligible for the State rate and the bill charged to the City of Oakes.

Reimbursement checks for mileage and meals will be issued by the Auditor's office within the constraints of the Department's travel budget.

Outside Employment

Individuals who accept full-time employment with the City will be expected to devote full time and energy to the services they are to perform. Employment other than an employee's regular job is discouraged. Outside employment cannot interfere with employment with the City. Examples of concern are conflict of interest and effect on job performance. If it is determined by the Department Head that the outside employment of an employee causes his/her job performance to suffer or a safety risk is apparent to the employee or others if outside employment continues, notice will be given to cease outside employment immediately. Failure to do so will be considered a violation of this policy.

Business for other interests will not be solicited when on duty for the City.

Advancement

It is our policy to promote whenever possible. We cannot, of course, guarantee that each employee will become a manager, but we will make every effort to reward good work through advancement or salary increases. The following factors will be considered when upgrading an employee:

1. Skill and judgment
2. Willingness to learn and initiative
3. Cooperativeness and friendly attitude
4. Loyalty
5. Attendance
6. Effort and personality
7. Quality of work
8. Leadership potential

Education

We believe that education programs are necessary to enhance the competence of personnel in the City, as well as to assist in the attainment of both organizational and personal goals. In the interests of

continued high quality work, learning experiences for the City of Oakes employees will be geared to departmental requirements.

Regulating Committee will authorize attendance at off-grounds, seminars, meetings, conferences, etc. for mutual benefit.

All or part expenses, as mutually agreed upon and approved by the Regulating Committee, are reimbursed by the City of Oakes. Time spent at educational programs during regular working hours is regarded as time worked.

Job related testing and certification fees will be reimbursed.

It is the employee's responsibility to see that all expenses for which he/she expects to be reimbursed have been agreed upon in advance of attendance. The City of Oakes is not responsible for any expenses not so agreed upon. A receipt supporting each expense claimed must be attached to the expense claims for reimbursement. Allowable expenses are limited to workshop fees, lodging, food and travel.

Along with the expense voucher, the employee will submit the program agenda.

Ongoing formal education is promoted as well for the City of Oakes employees. Financing programs and assistance may be obtained through the approval of the Mayor and City Council. Loan payments will be made through payroll deductions. Upon separation of employment, remaining balance must be paid in full.

EMPLOYEE BENEFITS

Employees are eligible for benefits depending upon employment status. Some benefits are subject to state and federal laws and regulations. If such laws and regulations change, these benefits may change accordingly.

All employees shall have the opportunity to negotiate for benefits and salaries through a nominated employee representative.

Annual Leave

Annual leave is a part of a full-time employee's compensation. New full-time and eligible part-time employees will begin to accrue annual leave from the first date of employment. Temporary employees are not eligible for annual leave.

Not more than 240 hours of unused annual leave may be carried forward and credited to the employee at the end of the yearly cut-off date of March 31. Hours in excess of 240 hours will be lost. All earned, unused annual leave not in excess of 240 hours is payable to the employee upon resignation, termination, or retirement.

Accrual for fractional months worked will be proportional using actual regular hours worked and the total number of working hours in the month. Annual leave is not computed on overtime hours. Employees working full-time hours, generally forty (40) hours per week, will receive the monthly allowable figure and those working less than full-time will receive a proportional amount of annual leave on a monthly basis.

Based on a forty-hour workweek, annual leave is accrued on the following basis:

<u>Years of Service</u>	<u>Monthly Earnings</u>
1 – 3 years	8 hours
4 – 7 years	10 hours
8 – 12 years	12 hours
13 – 18 years	14 hours
Over 18 years	16 hours

Generally, a request to use annual leave must be approved by the immediate supervisor before an employee is authorized to use the leave. Leave requests may be denied if the employee's absence would unduly disrupt the operations or services of the department.

Vacation shall be charged against employees on a minimum of one hour.

Employees, who are separated from service with the City, after having completed their orientation period, shall be compensated for vacation earned up to the date of separation.

