



City of New Meadows

Adams County, Idaho

Personnel Manual

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ADOPTING RESOLUTION

ADOPTED BY NEW MEADOWS RESOLUTION #TBD-2021

MONTH DAY YEAR

CITY MISSION STATEMENT

“To provide citizens with a safe and clean community as we develop a vibrant, diverse economy together. Through coordinated and collaborative planning, we will utilize proactive means to provide effective, safe and fiscally responsible municipal programs and services while building and maintaining infrastructure of adequate capacity to accommodate present and future needs. With the overall health of each resident in mind, we will maintain an open and honest government as we plan for the future while preserving, protecting and enhancing our legacy.”

PURPOSE OF MANUAL

The purpose of this handbook is to provide all employees with general information relating to personnel rules, employee benefits, and general obligations. This handbook applies to all employees.

The manual is intended to be used as a guide. There may be occasions when the City must change the rules or give current rules a different interpretation than previously made. The City of New Meadows has the right to modify policies, both written and unwritten, as business requires.

This manual is not an employment contract and both the employee and the City understand that this handbook may be changed with notice to the employee.

This manual and its contents supersede any representations made prior to its issuance, whether such were verbal or written, implied or expressed, or otherwise stated / given, even if such prior representations covered areas not addressed in this guide.

THIS PERSONNEL POLICY IS NOT A CONTRACT. NO CONTRACT OF EMPLOYMENT WILL BE VALID UNLESS IT IS SIGNED IN ACCORDANCE WITH PROPER PROCEDURES BY A SPECIFICALLY AUTHORIZED REPRESENTATIVE OF THE CITY COUNCIL OF NEW MEADOWS AND UNLESS IT IS SIGNED BY AND CONTAINS THE NAME OF THE EMPLOYEE WHO WOULD BE BENEFITED BY THE CONTRACT. CHANGES TO THE POLICIES AND BENEFIT OFFERINGS OUTLINED IN THIS HANDBOOK ARE SUBJECT TO CHANGE AT ANY TIME, WITHOUT NOTICE. CHANGES MAY BE MADE AT THE SOLE DISCRETION OF THE CITY COUNCIL OF NEW MEADOWS.

HIRING POLICIES

EQUAL EMPLOYMENT OPPORTUNITY

VETERAN'S PREFERENCE AND RIGHTS

NEPOTISM / HIRING OF RELATIVE

EQUAL EMPLOYMENT OPPORTUNITY

1. All selection of employees and all employment decisions, including classification, transfer, discipline and discharge, will be made without regard to race, religion, sex, age, national origin, or non-job-related disability, or any other characteristic protected by law. No job or class of jobs will be closed to any individual except where a mental or physical attribute, sex or age is a bona fide occupational qualification.
2. All objections to hiring or other employment practices will be brought to the attention of the Mayor, department head or supervisor or in the case of objection to actions undertaken by any of them, to legal counsel for the City.
3. Employees can raise concerns and make reports without fear of retaliation. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.
4. The City will endeavor to make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship. An employee should advise either the department head or supervisor if he/she requires an accommodation to enable the employee to perform the essential tasks of the job.
5. The City will also endeavor to make reasonable accommodations for its employees' religious needs and practices, including those related to appearance and observance of holidays. An employee should advise either the department head or supervisor if he/she requires accommodation for religious reasons.

VETERAN'S PREFERENCE AND RIGHTS

1. The City will grant a preference to U.S. Armed Services veterans, or certain of his/her family members, in accordance with provisions of Idaho Code, Title 65, Chapter 5. In the event of equal qualifications for an available position, a veteran or family member who qualifies for the preference will be employed.
2. Employees who are qualified veterans returning to employment with the City following qualified military leave shall have the rights and responsibilities provided by Idaho Code §65-508 and the Uniformed Services Employment and Reemployment Rights Act, 38 U.S.C. §4301, et seq. The returning veteran will be restored to his/her position with the same seniority, status and pay that he/she would have had if there had been no military leave. In addition, in accordance with the provisions of these laws, the

veteran will not be discharged from his/her position without cause for a period of 1 year after the restoration of his/her employment with the City.

NEPOTISM / HIRING OF RELATIVE

1. No person will be employed by the City when the employment would result in a violation of provisions found in Idaho Code, including but not limited to I.C. Title 74, Chapter 4, I.C. §18-1359 and their successors. Any employment made in violation of these sections may be void. The appointment or employment of the following persons is expressly prohibited:

a. No person related to the Mayor or a City Council member by blood or marriage within the second degree will be appointed to any compensated office, position, employment or duty; and

b. No public servant, including Elected Officials and employees, will appoint or vote for the appointment of any person related to him/her by blood or marriage within the second degree to any compensated office, position, employment or duty. This means no one related within the second degree to anyone involved in any way in the hiring process can be hired and/or that no one related to an applicant within the second degree can take part in the hiring process.

2. An employee whose relative is subsequently elected may be eligible to retain his/her position and pay increases as allowed by relevant provisions of Idaho law, including Idaho Code § 18-1359(5).

THE ORGANIZATION FOR WHICH YOU WORK

The City is a political subdivision of the state of Idaho, though it is not a part of state government. The City Council serves as the governing body of the City, carrying out local legislative duties and fulfilling other obligations as required by law. The City Council is the general policymaker for the City and has primary authority to establish terms and conditions of employment with the City. The Mayor may appoint personnel to help carry out administrative responsibilities. As with all elected public officials, the Mayor and City Council are ultimately responsible to the voters of the City of New Meadows.

Each employee should recognize that although he/she may serve as an employee supervised by the Mayor or department head, he/she remains an employee of the City, and not an employee of the official who supervises his/her work. The terms and conditions set forth in this Policy, and in the resolutions and policy statements that support it, cannot be superseded by any other official, without the express written authorization of the City Council. That is particularly true for terms or conditions that would establish a current or future financial obligation for the City. You may, however, work for a department with an operational policy that provides additional direction to employees on expectations and procedures unique to that department.

YOUR EMPLOYMENT RELATIONSHIP WITH THE CITY

This Policy is designed to introduce you to the City, familiarize you with various policies, practices and procedures currently in effect at the City, and help answer many of the questions that may arise in connection with your employment.

