

January 1, 2022

Employee Manual

Newly Created Policies:

- 1. Customer Relations and Communications**
 - a. Customer Relations
 - b. Effective Communication Between City Commissioners and City Employees
 - c. Confidential Information
 - d. Release of Information
 - e. Suggestions
 - f. Open Communication
- 2. Legal Compliance**
 - a. Genetic Anti-Discrimination (GINA)
- 3. Employment Classifications**
 - a. Temporary/Seasonal
 - b. Elected Officials
 - c. Volunteers
- 4. Employee Development and Training**
 - a. Training and Travel Expenses
- 5. Government Required Coverage**
 - a. Unemployment
- 6. Benefits**
 - a. Children's Health Insurance Program Reauthorization Act (CHIPRA)
- 7. Worker's Compensation**
 - a. Authorized Physician
- 8. Cannabidiol (CBD)**
- 9. Technology**
 - a. Computers, Electronic Mail and or Voicemail Usage
- 10. Cellular Phone Use**
- 11. Separation from City Employment**
 - a. Employment References on Former Employees

Changes to Current Policies:

- 1. Recruitment, Selection and Placement**
 - a. Nepotism – added domestic partner.
 - b. Political Activity – new policy but there are no substantial changes from the current policy.
 - c. Dress Code and Personal Appearance - new policy but there are no substantial changes from the current policy.
 - d. Personal and Romantic Relationships - new policy but there are no substantial changes from the current policy.

2. New Employee Information

a. Smoking, Vaping and Smokeless Tobacco

Current Policy:

No employee of the City may use any tobacco products or smoke while at work, except in areas designated by the employer. There shall be no tobacco use in any City vehicles.

Proposed Policy:

It is the policy of the City to comply with all applicable federal, state and local regulations regarding smoking in the workplace and to provide a work environment that promotes productivity and the well-being of its employees.

Smoking and vaping shall not be permitted in any City building or enclosed facility, including but not limited to community buildings, treatment plants, concession areas and restrooms. Tobacco use and e-cigarettes (vaping) are prohibited in city vehicles.

Smoking and vaping shall be permitted only at a reasonable distance of ten (10) feet outside entrances, operable windows and ventilation systems so as to insure that tobacco smoke and vaping odors do not enter those areas.

While using any tobacco and e-cigarette products, employees are not to foul areas immediately adjacent to entrances to buildings, with smoke or debris.

Unless specifically authorized by the department head use of chewing tobacco is not permitted. In cases where the use of chewing tobacco is authorized by the department head employees shall not use chewing tobacco in situations where the use of such would be inappropriate (e.g., in view of the public, meetings, trainings, etc.).

While using chewing tobacco, employees are expected to be very courteous and always properly dispose of the chewing tobacco waste receptacle. At no time are these waste receptacles to be left in city vehicles or stored in the view of others.

3. Benefits

a. Safety Footwear

Current Policy:

Each Department/Division head will determine the appropriate protection required for feet and ankles based on the work assigned to each worker, and ensure each worker wears appropriate footwear.

To determine appropriate protection, the following factors will be considered: slipping, uneven terrain, abrasion, ankle protection and foot support, crushing potential, temperature extremes, corrosive substances, puncture hazards, electrical shock, and any other recognizable hazard.

If a Department/Division Head determines that the employee's position requires reinforced-toe boots or other specific Safety Footwear other than closed-toe street shoes, the employee must purchase the requisite Safety Footwear at his or her own cost and expense; and shall be eligible for a Safety Footwear reimbursement (taxable income). The Safety Footwear reimbursement benefit may be claimed up to one time per calendar year, not to exceed \$200 in a two-calendar-year period. The actual amount, up to \$200 (less applicable payroll taxes); will be reimbursed to the employee as taxable wages, through the payroll process, as required by the Internal Revenue Service (IRS).

Please note: Special Safety Footwear is purchased, at the sole expense of the City, for the use of affected employees of the Fire/EMS Department. Therefore there is no such allowable, reimbursable expense for that Department.