Holidays

The following shall be considered Holidays, to wit:

The first day of January—New Year's Day
The third Monday of February—President's Day
The Friday preceding Easter Sunday—Good Friday
The last Monday of May—Memorial Day
The fourth day of July—Independence Day
The first Monday of September—Labor Day
The eleventh day of November—Veteran's Day (as established by State Law)
The fourth Thursday of November—Thanksgiving Day
The fourth Friday of November—Day after Thanksgiving Day
The twenty-fifth day of December—Christmas Day

Every day appointed by the President of the US or by the Governor of this State for a
Public Holiday

When any of the listed holidays falls upon a Sunday, the following Monday shall be considered a holiday. When any of the listed holidays falls upon a Saturday, the preceding Friday shall be considered a holiday. (NDCC 1-03-01)

Any changes or additions to paid holidays are at the discretion of the City Council.

Full-time employees required to work on a designated holiday when they normally would have received the day off for said holiday (emergency situation) will receive pay at the rate of one and one-half times the regular hourly rate of pay for actual hours worked in addition to eight (8) hours of holiday pay at the regular hour rate of pay providing that the employee's forty (40) hour work week has been met with the holiday pay. In this situation only, holiday pay will be considered as hours worked.

Sick Leave

Sick leave shall mean and may be granted to an employee on account of his/her incapacity to properly perform his/her duties; exposure to a contagious disease; appointments for dental or medical examinations or other sickness prevention measures; illness requiring hospitalization; or other absences due to illness or prevention related matters.

Sick leave shall be granted as a privilege and not as a right and claim for such leave shall be subject to such investigation as deemed necessary. No sick leave with pay will be granted for a period longer than three (3) days unless the City is furnished with a written statement from a duly licensed physician stating the employee's proof of illness. Extreme illness, injury or operation preventing an employee from working a period of five (5) days or longer may require a "statement of wellness". Said "statement of wellness" form, to be furnished by the Auditor's office, will contain a brief job description and will require a physician's signature confirming employee's ability to perform duties of that position.

Sick leave shall be earned on the basis of eight (8) hours per month. There is no maximum sick leave accrual.

Entitlement to sick leave shall be based on continuous service without interruption. Absence from duties due to holidays, earned vacation time with pay or sick leave with pay as set forth in this policy, or other absences that the City Council may further authorize from time to time are not to be considered breaks in the continuous service except in the case of authorized leave of absence which shall not be considered as continuous employment. In the case of authorized leave of absence, earned sick leave will be established on a pro rate basis of continuity within the calendar year of authorized leave. (Reference PERS for treatment of breaks in coverage)

Sick leave shall be charged against the employee's accumulated sick leave on a minimum of one hour.

Employees shall not be entitled to sick leave with pay or sick leave from and after the date of termination or separation from employment. No payment will be made for accumulated sick leave upon separation or termination of employment. Sick leave unused at time of resignation, termination, or retirement can be converted to benefit through NDPERS.

Health Insurance

The City makes available and pays the entire premium for a comprehensive group health insurance program for continuous full-time City employees and eligible part-time employees. Eligibility to be determined on a case-by-case basis by the City Council. Any changes in marital status, address or dependents should be reported to the Auditor's office immediately.

If certain conditions exist, continuation of the City's health insurance is offered to terminated employees/spouses/dependents. Check with the Auditor's office for conditions. (Reference PERS, COBRA)

Retirement Program

The City participates in the North Dakota Public Employees Retirement System. The City will contribute the full benefit (15.26% of gross salary) to the program for all full-time employees and eligible part-time employees. Employees do not receive retirement benefits on overtime pay or compensation time.

Maternity Leave

An employee will be eligible for the use of maternity leave in accordance with the following:

1. If, by determination of the physician, the employee should discontinue normal duties prior to the birth of the baby, the employee may be placed on sick leave. If the employee's sick leave is exhausted before such time as she returns to work, vacation then leave without pay shall be used.
2. If an employee is in a position, which will not endanger her health to continue with her assigned duties, she may continue working until immediately prior to the birth of the baby. Sick leave may then be used; if the employee does not have sufficient sick leave, vacation leave may be used. In the event the employee does not have adequate leave accrued, a leave of absence may be requested.

