# STANDARD OPERATING POLICY AND PROCEDURE MANUAL

## **TABLE OF CONTENTS**

<u>Manual Overview</u> <u>Mission, Vision, Value Statement</u> Mayor's Welcome

# **SECTION 1: GENERAL INFORMATION**

1.1 Introduction & Employment Overview

1.2 At-Will Employment Status

1.3 Establishment of Citywide Employment-Related Policies

1.4 Establishment of Citywide Employment-Related Procedures

#### **SECTION 2: EMPLOYMENT POLICIES**

2.1 Equal Employment Opportunity

2.2 Affirmative Action

2.3 Unlawful Workplace Discrimination Harassment and Retaliation

2.4 Americans with Disabilities Act

2.5 Immigration Control Act

2.6 Employment References

2.7 Staffing, Selection, Promotion, Transfer

2.7.1 Criminal Background Checks

2.8 Introductory Period of Employment

2.9 Trial Service Period for Promotions or Transfers

2.10 Remote Work

# **SECTION 3: CLASSIFICATION & COMPENSATION**

3.1 Employee Classification
3.2 Hours of Work
3.3 Payroll
3.4 Compensation Program
3.4.1 Individual Pay
3.4.2 Compensation Program Updates

# 3.4.3 Performance Increases to salary

3.4.4 Adjustment to Wages

3.4.5 On Call/Call Out Duties and Compensation

3.5 Travel & Expense Reimbursement

3.6 Overtime Compensation

## **SECTION 4: TIME OFF AND LEAVES**

4.1 Holidays

4.2 Vacation

# 4.2.1 Donation of Vacation Leave to Another Employee for FMLA Qualifying Event

4.3 Sick Leave

4.4 Family and Medical Leave

4.5 Bereavement Leave

4.6 Civil Leave

4.7 Military Leave

4.8 Leaves of Absence

4.8.1 Administrative Leave With Pay

4.8.2 Leave Without Pay

4.9 Paid Parental Leave

#### **SECTION 5: BENEFITS**

5.1 Group Health and Related Benefits

5.2 COBRA

5.3 PERSI Retirement Program

5.4 Education Reimbursement

5.5 Director Benefits Programs

5.6 Retirement Match Program

5.7 Vacation Leave Accrual Rollover Program

## **SECTION 6: WORKPLACE POLICIES**

6.1 Life Threatening Illness

6.2 Use of City Owned Equipment

6.2.1 Use of City Vehicles

6.2.2 Use of City Copiers, Printers Computers, Software, and Phone Systems

6.2.3 Electronic Mail

6.2.4 Use of Internet

6.2.6 Mobile Devices

6.2.7 Use of the Fitness Facility in City Hall

6.3 Training and Development

6.4 Absenteeism and Tardiness

6.5 Bulletin Boards

**6.6 Drivers License Requirements** 

6.7 Emergency Closure

6.8 Nepotism

6.9 Safety

6.10 Political Activities

6.11 Gifts and Gratuities

6.12 Solicitation

6.13 Outside Employment

6.14 Appropriate Clothing Attire for Work Purposes and Procurement

6.15 City Hall Parking Permits

6.16 Employee Identification/Prox Cards

6.17 Request for Public Information

6.18 Conflict of Interest

6.19 Social Media

6.20 Use of Aerial Vehicles (Drone)

## **SECTION 7: STANDARDS OF CONDUCT**

7.1 Drug and Alcohol Policy

7.2. Use of Nicotine or Tobacco Products

7.3 Workplace Violence

7.4 Criminal Charges and Misdemeanor

7.5 Standards of Conduct

7.6 Prohibited Activities in Workplace Conduct

7.7 Recycling

## **SECTION 8: TERMINATION AND DISIPLINARY ACTION**

**8.1 Disciplinary Action** 

**8.2 Termination of Employment** 

8.3 Adverse Employment Action Appeal

## **SECTION 9: CITYWIDE FINACE POLICES**

9.1 Accounts Payable

9.2 Accounts Receivable

9.3 Business Credit Account

9.4 Capital Improvement Management

9.5 Credit Card

9.6 Financial Reporting and Accounting

9.7 Fixed Assets

9.8 Grant Management

9.9 Internal Control

9.10 Inventory

9.11 Legal Tender Handling

9.12 Purchasing

9.13 Revenue Management

9.14 User Fees and Charge Development

# **SECTION 10: CITYWIDE INFORMATION TECHNOLOGY POLICES**

10.1 Disposal of Media
10.2 Equipment Checkout
10.3 Identity and Access Management
10.4 Incident Response
10.5 Information Security
10.6 Password Requirements
10.7 Security Awareness Training
10.8 Technology Purchases
10.9 Technology Replacement