

### 11.5 PRE-DETERMINATION MEETING

Disciplinary actions of suspension, demotion, or termination shall only be taken after the employee has had an opportunity for an informal pre-determination meeting conducted by the Department Head or the Department Head's designee.

It is at the discretion of the mayor to waive the right to a pre-determination meeting when it is viewed in the best interest, the safety of employees and its representatives. Decision is based on allegations and or charge(s) of an egregious act as defined by the conduct of a person committing an act or omission that involves violation of a law and or violent acts of aggression.

An employee shall be given advance written notice of the meeting which shall include the date, time, and location of the hearing and the grounds for the proposed disciplinary action. At the hearing, the employee will be given the opportunity to present any evidence they may have (either orally, in writing, or both), including the testimony of other witnesses. If the employee submits a written response, a copy of such shall be filed in the personnel file. Attorneys may attend but not participate in the meeting.

An employee may choose to waive their right to a pre-determination meeting. A written waiver must be submitted to the Personnel Director no later than one hour prior to the hearing. If the meeting is waived, then the Department Head will make their decision based on the information gathered and/or received prior to the hearing. In waiving their right to a disciplinary hearing, the employee also waives their right to appeal any disciplinary action issued by the Department Head. Should an employee not submit a written waiver for the hearing and not attend the hearing, then the lack of attendance will be considered as a waiver.

### 3.5 BACKGROUND CHECKS

The City shall conduct appropriate background checks on all final candidates for employment. The scope and nature of this background check may vary based upon the type of position being filled. The city reserves the right to and shall conduct random background checks throughout the employment tenure of employees.

### 6.7 SEPARATION PAY

Employees whose employment is voluntarily terminated shall be paid all earnings authorized or due, and any authorized and documented compensable accrued leave time, excluding sick leave, to which the employee shall be entitled. Termination for cause by the city shall forfeit eligible accrued leave being paid out. Under no circumstance shall the City pay vacation hours in excess of 240 hours for 40-hour employees, 252 hours for police personnel on a 86-hour/14-day work period, or 320 hours for fire suppression personnel on a 212-hour/28-day work period.

## 6.2 GENERAL SALARY INCREASES

The pay plan is designed to provide for progressive step increases to employees as a reward for continual growth and development in their career, thereby increasing their value to the City. Such increases will be based on the employee's annual evaluations **resulting in a minimum of overall meeting standards**. Increases are not a guarantee and are at the discretion and approval of City Council based on annual budget resolution.

## 6.5 COMPENSATORY TIME POLICY –ENTIRE POLICY REMOVED FROM HANDBOOK – NO LONGER OFFERED BY THE CITY

- (A) School Resource Officers employed within the Police Department are the only City employees who accrue compensatory time in accordance with the FLSA.

Compensatory time is calculated at a rate of one and one-half (1 ½) times the number of hours worked in excess of the standard work period. School Resource Officers shall be allowed to use earned compensatory time within a reasonable period after making a request to use the time, as long as such request does not unduly disrupt the operations of the City. The maximum accrual of compensatory time allowed under the Fair Labor Standards Act is 480 hours. School Resource officers must use compensatory time during school closings, and all accrued compensatory time must be used before using accrued annual leave.

- (B) Movement from School Resource Officer

Any compensatory time earned while employed as a School Resource Officer is not subject to forfeiture. However, an employee whose job status changes (or has changed) from a School Resource Officer position to a different position shall carry over compensatory time earned while in the School Resource Officer position. This time must be used within twelve (12) months of the change in position.