Adoptive mothers are entitled to the same benefit as maternity leave upon receipt of an infant.

Family Medical Leave

The Family Medical Leave Act (FMLA) of 1993 and NDCC 54-52.4 entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons. The law contains provisions for employer coverage, employee eligibility for the law's benefits, entitlement to leave, maintenance of health benefits during leave, job restoration after leave, notice and certification of the need for family medical leave (FML) and protection for employees who request or take FML. The law also requires employers to keep certain records.

City employees are eligible for FML if they have worked for the City of Oakes for a total of 12 months and have worked at least 1,250 hours over the previous 12 months.

If an employee believes he/she may be eligible for family medical leave (FML), the employee should notify his/her supervisor who will provide more detailed and specific information about applying for FMLA.

Refer to NDCC 54-52.4

The FMLA is complex, but information is available on the U.S. Department of Labor's web site (www.dol.gov/dol/ESA/) as well as many other sources.

Funeral/Bereavement Leave

In the event of death in the employee's immediate family (spouse, parent, child, sibling, grandparent, grandchild, father-in-law, mother-in-law) the Department Head may grant time off with pay, not to exceed three (3) days.

Funeral/Bereavement leave is paid leave that is separate and not deducted from the employee's annual or sick leave balances.

Military Leave

Shall be authorized in accordance with State Law. (NDCC 37-01-25 and 37-01-25.1) (Reference PERS)

Employee should request military leave with as much advance notice as possible.

Unemployment Compensation Insurance

The City contributes to the North Dakota Unemployment Compensation Insurance fund, thereby protecting each employee from layoff of employment due to reasons beyond the control of the employee. (NDCC Title 52)

An employee leaving City employment for any reason may contact Job Service ND regarding benefits and eligibility.

Social Security

The City participates in and matches the employee contribution to the Social Security System in accordance with applicable federal and state laws. (NDCC 57-38-59)

Uniforms

The City provides uniforms and cleaning services to employees of the Police Department. Each employee is responsible for uniforms furnished to them. All uniforms must be kept clean. All uniforms must be returned upon the employee's termination from employment with the City. (NDCC 40-20-07)

The City allows a yearly clothing allowance of \$75.00 for all other permanent full time employees. Allowance may be carried over for one year but must not exceed \$150.00 balance. A purchase order must be completed and approved by the Department Head prior to use of allowance; it will be each Department Head's responsibility to monitor purchases and allowances. All clothing, including gloves and outerwear, will be purchased with this allowance; any clothing/uniform items over the allowance will not be purchased by the City and will be the responsibility of the employee.

Worker's Compensation

City employees are covered by Workforce Safety Insurance as required by law to protect employees who are injured on the job. (NDCC Chapter 65-05)

Workforce Safety Compensation will pay medical bills for on-the-job injuries, provided the employee files the claim.

In the event an employee is injured on the job and time is lost, compensation will be paid in accordance with the Workforce Safety Compensation Laws of the State of North Dakota. To be compensated, you must report to your Department Head immediately and file a claim. The employee will then have the option of receiving the Workforce Safety Compensation check or taking sick leave payment from the City. Normally, the City's payment will be more than Workforce Safety Compensation. If the employee chooses to use the City's sick leave benefit, all Workforce Safety Compensation loss of time checks must be returned to the City Auditor promptly. If the Workforce Safety Compensation checks are not returned to the City, the amount of the check(s) will be deducted from the employee's payroll check. If the employee's disability lasts longer than his/her accrued sick leave, Workforce Safety Compensation payments will be the only payments received. (Reference PERS)

Payroll Deductions

The City has allowed payroll deductions for certain insurance and savings plan payments. This is a deduction from the employee's payroll check and there is no participation by the City.

The City is required by law to deduct social security tax, federal income tax and North Dakota state income tax. (NDCC 57-38-59) Court-ordered pay deductions shall be made by the City.

