Policy Number	AUGUST 2024	Implementing Authority
	PERSONNEL POLICY MANUAL	Manager
	TABLE OF CONTENTS	Manager
	RECEIPT FOR PERSONNEL POLICY MANUAL (PPM)	Manager
	SCOPE AND PURPOSE	Manager
	SECTION ONE: EMPLOYMENT POLICIES AND PROCEDURES	Manager
01-001	1.1. EQUAL EMPLOYMENT OPPORTUNITY	Federal
01-002	1.2. ACCOMODATION POLICY PURSUANT TO THE AMERICANS WITH DISABILITIES ACT	Federal
01-003	1.3. E-VERIFY AND I-9 FORM	State and Federal
	1.3 EMPLOYMENT PROCESS	Manager
04.004	1.4 EMPLOYMENT OF RELATIVES	Manager
01-004	1.4. EMPLOYEE CATEGORIES	Commission
	1.4.1 Elected Officials 1.4.2 Managerial Employees(at will employees)	Commission Commission
	1.4.2 Managerial Employees(at will employees) 1.4.3 Probationary Employees	Commission
	1.4.4 Regular/Full Time Employees	Commission
	1.4.5 Seasonal Employees	Commission
	1.4.6 Part-time (PT29)	Commission
	1.4.7 Volunteer	Commission
	1.4.8 Intern	Commission
	1.4.9 Acting appointment	Commission
	1.7 PROBATION	Manager
	1.8 WORKWEEK /OVERTIME/CALL BACK	Manager
	1.9 MEAL PERIOD	Manager
	1.10 REST BREAKS	Manager
	1.11 COMPENSATORY TIME	Manager
	1.12 TIME RECORDS	Manager
	1.13 PAYROLL	Manager
	1.14 LENGTH OF SERVICE	Manager
	1.15 LONGEVITY	Manager
	1.16 ANNIVERSARY DATE /RECLASSIFICATION DATE	Manager
01-005	1.5. CLASSIFICATION POLICY	Commission
01-006	1.6. PAY FOR PERFORMANCE	Manager
01-007	1.7. PAY FOR PERFORMANCE BONUS (LONGEVITY)	Commission
	1.20 PROMOTIONS/RECLASSIFICATIONS 1.21 DEMOTIONS	Manager
	1.21 DEMOTIONS 1.22 TRANSFER	Manager Manager
01-008	1.8. RESIGNATION	Manager
01-009	1.9. LAYOFF/SEVERANCE PAY POLICY	Commission
01 003	1.25 EXIT INTERVIEWS	Manager
	1.26 EMPLOYEE RECORDS	Manager
01-010	1.10. ETHICAL STANDARDS	County and State
	1.10.1 Incompatible Offices	County and State
	1.10.2 Use of Confidential Information	County and State
	1.10.3 Solicitation of Receipt of Anything of Value	County and State
	1.10.4 Holding Investments	County and State
	1.10.5 Representation of Others	County and State
	1.10.6 Financial Interest	County and State
	1.10.7 City Property	County and State
	1.10.8 Special Consideration	County and State
	1.10.9 Authority	County and State
	1.10.10 Public Funds	County and State
	1.10.11 Use of Logo or Other City Symbols	County and State
	1.10.12 Expenses	County and State County and State
	1.10.13 Donations 1.10.14 Official Action	County and State County and State
	1.10.14 Official Action 1.10.15 Compliance with Laws	County and State County and State
	1.10.15 Compliance with Laws 1.10.16 Acceptance of Gifts	County and State County and State
	1.10.16 Acceptance of Gifts 1.10.17 Knowledge of Violations	County and State County and State
	1.10.17 Knowledge of Violations 1.10.18 Public Interest	County and State County and State
	1.10.19 Bribery	County and State
	1.10.20 Personnel Actions	County and State