This Policy is not a contract of employment and does not create a contract of employment. This Policy does not create a contract, express or implied, guaranteeing you any specific term of employment, nor does it obligate you to continue your employment for a specific period of time. Its purpose is simply to provide you with a convenient explanation of present policies and practices of the City.

All employees of the City are at-will and are employed at the discretion of the Mayor and/or the head of the department in which the employee works. Only a signed written contract authorized by the City Council can alter the at-will nature of employment regardless of anything written or spoken by the Mayor or supervisor. Employees have no right to continued employment or employment benefits, except as may be agreed to in writing and expressly approved by the City Council. All provisions of this Policy will be interpreted in a manner consistent with this paragraph. In the event of any irreconcilable inconsistencies, the terms of this paragraph will prevail.

The City reserves the right to modify any of the policies, benefit offerings, and procedures, including those covered in this Policy, at any time, without prior notice to, and consent of, city employees. Changes may be made at the sole discretion of the City Council.

EMPLOYMENT STARTUP
EMPLOYMENT FORMS TO BE COMPLETED
PAYROLL REPORTING SYSTEM
DISTRIBUTION OF POLICY
INTRODUCTORY PERIOD

EMPLOYMENT FORMS TO BE COMPLETED

The following pre-employment forms must be completed before the employee may begin work for The City of New Meadows:

1. Employment application form.
2. State and Federal Withholding Certificates.
3. Insurance forms.
4. Immigration form (I-9).
5. Insurance information about self & dependents (if applicable).
6. Any other benefit forms necessary for employee information.
7. Any and all Drug & Alcohol Testing Forms (if applicable).

PAYROLL REPORTING SYSTEM

Reports of hours worked and time on and off the job must be completed in a timely manner in accordance with procedures established by the City Clerk or Treasurer. Each report of employee time must be signed by both the supervisor and by the employee and shall contain a certification that it is a true and correct record of the employee's time and benefit usage for the time period covered.

Each employee may be required to maintain an accurate and detailed record of work performed and hours worked. Other information may also be required. All employees are required to submit monthly status reports to the City Council at their scheduled meeting.

DISTRIBUTION OF POLICY

At time of employment each employee should receive a copy of this personnel policy. It is the responsibility of the employee to familiarize him or herself with the contents of the personnel policy and to acknowledge its receipt. Periodic updates or changes should be distributed and acknowledged.

INTRODUCTORY PERIOD

New employees to The City of New Meadows are subject to a six-month introductory period with a preliminary evaluation to be completed by the Mayor, City Council and other supervisory staff after 3 months of employment. Another evaluation will be completed after the six-month introductory period ends. During this six-month introductory period, either the employee or the City of New Meadows may end the employment relationship at will, with or without cause or advance notice. An employee's supervisor may extend the introductory period for an additional 90 days if they deem it necessary to work with an employee who is only marginally meeting the requirements for their position. Before any employee is released from their introductory period, an evaluation shall be completed.

Employees who transfer or promote to another position within the City of New Meadows will be subject to a six-month introductory period for the new position they hold. If the introductory employee is terminated in this situation, they may be returned to their previous position or transferred to another position they are fully qualified for if such a vacancy exists with the City of New Meadows.

The preliminary evaluation of the employee will be held after (3) months of employment. Review of the job description and the employee's adherence to the parameters of the employee's responsibilities will be done with the employee. If deemed appropriate, an increase in wages may be considered by the Mayor, Council, and other supervisory staff.

The evaluation of the employee after (6) months of employment will be made if there are any deficiencies noted during this evaluation, an employee's introductory period may be extended by the City for up to ninety (90) days by motion of the City Council and approval by the Mayor. Written notice of the reason(s) for such extension prior to the end of the introductory period will be provided.

GENERAL POLICIES

[FAMILY MEDICAL LEAVE ACT](#)

[FITNESS FOR DUTY EXAMS](#)

[IDAHO WHISTLEBLOWER PROTECTION](#)

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[SECONDARY EMPLOYMENT](#)

FAMILY MEDICAL LEAVE ACT

[ELIGIBILITY REQUIREMENTS](#)

ELIGIBILITY REQUIREMENTS

Since the City does not employ at least 50 employees, FMLA DOES NOT apply to City employees, and they are not entitled to 12 weeks of job-protected FMLA leave

FITNESS FOR DUTY EXAMS

[SAFE WORKING ENVIRONMENT COMMITMENT](#)

[CONDITIONS FOR FIT FOR DUTY EXAMS](#)

SAFE WORKING ENVIRONMENT COMMITMENT

The City is committed to maintaining a safe and productive workplace. Every employee is required to report to work fit to perform his/her job in a safe, appropriate and effective manner.

CONDITIONS FOR FIT FOR DUTY EXAMS

The City may require a fitness for duty evaluation as part of a physical exam of the employee to determine the employee's physical, mental and emotional readiness to perform the essential functions of his/her job with efficiency and safety for himself/herself and others. Fitness for duty evaluations may be done in the following circumstances:

1. following a conditional offer of employment;

2. prior to returning to work following a leave related to injury or illness;
3. when an employee expresses concern about his/her ability to perform the functions of his/her job; or
4. when there is reasonable belief that the employee cannot safely perform the functions of his/her job.

IDAHO WHISTLEBLOWER PROTECTION

SCOPE

REPORTING

PROTECTION

ENFORCEMENT OF RIGHTS

SCOPE

Idaho Code, Title 6, Chapter 21, provides protections to public employees who experience adverse employment actions as a result of the good faith reporting of the existence of any waste of public funds, property or manpower, or of a violation, or suspected violation, of law, rule or regulation of the City, state of Idaho or the United States of America.

REPORTING

Any such report must be made at a time, and in a manner, which gives the City a reasonable opportunity to correct the waste or violation.

PROTECTION

The City may not take adverse action against an employee because the employee in good faith reports the suspected waste or violation, or participates or gives information in an investigation, hearing, court proceeding or any other form of administrative review of the report.