- No slip-on-type boots will be considered acceptable unless ankle support has been incorporated within the manufacturer's design.
- Required Safety Footwear can be purchased at the vendor of the employee's choice.
- Departments/divisions will be responsible for approving the purchase of Safety Footwear.
- Employees shall be responsible for maintaining their Safety Footwear.
- Any lost, stolen or abused footwear will be replaced at the employee's expense.
- Employees who report to work without the proper Safety Footwear shall be subject to discipline, up to and including termination.
- Employees who are not able to wear Safety Footwear for medical reasons must provide a doctor's certificate to the Human Resource Manager requesting exemption from this requirement.
- Supervisors at all levels shall be responsible for insuring compliance with this policy.

Affected employees shall comply with this policy and shall be responsible for properly using, maintaining, and wearing appropriate Safety Footwear.

Process:

- 1) Employee will visit the provider of his or her choice.
- 2) Employee will select Safety Footwear that complies with the requirements noted within this policy.
- 3) Employee will purchase the Safety Footwear with his or her own funds.
- 4) Employee will provide the receipt and the completed, approved Safety Footwear Reimbursement Form, with their timecard, to the Finance Department, via their Department/Division head, for payment.
- 5) The taxable reimbursement will be processed and provided on the employee's next regular payroll check, after receipt of the Safety Footwear Reimbursement Form.
- 6) Applicable income, Social Security and Medicare taxes will be withheld as required by the IRS.

Proposed Policy:

Each department head will determine the appropriate protection required for feet and ankles based on the work assigned to each worker and ensure each worker wears appropriate footwear.

To determine appropriate protection, the following factors will be considered:

1. Slipping
2. Uneven terrain
3. Abrasion
4. Ankle protection
5. Foot support
6. Crushing potential
7. Temperature extremes
8. Corrosive substances
9. Puncture hazards
10. Electrical shock
11. Any other recognizable hazard

No slip-on-type boots will be considered acceptable unless ankle support has been incorporated within the manufacturer's design.

If Safety Footwear is a requirement of the job, employees who are not able to wear Safety Footwear for medical reasons will need to provide a doctor's certificate to the Human Resources Division requesting exemption from this requirement.

If a department head determines the employee's position requires reinforced-toe boots or other specific Safety Footwear other than street shoes, the employee will receive an annual payment of one-hundred-twenty-five dollars (\$125.00) to purchase the required Safety Footwear. This benefit has been "grossed-up" to help insure you receive approximately one-hundred dollars (\$100.00) to spend on Safety Footwear each year.

This payment will be provided on the first Payroll Check of every year. Please be aware this payment is considered taxable income by the Internal Revenue Service (IRS).

Affected employees shall comply with this policy and shall be responsible for properly using, maintaining and wearing appropriate Safety Footwear.

12. Types of Leave

- a. Wellness Day Leave Separation Payments – Proposing to pay out any earned Wellness Day for any type of separation from city employment.
- b. Funeral Leave – added (1) domestic partner; (2) daughter or son of employee's spouse or domestic partner; and (3) any relative in living in the household of the employee.

- 13. Motor Vehicle Operation** – added "In addition, employees operating any vehicle on City business must be covered by the City's vehicle insurance policy (not be excluded due to his or her driving record)."

14. Standards of Conduct

- b. Anti-Bullying Workplace - new policy but there are no substantial changes from the current policy.

- c. Unacceptable Activities - new policy but there are no substantial changes from the current policy.
- 15. Changed policy so that all travel for work is compensated.
- 16. Changed from 1 year back to 6 months for vacation leave payout.
- 17. Waiting period for health and dental – 1st of the month following 30 days of full-time employment.
- 18. Changed some compensatory time accrual limits.
- 19. Change Holiday Banked Time accrual limits.
- 20. Proposing additional holidays.
- 21. Implementing a referral bonus.
- 22. Added deferred comp ROTH option explanation.
- 23. New Technology policy.
- 24. New Social Media policy.