MISCELLANEOUSFlexible Compensation Plan

A Flex Comp plan for tax deferring certain expenses is available to all employees except Seasonal and Elected Officials. The plan year runs from January 1 to December 31 each year. An employee must enroll within thirty days of becoming eligible to participate in the plan unless there is a change in family status as explained in the flex comp participation booklet. Requests for reimbursement will be paid out at the same time payroll checks are issued, bi-weekly. Requests for reimbursement must be submitted on the approved request forms to the City Auditor's office at least five business days prior to payroll days.

City Equipment

City vehicles will be used for official city business and all passengers therein shall be a party to official city business. Pets in vehicles, equipment, and buildings shall be prohibited.

If damage is done to any city equipment, a written statement must be completed stating the facts and causes leading to the damage. A copy of the statement must be submitted to the City Auditor.

Use of City equipment by city employees for their personal work is not permissible without prior approval by a supervisor or the regulating committee.

Purchasing**CITY OF OAKES MERCHANTS WILL RECEIVE PRIORITY**

It is the policy of the City to purchase supplies, materials, equipment and contractual services in an efficient manner; assuring the highest quality product or service is obtained at the most economical price. A good faith effort will be made to contact all responsible local suppliers when purchasing for the City of Oakes.

APPROPRIATION APPROVAL

Department Heads are authorized to purchase supplies, materials, equipment and contractual services approved by inclusion in the City budget in accordance with this purchase policy. Major equipment purchases and improvements not identified in the budget shall be approved by an appropriate committee prior to purchase unless otherwise specified in this policy.

PAYMENT AUTHORIZATION

The Department Head shall authorize payment of each purchase by initialing and dating each invoice after the purchase is received or the service is provided satisfactorily. Departments may use purchase orders for inventory purposes, if desired.

LOWEST RESPONSIBLE BIDDER

The lowest responsible bidder is defined as one who, in addition to price, has the best ability, capacity and skill to perform the contract or provide the service and maintenance required, promptly or within the specified time without delay or interference. There shall be considered character, integrity, reputation, judgment, experience and efficiency of the bidder, the quality or performance of previous contracts, sufficiency of financial resources, and previous and existing compliance with state laws and city ordinance. When considering equipment purchases over \$100,000, life cycle costs may be considered when accepting lowest responsible bid.

LESS THEN \$1,000

Purchases of supplies, materials, equipment or contractual services, estimated to cost less than \$1,000, may be made in the open market ***without competitive bidding***, unless otherwise required by law.

BETWEEN \$1,000 AND \$10,000

Expenses not budgeted for must be presented to the City Council with recommendation from the Department Head before purchase is made.

Purchases of supplies, materials, equipment or contractual services, estimated to cost more than \$1,000 but less than \$10,000, shall be made following ***solicitation of prices or informal quotes from a minimum of three suppliers*** or, if fewer than three suppliers are available, then from all available suppliers.

Whenever a purchase or contract for services with an estimated cost in excess of \$1,000 is made without solicitation of prices or informal quotes, a written report must be filed with the bill or contract stating the reason prices or quotes were not obtained and listing all suppliers contracted and proposals obtained.

BETWEEN \$10,000 AND \$100,000

Purchases of supplies, materials, equipment or contractual services, estimated to cost more than \$10,000 and less than \$100,000, shall be made from the ***lowest responsible bidder following invitation for written proposals to a minimum of three suppliers***, or if fewer than three suppliers are available, then from all available suppliers.

Invitation for written proposals shall be made with written specifications from the Department Head or request for written proposal from vendor. Written specifications provided by the City shall include, at a minimum, a general description of the supplies, materials, equipment or services to be purchased, where written specifications may be obtained if not provided, the deadline to submit proposals and the time and place proposals will be opened if different than the deadline to receive proposals. The invitation of written proposal shall include that the City reserves the right to reject any and all proposals or parts of proposals, to waive irregularities and to hold all proposals for a period not to exceed 30 days from the date of the opening proposals and to accept the proposal most favorable to the City.