ENFORCEMENT OF RIGHTS

If the employee believes that he/she has experienced an adverse employment action protected by the Whistleblower Act, he/she may bring a civil action in District Court within 180 days of the occurrence of the violation of the Act.

CANDIDACY FOR ELECTIVE OFFICE

FIRST AMENDMENT

REASONABLE PREDICTION OF DISRUPTION

EVALUATION AND ACTION

FIRST AMENDMENT

While the City recognizes that the First Amendment provides Constitutional protections for the political activity of its employees, it also recognizes that this right is not absolute when balancing the right of the individual to become a candidate for office and the City's interest in promoting the efficiency of the public services it performs through its employees.

REASONABLE PREDICTION OF DISRUPTION

1. If an employee initiates candidacy against an Elected Official and there is a reasonable prediction of disruption, the employee must resign or face possible employment action, including being placed on an unpaid leave of absence or termination.
2. A reasonable prediction of disruption is based upon any of the following factors:
 - a. The size of the department in which the employee works—the smaller the department, the greater the likelihood of disruption;
 - b. Whether the employee candidate holds a position of trust and confidence to the incumbent—the closer the ties, the greater the likelihood of disruption;
 - c. Whether the employee candidate is running for a position in which he/she would replace or become superior to his/her current supervisor—in such circumstances the likelihood of disruption would be greater; or
 - d. The nature of the relationship between the employee candidate and the incumbent and the degree of contact they have with one another—the greater the amount of contact and interaction, the greater the likelihood of disruption.
 - e. Not all of the above factors must be met to find a reasonable prediction of disruption.

EVALUATION AND ACTION

1. The Elected Official should consult with legal counsel for the City in determining whether there exists a reasonable prediction of disruption and the appropriate employment action to take.
2. The Elected Official should set out in writing the factual basis for finding that there exists a reasonable prediction of disruption using the above factors and his reasoning for taking the specific action. The written findings should be provided to the employee and placed in the employee's personnel file.
3. All other applicable procedures that allow an opportunity to be heard, as set out in this policy, will apply.

ATTENDANCE AND PUNCTUALITY

It is important for employees to report to work on time and to avoid unnecessary absences. The City recognizes that illness or other circumstances beyond an employee's control may cause him/her to be absent from work from time to time. However, frequent absenteeism or tardiness may result in disciplinary action, up to and including discharge. Excessive absenteeism or frequent tardiness puts an unnecessary strain on co-workers and can have a negative impact on the success of the City.

Employees are expected to report to work when scheduled. Whenever an employee knows in advance that he/she is going to be absent, the employee should notify his/her immediate supervisor. If the absence is unexpected, the employee should attempt to reach his/her immediate supervisor as soon as possible, but in no event later than one hour before the employee is due at work. In the event the immediate supervisor is unavailable, the employee must speak with the Mayor or department head. If the employee must leave a voicemail, he/she must provide a phone number where the employee may be reached if need be.

RELATIONSHIP POLICY

Any supervisor involved in a romantic relationship with a subordinate must immediately notify his/her superior of the existence of any such relationship. Efforts should be made to eliminate supervisory responsibility for one who is romantically involved with a subordinate. Employees involved in such relationship bear a responsibility to the City to cooperate in any effort to avoid the potential conflicts that can arise from such personal relationships in the workplace. Such relationship may result in a change of employment duties.

NO SMOKING POLICY

The City buildings and facilities are non-smoking in accordance with state and federal requirements. Use of tobacco products of any kind or e-cigarettes is not allowed within all indoor spaces of the City's buildings and facilities or in City vehicles. Smoking is only permitted outside of City buildings and facilities at least 50 feet away from entrances.

AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities

Amendments Act (ADAAA) prohibit employers with 15 or more employees from discriminating against individuals with disabilities.

The City will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job, unless:

1. doing so causes a direct threat to these individuals or others in the workplace, and the threat cannot be eliminated by reasonable accommodation; or
2. the accommodation creates an undue hardship to the City.

Employees should contact their supervisor or the City Clerk's Office with any questions or requests for accommodation.

SUBSTANCE ABUSE

The City recognizes alcohol and drug abuse as potential health, safety and security problems. The City expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances. Compliance with this substance abuse policy is made a condition of employment, and violations of the policy may lead to discipline and/or discharge.

All employees are prohibited from engaging in the unlawful manufacture, possession, use, distribution or purchase of illicit drugs, alcohol or other intoxicants, as well as the misuse of prescription drugs on City premises or at any time and any place during working hours. While we cannot control the behavior of employees off the premises on their own time, we certainly encourage employees to behave responsibly and appropriately at all times. All employees are required to report to their jobs in appropriate mental and physical condition, ready to work.

Substance abuse is an illness that can be treated. Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. Employees may inform their immediate supervisor, department head, or the City Clerk's Office for assistance in seeking help, including possible coverage under the City's medical insurance plan, to address substance abuse.

When work performance is impaired, admission to or use of a treatment or other program does not preclude appropriate action by the City.

DRUG AND ALCOHOL TESTING / SCREENING POLICY

The City of New Meadows complies with Federal Requirements and State guidelines concerning Drug and Alcohol Testing/Screening of applicants and employees. The City of New Meadows has developed a policy in conformity with the Department of Transportation (DOT) Drug and Alcohol Testing Program Regulation 49 CFR Part 40 and Federal Motor Carriers Safety Administration Regulation 49 CFR Part 382.

SECONDARY EMPLOYMENT

The purpose of this policy is to provide a procedure governing Secondary Employment for City Employees. This policy is an attempt to avoid a conflict with performance of assigned duties and responsibilities in situations when a City Employee wishes to accept Secondary Employment.

Secondary Employment includes:

- Employment with an external employer;
- Performing work on a voluntary basis;
- Engaging in a private business in any capacity;
- Self-employment;
- Undertaking any form of paid activity such as lecture fees, director's fees, consultant fees, etc.