	1.10.20 Personner Activities	County and State County and State
	1.10.22 Complaints Against Public Employees	County and State
	1.28 DRESS CODE, UNIFORMS, AND APPEARANCE	Manager
	1.29 CRIMINAL CHARGES	Manager

Policy Number	AUGUST 2024	Implementing Authority
	1.30 EMPLOYEE CONDUCT AND DISCIPLINE	Manager
	1.31 MANUAL RULES AND APPEALS	Manager
	1.32 DISCIPLINARY APPEALS	Manager
	1.33 POLICY AGAINST HARASSMENT	Manager
	1.34 WORKPLACE VIOLANCE-ZERO TOLERANCE POLICY	Manager
	1.35 WEAPONS AT WORK	Manager and State
	1.36 STAFF SEARCH AND SECURITY	Manager
	1.40 ELECTRONIC DEVICE POLICY	Manager
	1.41 CELLULAR PHONE ALLOWANCE	Manager
	1.42 OUTSIDE EMPLOYMENT	Manager
	1.43 SMOKING	Manager
	1.44 EMAIL/INTERNET POLICY	Manager
	1.45 SOCIAL NETWORKING POLICY	Manager
	1.46 SAFEGUARDING OF INFORMATION POLICY	Manager
	1.47 ACCIDENTS	Manager
	1.48 DRIVERS LICENSE POLICY	Manager
	1.49 DRIVING SAFETY POLICY	Manager
	1.50 CITY PROPERTY	Manager
	1.51 SUBPOENAS	Manager
	1.52 THREATS OF LITIGATION	Manager
	1.53 CITY POLICIES AND PROCEDURES	Manager
01-011	1.11. APPEALS OF PPM RULES	Commission
01-012	1.12. DRUG FREE WORKPLACE POLICY	Federal, State and Manager
01-013	1.13. DRUG TESTING	Federal, State and Manager
	1.13.1 Applicants/New Hires	Federal, State and Manager
	1.13.2 Reasonable Suspicion	Federal, State and Manager
	1.13.3 Post Accident or Injury	Federal, State and Manager
	1.13.4 Random Testing	Federal, State and Manager
	1.13.5 Fitness for Duty	Federal, State and Manager
	1.13.6 Follow-Up	Federal, State and Manager
	1.13.7 Testing Procedures	Federal, State and Manager
	1.13.8 Refusal of Testing	Federal, State and Manager
	1.13.9 Confirmed Test	Federal, State and Manager
	1.13.10 Confidentiality	Federal, State and Manager
	1.13.11 Medical Marijuana	Federal, State and Manager
01-014	1.14. DISABILITIES AND MEDICAL CONDITIONS IN THE WORKPLACE	Federal, State and Manager
01-015	1.15. FAMILY AND MEDICAL LEAVE ACT (FMLA)	Federal
	1.15.1 Employee Eligibility	Federal
	1.15.2 Job Restoration Following Leave	Federal
	1.15.3 Outside Employment during FMLA	Federal
	1.15.4 Exhaustion of FMLA Leave Period	Federal
	1.15.5 This FMLA Policy is Not a Contract	Federal
01-016	1.16. EMERGENCY CLOSING AND COMPENSATION	Commission
01-017	1.17 CITY POLICIES AND PROCEDURES	Commission
	SECTION TWO: BENEFITS OF CITY EMPLOYMENT	Commission
02-001	2.1. GENERAL ELIGIBILITY	Commission
02-002	2.2. ACCESS TO GROUP HEALTH INSURANCE	Commission
	2.2.1 Group Health Insurance Program	Commission
	2.2.2 Retiree Medical Coverage	Commission
	2.2.3 Life and Accidental Death and Dismemberment (AD&D) Insurance	Commission
	2.2.4 Long-Term Disability Insurance	Commission
	2.2.5 Dental & Vision Insurance	Commission
	2.2.6 Voluntary Coverages	Commission
	2.2.7 Cobra Benefits	Commission