Proposals shall be presented to the City Council with recommendation from the Department Head as to the best proposal. ***Council shall have final approval of the proposal and purchase.***

MORE THAN \$100,000

Purchases of supplies, materials, equipment or services estimated to cost more than \$100,000, must be purchased from the lowest responsible bidder in accordance with applicable requirements of state and federal law with a public bid opening at a predetermined time and place ***following advertisement***

of "Request for Bids" in the local newspaper. The "Request for Bids" shall be published once a week for two consecutive weeks. "Request for Bids" may be advertised in additional publications as desired.

Bid notices shall comply in all respects with applicable state statutes and shall include, at a minimum, a general description of the supplies, materials, equipment or services to be purchased, where bid specifications may be obtained, the deadline to receive sealed bids, the time and place bids will be opened if different than the deadline to receive bids, and whether a bid bond is required.

The City shall reserve the right to reject any and all bids or parts of bids, to waive irregularities and to hold all bids for a period not to exceed 30 days from the date of opening bids and to accept the bid deemed most favorable to the City. ***Council shall have final approval of the bid.***

EXCEPTIONS

When in the opinion of the Department Head and concurrence of the Regulating Committee, and City Auditor, an emergency requires immediate purchase of supplies, equipment or contractual services, or if the purchase is only available from a sole source, purchases may be made in the open market without competitive bidding.

REFERENCES: NDCC Chapter 40-22, 44-08, 48-09

Credit Card Management

The City of Oakes possesses a charge card that is to be used solely for City business purposes. The charge card will only be available to Department Heads, or to any person that the City Council directs by motion.

The purpose of the charge card is to facilitate necessary purchases for the City. Should travel expenses require the use of the card for what might be considered a personal expense the card holder must immediately issue a check to the City Auditor, when presented with the statement, unless other arrangements are made in advance of statement receipt. The employee, to whom the card has been issued, approves the withholding of like amount of funds from their employment or any other remuneration that may be due the employee from City Funds.

Each credit card billing statement must be paid in full, by the City Auditor, at the time of its receipt, to preclude the assessment of any late fees or inordinate interest expense.

Cell Phone Use

The City of Oakes discourages the use of cellular telephones while the employee is driving or waiting in traffic. Cellular telephone use is only permitted when the City of Oakes vehicle is parked or after the employee has pulled over to the side of the street and is no longer in moving in traffic when possible. An employee who has an accident resulting from the use of a cellular telephone must report the accident immediately to the Oakes City Auditor.

The City contracts and pays a cell phone plan for the following employees:

Police Chief and Patrolmen, Public Works Supervisor and Water Treatment Operator.

One phone will be provided for each phone number per plan year according to the service contract.

Any damaged or lost phones due to abuse or neglect will be the responsibility of the employee to replace. Any additional attachments or accessories will not be provided by the City and is the responsibility of each employee.

Open Records

Except as otherwise specifically provided by law or court order, all records of public and governmental bodies, bureaus, commissions or agencies of any political subdivision supported in whole or in part by public funds shall be public records, open and accessible for inspection during reasonable office hours. (NDCC 44-04)

Employee has "no reasonable expectation of privacy" in any communication in any digital device including but not limited to cell phones and computers. Digital devices can be used for business communications only.

Personnel Records

In accordance with NDCC 44-04-18 and except as otherwise provided by law, municipal personnel files are public records and are open to inspection by the public and the employee. The following items are not exempt from the open records law:

- Wage history
- Job classification
- Performance evaluations
- Non-medical leaves of absence

Except as otherwise provided by law, personal information regarding a public employee contained in an employee's personnel record or given to the state or political subdivision by the employee in the course of employment is exempt. (NDCC 44-04-18.1)

Examples of personal information are:

- Home address
- Home telephone number
- Photograph
- Medical information
- Motor vehicle operator's identification number
- Social security number
- Payroll deduction information
- Name, address, phone number, date of birth and social security number of any dependent or emergency contact
- Credit, debit or electronic fund transfer card number
- Account number at a bank or other financial institution
- Insurance and pension beneficiaries

Medical records or reports, including those that relate to an occupational illness or injury and records of use of an employee assistance program, will be kept in a separate file from employee records in accordance with NDCC 44-01-18.1. These records will be kept confidential and will not be released without the written consent of the employee.