It is the policy of the City of New Meadows to permit employees to engage in Secondary Employment when it does not create a conflict of interest or constitute an incompatible activity. This policy shall be considered to be a permissive policy and shall be liberally construed. Each employee is required to complete a Secondary Employment Agreement before engaging in Secondary Employment, as described above. The agreement shall be reviewed and approved by the Mayor and City Council to ensure that the Secondary Employment is compatible with the employee's job and does not impair the employee's ability to perform his/her job for the city or create a potential conflict of interest.

An employee's Secondary employment, activity or enterprise may be prohibited if it:

- Involves time demands that would impair the employee's mental or physical capacity to perform City duties;
- Involves activities or business dealings that are likely to cause criticism or embarrassment to the City;
- Involves working for an employer or doing business with a client who has a

contract with the City;

- Promotes the use of the employee's title or position with the City or implies an official City endorsement of the secondary employment's business, service, product, etc.;
- Creates a real or apparent conflict of interest;
- Requires the employee to share or make use of official information that is confidential or not available to the general public except by request.

EMPLOYEE CODE OF CONDUCT

EXPECTED CONDUCT

PROHIBITED CONDUCT

Employees are expected to conduct themselves in a professional manner that is both civil and cooperative. City employees are public employees and therefore are exposed to additional public scrutiny in both their public and personal conduct. This Code of Conduct has been established to aid employees in understanding both expected and prohibited conduct. Violations of the Code of Conduct will be grounds for disciplinary action up to and including termination of employment. This list is illustrative and not all inclusive. Other behaviors and acts of misconduct not specifically detailed here may be grounds for disciplinary action as well. Nothing contained herein is intended to change the at-will nature of employment or limit the reasons for which an employee may be disciplined.

EXPECTED CONDUCT

Each employee is expected to conduct himself/herself in a professional manner. In order to accomplish this, each employee must:

1. Be respectful, courteous and professional. Work cooperatively and constructively with fellow workers and members of the public.
2. Be prompt and regular in attendance at work for defined work schedules or other required employer functions, and follow procedures for exceptions to the normal schedules, including the scheduling and taking of vacation and sick leave.
3. Comply with dress standards established in the department for which the employee works. In the absence of any departmental dress standards, clothing will be appropriate for the functions performed and will present a suitable appearance to the public.
4. Abide by all departmental rules and direction of a supervisor whether written or oral. No employee will be required to follow the directive of a supervisor that violates the laws of the local jurisdiction, state or nation.
5. Maintain the confidential nature of records that are not open to the public in accordance with the direction of the responsible official and current State/Federal Code.
6. Maintain a current appropriate driver's license when work for the City requires the employee to drive a vehicle as part of his/her responsibilities. Each such employee must report any state-imposed driving restrictions to his/her immediate supervisor and notify his/her supervisor if his/her driving abilities are impaired.
7. Follow all workplace safety rules whether established formally by the department or

by outside agencies.

8. Report all accidents that occur or are observed on the job, or that involve City property, and cooperate as requested in the reconstruction of any such accident.

9. Avoid conflicts of interests in appointments and working relationships with other employees, contractors and potential contractors in the City and related agencies.

10. Adhere to any code of ethics in the employee's profession.

PROHIBITED CONDUCT

Employees are expected to refrain from behaviors that reflect adversely upon the City, to include:

1. Not initiate or participate, or encourage others, in acts or threats of violence, bullying, malicious gossip, spreading of rumors, or any other behavior designed to create discord and lack of harmony, or that willfully interferes with another employee's ability to do his/her job.
2. Not engage in abusive conduct or language, including profanity and loud, threatening or harassing speech, toward or in the presence of fellow employees or the public.
3. Not engage in conduct at or away from work that may reflect adversely upon the City or its officials or otherwise impair the employee's ability to perform.
4. Not engage in prolonged visiting with co-workers, children, friends or family members that interferes with work in the department in which the employee serves.
5. Not use work time for personal business, including the selling of goods or services to the general public.
6. Not use phones or computers in the workplace in a manner that violates policy or that disrupts workplace productivity, including time spent on social media.
7. Not use work time or public premises to promote religious beliefs to members of the public or fellow employees.
8. Not have non-City employment, or serve on any board or commission, that conflicts with duties performed for the City in any meaningful way. Individual offices/departments may determine permissible examples of outside employment.
9. Not knowingly make any false report or complaint regarding behavior of others or participate in such report or complaint.
10. Not release any public record, including personnel records, without the express authority of the public official responsible for custody of the record and State

/Federal Code.

11. Not use any substances, lawful or unlawful, that will impair the employee's ability to competently perform his/her work or threaten the safety and well-being of other workers or the public. If the employee is prescribed a medication that may impair the employee's ability to safely do his/her job, the employee is required to provide a physician's note explaining the possible effects of the medication on the employee's ability to do his/her job and the length of the time that the employee will be required to take the medication. The employee may be required to take leave while taking the medication.
12. Not destroy, alter, falsify or steal the whole or any part of a police report or any record kept as part of the official governmental records of the City (I.C. §§ 18-3201 and 18-3202).
13. Not engage in political activities while on duty. This rule does not apply to Elected Officials.
14. Not provide false or misleading information on employment applications, job performance reports or any other related personnel documents or papers.
15. Not engage in conduct that violates the laws of the state of Idaho.
16. Not accept gifts or gratuities in any personal or professional capacity that, although it may be legal, could create the impression that the giver was seeking favor from the employee or official in violation of I.C. § 18-1356 and I.C. § 18-1357.
17. Not engage in criminal conduct of any kind while on or off duty.

WORKPLACE VIOLENCE

The City seeks to provide a violence-free workplace. Violence in the workplace poses a threat to the safety of employees and the public. The City will not tolerate acts and behaviors that are likely to result in workplace violence, including, but not limited to, abusive language, hitting or shoving, threats of bodily harm, threats or acts of violence, brandishing of an object which may be used as a weapon, sending threatening, harassing or abusive e-mail and faxes, using the workplace to violate protective orders and stalking.

All employees are responsible for minimizing workplace violence. All acts or threats of violence should be promptly reported to a supervisor, department head or the Mayor. Employees should also report situations that they believe could lead to workplace violence, including but not limited to protective orders or other no-contact orders.