	2.2.8 The Health Insurance Portability and Accountability Act of 1996 (HIPAA)	Commission
	2.2.9 Employee Assist Program (EAP)	Commission
02-003	2.3. NOTICE OF PRIVACY PRACTICES	Manager
02-004	2.4. REGISTRATION OF DOMESTIC PARTNERSHIP RELATIONSHIP	Commission
	2.4.1 General Policy	Commission
02-005	2.5. EXTENSION OF BENEFTIS	Commission
02-005	2.5.1 Insurance	Commission
	2.5.2 Other Benefits	Commission
	2.5.3 Exceptions	Commission
02-018	2.5.4 Workweek	Commission
02-018	2.5.5 Call-out Pay/ Shift Differential	Commission
	2.5.6 Overtime Pay / Compensatory Time Provisions	Commission

Policy Number	AUGUST 2024	Implementing Authority
02-006	2.6. VACATION LEAVE	Commission
	2.6.1 Eligibility	Commission
	2.6.2 Scheduling	Commission
	2.6.3 Vacation Cash -Out	Commission
02-007	2.7. PERSONAL LEAVE	Commission
02-008	2.8. PAID HOLIDAYS	Commission
02-009	2.9. SICK LEAVE	Commission
	2.9.1 Sick Leave Cash-Out Policy	Commission
	2.9.2 Sick Leave Conversion Policy	Commission
	2.8 DISCRETIONARY LEAVE POLICY	Manager
	2.10 SERVICE AWARDS	Manager
	2.11 JURY DUTY	State and Manager
	2.13 TRAVEL FOR MEETINGS AND CONFERENCES	Manager
02-010	2.10. PAID PARENTAL LEAVE	Commission
02-011	2.11. LEAVE WITHOUT PAY - (NON-FMLA and NON-MILITARY)	Commission
02-012	2.12. BEREAVEMENT LEAVE	Commission
02-013	2.13. WORKERS' COMPENSATION	State
02-014	2.14. TRAINING/ TUITION/ CERTIFICATION REIMBURSEMENT	Commission
02-015	2.15. EMPLOYEE SUGGESTIONS	Manager
02-015	2.16. RETIREMENT	Commission
02-017	GIFT CARD POLICY	Commission
09-007	FRATERNIZATION POLICY	Commission
09-007	FRATERINIZATION FOLICT	Commission
E POLICIES AND	PROCEDURES	
02.001	TRAVEL AND DEIMOLIDEMENT DOLLEY	Managar
02-001	TRAVEL AND REIMBURSMENT POLICY	Manager
02-002	ELECTRONIC DEVICE POLICY	Manager
02-003	TEMPORARY TELECOMMUTING POLICY	Manager
02-004	EMPLOYEE CONDUCT AND DISCIPLINE	Manager
02-006	EXIT INTERVIEW	Manager
04-001	EMPLOYEE OF THE QUARTER	Manager
04-003	BOOT ALLOWANCE	Manager
04-004	COVID 19 LEAVE WORK PROCEDURES	Manager
04-005	LACTATION POLICY	Manager
04-006	MEAL PERIOD BREAKS POLICY	Manager
05-001	DISCRETIONARY SPENDING POLICY	Manager
05-002	CONTRACTING AUTHORITY POLICY	Manager
05-004	OUTSIDE EMPLOYMENT POLICY	Manager
06-002	VEHICLE AND DRIVABLE EQUIPMENT POLICY	Manager
07-002	UTILITY BILLING METER READING AND MANUAL ADJUSTMENTS	Manager
08-001	FIXED ASSETS POLICY	Manager
08-005	SURPLUS PROPERTY POLICY	Manager
08-006	ALLOWANCE AND WRITE-OFF POLICY	Manager
09-001	USE OF SEAL AND CITY LOGO	Manager
09-002	CITYWIDE INTERNSHIP PROGRAM	Manager
09-003	SOCIAL MEDIA POLICY	Manager
OMMISSION PO	DLICIES	T
06-002	City Owned Vehicles	Commission
06-003	Notification of Public Safety Significant Incidents Policy	Commission
08-003	Fund Balance Policy	Commission
08-007	Purchasing Card Policies and Procedures	Commission
08-009	EMS Receivable and Allowance Policy	Commission
		i