In accordance with NDCC 44-04-18.3, the telephone numbers and addresses of all law enforcement personnel are confidential and shall not be made available to the public. If this information is recorded with other employee information that is public in nature, the City shall permit the inspection and receipt of copies of the public information that is not confidential, but shall delete or withhold the confidential information. The City shall not deny a request for public information on the grounds that the information is recorded with confidential information.

The permanent records, including personal contact information, should be kept up to date. Each employee should notify his/her supervisor of any change in contact information. Employment records shall be kept in the file, along with the Employment Eligibility Verification Form (I - 9), which must be completed within three days of starting employment.

Electronic Communications

To reduce the risk of employee abuse of electronic communications including email and social media sites, the City implements the following e-mail/computer use policy:

1. An employee has no right to privacy with regard to online messages. The City may monitor online activities at any time.
2. That all communication systems in the workplace are the City of Oakes property, which includes but is not limited to: computers, copy machines, facsimile machines, telephones and other communicative equipment.
3. The e-mail system is to be used strictly for business, and no personal use is allowed.
4. E-mail messages are to be professional in nature. The use of vulgar, defamatory, profane language or the like is prohibited.
5. Using City of Oakes systems to forward or receive copyrighted materials is prohibited.
6. The City reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received, or sent over the City's electronic communication system for any purpose.
7. The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to the Department Head or they are invalid and cannot be used.
8. Notwithstanding the City's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval by the Department Head.
9. All electronic mail messages, as well as other nonproprietary information in the City computers, may be public record and subject to public access upon request.

HEALTH AND SAFETY

Safety Policy

All City of Oakes departments will comply with the OSHA Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.1200, by compiling a hazardous chemicals list, by using MSDS's, by ensuring that containers are labeled, and by providing monthly training sessions.

City of Oakes personnel should at all times to use seat belts when using company vehicles and its recommended that employees practice doing so in their own vehicles and on their own time.

Reporting Injuries

Any minor injuries incurred while on duty must be reported to the Department Head and followed up with either a Workers Compensation claim or an incident report filed with the City Auditor.

If the injury is not severe enough to warrant medical attention, the incident report shall be filed immediately in case the injury requires medical attention at a later date.

Accident Reporting

Care, caution and common sense are basic accident prevention elements in any occupation. Please report any accidents, near accidents or unsafe working practices. Don't take chances.

If involved in an accident with a City vehicle, an employee is required to:

1. Give necessary assistance to injured persons.
2. Notify the police and Department Head.
3. Notify the insurance carrier.
4. When involved in a traffic accident do not move the vehicle until authorized to do so by the investigating officer.
5. If possible, obtain the names of persons who observed the accident and give these to the investigating officer when he arrives at the scene.
6. Be courteous in your contacts with other persons involved.

Workplace Threats and Violence

It is the policy of the City to prohibit acts or threats of violence and threatening behavior by or against its employees during assigned duty times. Violations of this policy by employees of the City will lead to disciplinary action that may include termination of employment.

Violent acts or threats of violence include any activity by an individual that would cause another individual to feel unsafe. Violent behavior may be verbal threats to harm another person or damage property, physical aggression, or harassment, including sexual harassment. Threats of violence include possession or display of a weapon of any type or exhibiting an object in such a manner that it appears to be a weapon.

If an employee is subject to or becomes aware of any violent acts or threats of violence, he/she should immediately report the matter to his/her supervisor or a higher level of authority.

SUGGESTIONS

Each employee has an important stake in the successful operation of the Municipal services. In order that it may progress, continuing improvements in safety, process, and operating methods must be made. Suggestions from employees in any area of operation are sought and welcome.