Any employee who is determined to be responsible for acts or threats of violence, or other conduct listed in this section, will be subject to prompt disciplinary action up to and including termination of employment.

UNLAWFUL WORKPLACE DISCRIMINATION, HARASSMENT AND RETALIATION

[WORKPLACE DISCRIMINATION](#)

[WORKPLACE HARASSMENT](#)

[WORKPLACE SEXUAL HARASSMENT](#)

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The City strives to maintain a supportive and civil workplace—one in which employees treat each other with respect and dignity. In keeping with these values, the City prohibits and does not tolerate unlawful workplace discrimination, harassment or retaliation.

The following defined terms are applicable to this section:

Legally protected class means a personal characteristic that is protected by law. This includes race, color, national origin, religion, sex, age (40 and over), disability, or any other characteristic protected by law.

Participation in the workplace includes all aspects of being an employee at the City, including recruitment, hiring, job performance, performance reviews, training, development, promotion, demotion, transfer, compensation, benefits, educational assistance, layoff and recall, participation in social and recreational programs, termination and/or retirement.

WORKPLACE DISCRIMINATION

Workplace discrimination is when one or more persons in a **legally protected class** are treated adversely with respect to their **participation in the workplace**. Adverse employment actions usually involve decisions made by supervisors, department heads, or Elected Officials that affect the workplace status and benefits of employees.

Illegal adverse employment actions may include, but are not limited to, not hiring a qualified applicant due to his/her age, not promoting an employee due to his/her religious beliefs, denying an employee a raise due to his/her race, disciplining an employee more harshly than others due to his/her sex, and terminating an employee due to his/her national origin.

WORKPLACE HARASSMENT

Workplace harassment is unwelcome conduct that is directed to one or more persons in a **legally protected class** that interferes with their **participation in the workplace**. The

offensive conduct must be severe or recurring such that it creates a work environment that a reasonable person would consider intimidating, hostile or abusive. Petty slights, annoyance, and isolated incidents (unless extremely serious) will not rise to the level of illegality.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures.

WORKPLACE SEXUAL HARASSMENT

Sexual harassment is a specific type of workplace harassment. Since it is particularly destructive to the work environment it is more thoroughly addressed here.

Sexual harassment occurs when one or more persons are subject to unwelcome sexual advances, request for sexual favors, or other verbal, non-verbal, visual or physical harassment of a sexual nature that is so severe or recurring such that it creates a hostile or offensive work environment.

Sexual harassment includes sexually harassing others of the same and/or different gender, gender identity or gender expression.

Sexual harassment is unlawful whether it involves co-workers, supervisors, department heads, Elected Officials, or customers of the City.

Sexual harassment may include, but is not limited to:

- Leering, making sexual gestures, or displaying derogatory and or sexually suggestive objects, pictures, cartoons, posters or drawings;
- Sexually degrading language, derogatory comments, epithets, slurs, sexually explicit jokes or comments;
- Verbal or non-verbal unwanted sexual advances or propositions;
- Threatening or making reprisals after a negative response to sexual advances;
- Offering employment benefits such as raises, promotions and job retention in exchange for sexual favors;
- Unwanted physical conduct such as touching, massaging, pinching, patting, hugging; and
- Physical interference with normal work or movement including impeding or blocking movement.

HOSTILE WORK ENVIRONMENT

A hostile work environment is discrimination or harassment in the workplace in which

comments or conduct based on a **legally protected class**, unreasonably interferes with **participation in the workplace**. To a reasonable person, the comments or conduct must be severe or recurring such that it creates an intimidating or offensive work environment. Isolated incidents, petty slights, occasional teasing or impolite behavior are generally not sufficient to create a hostile work environment.

Examples of a hostile work environment may include, but are not limited to, being subjected to daily racial slurs, recurring derogatory comments about job performance based on gender, continuous sexual advances or propositions, frequently receiving sexually explicit emails from a coworker, physical harassment like hitting, pushing, groping and other touching.

WORKPLACE RETALIATION

Workplace retaliation is when an employee is punished or negatively treated because the employee engaged in legally protected activity, including initiating a complaint of discrimination or harassment, providing information or assisting in an investigation or refusing to follow orders that would result in discrimination or harassment. Retaliation can result from employment action taken by a supervisor, department head, Elected Official or from acts of other employees.

Examples of conduct that might be considered retaliation for engaging in protected activity include assigning the employee to less desirable tasks or shifts in the office, denying an employee a promotion or raise, socially isolating an employee, playing practical jokes on the employee, and allowing other employees to be critical of an employee for participating in a workplace investigation into alleged discrimination or harassment.

RESPONSIBILITIES

EMPLOYEE RESPONSIBILITIES

SUPERVISOR RESPONSIBILITIES

DESIGNATED OFFICIAL

EMPLOYEE RESPONSIBILITIES

Employees should report incidents of discrimination, harassment, sexual harassment, hostile work environment or retaliation as soon as possible after the occurrence.

Reporting should be made to any of the following:

- Designated Official
- Supervisor
- Department Head
- City Clerk's Office

- Legal Counsel for the City

If the employee's supervisor is the subject of the incident, the employee should instead report the incident to one of the other listed officials. Reporting should be made regardless of whether the offensive act was committed by a supervisor, co-worker, vendor, visitor or customer.

SUPERVISOR RESPONSIBILITIES

All supervisors are expected to ensure that the work environment is free from unlawful discrimination, harassment, sexual harassment, retaliation or the development of a hostile work environment. They are responsible for the application and communication of this policy within their work areas. Supervisors should:

- Encourage employees to report any violations of this policy before the harassment becomes severe or recurring.
- Make sure the Mayor or legal counsel is made aware of any inappropriate behavior in the workplace.
- Create a work environment where sexual and other harassment, discrimination, or retaliation is not permitted.
- Correct any behaviors they observe that could constitute unlawful discrimination, harassment, sexual harassment or hostile work environment.
- Report any complaint of unlawful discrimination, harassment, sexual harassment, retaliation or hostile work environment to the Designated Official.

DESIGNATED OFFICIAL

The City designates the Municipal Attorney, or his/her designee, as the Designated Official who will be responsible for directing the procedures of this policy.

PROCEDURE FOR REPORTING AND INVESTIGATING

The following steps must be followed to report and investigate incidents of unlawful discrimination, harassment, sexual harassment, retaliation, or the development of a hostile work environment.

1. A person who believes he/she has been unlawfully discriminated, harassed or retaliated against, or who observes or knows about behavior in the workplace that could be unlawful discrimination, harassment or retaliation, should report it to the Designated Official, his/her supervisor, department head or Elected Official. The individual receiving the report must then forward it to the Designated Official. If the Designated Official is the subject of the complaint, the report must then be forwarded to legal counsel for the City.

2. Once such a complaint has been made, the complaint cannot be withdrawn by the complainant without a determination that it was made erroneously.
3. The Designated Official should promptly review the complaint and consult with legal counsel for the City.
4. In appropriate circumstances, the person who is alleged to have committed the offense may be placed on paid or unpaid administrative leave pending a resolution of the allegations.
5. The Designated Official, should engage an appropriate person to investigate the complaint. The investigator should be a neutral party.
6. The investigator should interview the complainant, the person alleged to have committed the offenses, and any relevant witnesses to determine whether or how the alleged conduct occurred.
7. At the conclusion of the investigation, the investigator will submit a report of the findings to the Designated Official, who will then route it as appropriate.
8. The Designated Official and/or the appropriate supervisors will meet separately with both the complainant and the person alleged to have committed the offenses to notify them in person of the findings of the investigation.
9. The complainant and the person alleged to have committed the offenses may submit written statements to the Designated Officials and/or supervisors challenging the factual basis of the findings. Unless circumstances prevent, the statement must be submitted no later than 5 working days after the meeting in which the findings of the investigation are discussed.
10. After the Designated Official and/or supervisors have met with both parties and reviewed the documentation, a decision will be made as to what action, if any, should be taken by the Mayor or department head.
11. At the conclusion of this complaint procedure, the complainant should be informed that appropriate action, if any, has been taken. Because disciplinary personnel matters are confidential, details of the specific discipline should not be shared with the complainant.

DISCIPLINARY ACTION

1. If it is determined that unlawful discrimination, harassment or retaliation has occurred, an appropriate course of action will be taken by the City. The action will depend on the following factors:
 - a. The severity, frequency and pervasiveness of the conduct;

- b. The conduct of the respective employees;
 - c. Prior complaints made against the person alleged to have committed the offenses; and
 - d. The quality of the evidence (first-hand knowledge, credible corroboration etc.).
2. If problematic conduct is revealed in the investigation, corrective action may be taken even if the investigation is inconclusive or if it is determined that there has been no unlawful discrimination, harassment or retaliation.

CONFIDENTIALITY

Confidentiality will be maintained to the fullest extent possible in accordance with applicable federal, state and local law. However, a complete and thorough investigation of the allegations will require the investigator to inform witnesses of certain aspects of the complaint in order to obtain an accurate account of the actions of the parties involved. The City's insurer may also be engaged to assist in all phases of any proceeding or investigation.

EMPLOYEE PERSONNEL FILES

PERSONNEL RECORDS

ACCESS OF PERSONNEL FILES

MANGEMENT OF INFORMATION IN PERSONNEL FILES

PERSONNEL RECORDS

1. The official employee records for the City will be kept by the City Clerk and/or Treasurer
2. The personnel files should contain records related to employee performance, employee status, COPIES of records of training and other relevant materials related to the employee's service with the City.
3. The employee's supervisor, Elected Officials and the employee himself/herself may contribute materials to the personnel files deemed relevant to the employee's performance.

ACCESS OF PERSONNEL FILES

1. Only the employee's supervisors, the Mayor, the City Council when acting as a board in the course of its official business, attorneys for the City, and the employee are authorized to view materials in a personnel file. Access of others to such files will be allowed only when authorized after consultation with legal counsel for the City and approved by City Council.
2. Information regarding personnel matters will only be provided to outside parties with a release from the employee, when deemed necessary by legal counsel for the City, or pursuant to a Court order or a proper subpoena.
3. The City reserves the right to disclose the contents of personnel files to outside state or federal agencies, its insurance carrier or its carrier's agents for risk management purposes, or when necessary to defend itself against allegations of unlawful conduct.
4. Copies of materials in an employee's personnel file are available to that employee without charge, subject to exceptions provided by statutes.

MANGEMENT OF INFORMATION IN PERSONNEL FILES

Each employee will be provided an opportunity to contest the contents of his/her personnel file at any time, by filing a written objection and explanation that will be included in the file along with the objectionable material. In the sole judgment of the Mayor and City Council, after consultation with legal counsel for the City, any offending material may be removed upon a finding by the City that it is false or unfairly misleading.

In general, there is a presumption that materials are to remain in personnel files accompanied by the employee's written objection and explanation to provide a complete employment history. Any such approved removal of information will be documented in writing and maintained in the employee's personnel file.

EMPLOYEE CLASSIFICATION

EMPLOYEE CLASSIFICATION FOR EMPLOYMENT STATUS

EMPLOYEE CLASSIFICATION FOR BENEFIT PURPOSES

For various reasons, employee status must be organized by classes in order to administer employee policies, benefits or otherwise address employment issues. It is generally the responsibility of the employee to assure that he/she is properly categorized for purposes of each issue or benefit type. The City will endeavor to assist with such matters, but the employee is ultimately responsible to assure that his/her service is properly addressed.

EMPLOYEE CLASSIFICATION FOR EMPLOYMENT STATUS

Except as otherwise provided in this paragraph, employees of The City of New Meadows will not be suspended without pay, demoted with an accompanying change in pay, or discharged from their positions except for cause related to performance of their job duties or other violations of this policy. Cause shall be determined by the employee's supervisor/elected official and shall be communicated in writing to the employee when employee status is changed. (Contract Attorneys of the City of New Meadows are not subject to the personnel appeal procedure, being subject instead to the rules of professional conduct for their profession.) Only suspension without pay, demotion with change of pay, or discharge for cause shall be subject to the appeal procedure set forth in this personnel policy. The appeal procedure is to be construed in a directory manner. It is the duty of the appellant to show by clear and convincing evidence that the factual basis for the personnel action is incorrect or that the reasons for the personnel action are contrary to the public interest or violate existing law. Should the appellant establish such basis, the employee's back wages and benefits shall be restored as if the specified action had not been taken. Changes in employment status which are the result of budgetary needs, reductions in force, reorganization of work duties through transfer or reassignment, or general changes in the terms or conditions of employment or of benefit offerings shall not be subject to the appeal procedure set forth herein. The City of New Meadows retains full authority, with prior notice, to modify the general terms and conditions of employment. Additional information may be obtained in the personnel office or by appointment with the administrator.

EMPLOYEE CLASSIFICATION FOR BENEFIT PURPOSES

ELECTED OFFICIALS

FULL-TIME REGULAR EMPLOYEES

PART-TIME REGULAR EMPLOYEES

CASUAL / SEASONAL EMPLOYEES

PROBATIONARY / INTRODUCTORY EMPLOYEES

TEMPORARY EMPLOYEES

The classification of the position an employee holds with the City may affect the status of

obligations or benefits associated with his/her employment. The primary classes of employees are:

ELECTED OFFICIALS

Elected Officials are not considered regular employees. Elected Officials receive employment benefits as identified in an ORDINANCE adopted by the City Council.

FULL-TIME REGULAR EMPLOYEES

An employees whose typical work schedule calls for at least 140 hours of scheduled work during each 30 calendar-day payroll period is classified as a Full-Time regular employee. Full-time regular employees shall receive all employee benefits provided by the City of New Meadows as such benefits now exist or may be subsequently changed.

PART-TIME REGULAR EMPLOYEES

Employees whose typical work schedule calls for less than 139 hours of scheduled work during each 30 calendar-day payroll period are classified as Part-Time Employees. Part-time regular employees shall receive reduced employee benefits in accordance with policies adopted by the City Council and certain mandatory state benefit programs.

CASUAL / SEASONAL EMPLOYEES

Employees who provide services for The City of New Meadows on an irregular or temporary basis or whose scheduled hours of employment for the entity are typically fewer than 20 hours in each payroll period are classified as casual/seasonal employees. Casual employees will receive no benefits provided to regular employees, except those required by law or those provided by express written authorization of the Council.

PROBATIONARY / INTRODUCTORY EMPLOYEES

An employee whose performance is being evaluated to determine whether further employment in a specific position or with the City is appropriate are classified as a Probationary / Introductory Employee. Employees who satisfactorily complete the probationary period will be notified of their new employment classification.

TEMPORARY EMPLOYEES

An employee who is hired as an interim replacement, to temporarily supplement the work force, or to assist in the completion of a specific project are classified as a Temporary Employee. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain this status unless and until notified of a change. While temporary employees receive all legally-mandated benefits (such as Worker's Compensation insurance and Social Security), they are ineligible for

all of the City's other benefit programs.

COMPENSATION POLICIES

EMPLOYEE COMPENSATION

COMPLIANCE WITH STATE AND FEDERAL PAY ACTS

RIGHT TO CHANGE COMPENSATION AND BENEFITS

OVERTIME / COMPENSATORY TIME POLICY

REPORTING AND VERIFYING TIME RECORDS

WORK PERIODS

PAYROLL PROCEDURES AND PAYDAYS

PAYROLL DEDUCTIONS

MILITARY LEAVE

COMPENSATION WHILE SERVING ON JURY DUTY OR AS A WITNESS IN A COURT PROCEEDING

TRAVEL EXPENSE REIMBURSEMENT

ON-THE-JOB INJURIES

EMPLOYEE COMPENSATION

The City of New Meadows compensates employees in accordance with the level of responsibilities, performance and decisions by the Council as budgets are set and tax levies are authorized. Pay for any given position is subject to the annual budgetary process and as such may be subject to increase, reduction, or status quo maintenance for any time period.

The supervising elected official or department head may make suggestions about salary compensation and other pay system concerns but the final decision regarding compensation levels rests with the Council. The Council reserves the right to make budget adjustments, and consequently pay adjustments, during the course of the budget year in order to manage cash flow or to deal with other circumstances which they think justify changes in entity expenditures. Employees may participate in a performance evaluation system established by the Council or by an individual department with the approval of the governing board. Such evaluation systems may be the basis for allocating changes in compensation in each budget year. Should such an evaluation system be established, records of any such evaluations shall be kept in the personnel file of each employee.

COMPLIANCE WITH STATE AND FEDERAL PAY ACTS

The City of New Meadows shall comply with all State and Federal pay acts regarding the compensation of employees for services performed in the public service.

RIGHT TO CHANGE COMPENSATION AND BENEFITS

The City of New Meadows, through its Council, reserves the right to change, condition, or terminate any benefits set forth in this section. No employee shall acquire any rights in

any current or future status of benefits except as the law otherwise requires.

OVERTIME / COMPENSATORY TIME POLICY

In addition to the employee classifications set forth elsewhere in this policy, all employees are classified as either exempt or hourly for purposes of complying with the Federal Fair Labor Standards Act.

(FLSA). The FLSA is the Federal wage and hour law which governs the obligation of employers to pay overtime compensation. Elected Officials and certain other employees are exempt from operation of this law because they hold positions which are professional or primarily executive or administrative in nature. As such, exempt employees are not required to receive overtime pay for hours worked beyond the limits provided by the statute. Employees who serve as sworn law enforcement officers and as fire fighters will be subject to special exceptions found in the FLSA (See 207K). Please contact your department supervisor or the office of the City Clerk for further clarification of your FLSA status.

The City of New Meadows allows the accumulation and use of compensatory time, in amounts not to exceed accumulation of 24 hours.

REPORTING AND VERIFYING TIME RECORDS

It is the responsibility of each employee to properly record time that he or she has worked during a payroll period. Each time sheet shall bear the signature of the employee with a statement verifying its accuracy and a counter signature by a supervisor indicating that the hours claimed were actually worked. These records shall be retained for at least five years following a pay period or the conclusion of an employee's service.

WORK PERIODS

Employment with the City of New Meadows is subject to the Federal Fair Labor Standards Act as previously described. Each employee is responsible for monitoring the status of hours worked in each work period. Overtime will be allowed only when authorized by an appropriate supervisor or when absolutely necessary in an emergency. The work week for all regular employees who are subject to the FLSA will begin at 12:00 (midnight) on Sunday of each week and concludes at 11:59 p.m. of the succeeding Saturday. For regular employees, hours actually worked in excess of forty in a work week will be computed at one and one-half (1&1/2) times the hours worked. This time will be paid, or compensatory time will be allowed to accrue on the next paycheck following the work period during which it was earned. Sworn law enforcement officers and fire fighters are subject to the special exception for their respective professions (§ 207(k)) which allows establishment of their work period up to twenty-eight days. Overtime compensation is to be paid for qualifying law enforcement hours beyond 171 in a 28-day work period or for qualifying fire fighter's hours beyond 212 in a 28-day work period. For these special exception employees, payment of overtime compensation will

be paid, or authorized compensatory time will accrue, on the paycheck which follows the conclusion of a 28-day work period by at least one week. Questions about overtime and compensatory time should be directed to your supervisor or the personnel/payroll office.

PAYROLL PROCEDURES AND PAYDAYS

- Employees are paid twice each month.
- Paychecks are issued by the office of the City Clerk and/or Treasurer on the First business day of the month and the 16th day of the month. If the 16th falls on a Saturday or Sunday, paychecks will be issued on the next business day.
- Paychecks compensate employees for work performed in that pay period. The 1st-15th and the 16th-the last day of the month.
- Paychecks are to be distributed at the workplace prior to 4:00 p.m. on the days noted above.
- It is the obligation of each employee to monitor the accuracy of each paycheck received. Information shown on the employee's paycheck stub is provided for information only.
- Actual practices respecting the issuance of paychecks and allocation of employee benefits must be consistent with the official policy of the City.
- In the event of disagreement between the paycheck stub and official policy as interpreted by the Council with the assistance of the City Clerk and/or Treasurer, the policy shall prevail.

PAYROLL DEDUCTIONS

No payroll deductions will be made from an employee's paycheck unless authorized in writing by the employee, or as required by law (Idaho Code § 45-609).

MILITARY LEAVE

An unpaid leave of absence will be granted to an employee to participate in ordered and authorized field training in accordance with Idaho Code §§ 46-407 and 46-409, and the Uniformed Services Employment and Reemployment Rights Act (USERRA).

COMPENSATION WHILE SERVING ON JURY DUTY OR AS A WITNESS IN A COURT PROCEEDING

The City encourages employees to fulfill their civic responsibilities by serving on jury duty when required. Leave will be granted, and full pay provided, to employees called to serve as a court witness in matters specifically related to City operations or called to serve on jury duty.

TRAVEL EXPENSE REIMBURSEMENT

An employee on City business shall be reimbursed for expenses incurred in completing his / her work related assignment in accordance with the policies established by the Council. Each employee is responsible for providing verified receipts for any expenses for which reimbursement is requested in accordance with Idaho Code § 31-1506 or its successor. All reimbursement requests shall be requested with proper documentation, and on an approved form provided by the City Clerk or Treasurer.

Reimbursement shall be no more than the following, or as set by Resolution from time to time;

- Breakfast.....\$10.00
- Lunch.....\$15.00
- Dinner.....\$15.00
- Lodging.....Actual Reasonable Costs
- Mileage.....Current Rate as set forth by the IRS
- Registration.....Actual Fees

ON-THE-JOB INJURIES

All on-the-job injuries shall be reported to the City Clerk within 24 hours to allow filing of worker's compensation claims in the proper manner. If an employee is disabled temporarily by an on-the-job accident, he/she may be eligible for worker's compensation benefits. Return to employment will be authorized on a case-by-case basis upon consultation with the supervising official and the State Insurance Fund. Concerns associated with an injured worker's status may be brought before the City Council and Mayor.

EMPLOYEE BENEFITS

[VACATION LEAVE](#)

[PAID TIME OFF POLICY](#)

[HOLIDAYS](#)

[BEREAVEMENT LEAVE](#)

[LEAVE OF ABSENCE](#)

[TEMPORARY EMPLOYEE BENEFITS](#)

[INSURANCE COVERAGE AVAILABLE TO EMPLOYEES](#)

[PUBLIC EMPLOYEE RETIREMENT SYSTEM OF IDAHO](#)

[TRANSFER OF BENEFITS WITH EMPLOYEE TRANSFER](#)

[TRANSFER OF PERSONAL HOURS](#)

[EDUCATION BENEFITS](#)

[MISCELLANEOUS BENEFITS](#)

[REDUCTION OF BENEFITS](#)

The City of New Meadows offers a number of employee benefits for full-time regular employees. These benefit offerings are subject to change or termination in the sole discretion of the City Council. Each is subject to the specific terms of its respective insurance policy and / or official resolution of the City council.

VACATION LEAVE

Vacation leave is available to those employees who are classified as Regular Full-Time or Regular Part-Time Employees who have completed the equivalent of 6 months of employment. Vacation accrues from the start of employment in the following manner:

Length of Service Vacation Accrual for Regular Full-Time Employees

<u>Length of Service</u>	<u>Vacation Accrued</u>
1 - 7 Years	2 Weeks
8-15 Years	3 Weeks
Over 15 Years	4 Weeks

Length of Service Vacation Accrual for Regular Part-Time Employees

For each hour worked, 0.04165 hours are earned.

Vacation leave can only accrue to a 25-day maximum. Any excess, over 5 days, not used during the year in which it accrues will be forfeited, without right of compensation,

at the conclusion of the fiscal year in which it became excess. This rule may be subject to an exception for one year's additional accrual upon written permission of the responsible elected official and the Council.

Use of vacation leave of 8 hours or more shall be scheduled with the consent of the employee's immediate supervisor or Mayor. Efforts will be made to accommodate the preference of the employee in vacation scheduling, but first priority will be the orderly functioning of departments.

No employee shall receive pay in lieu of vacation unless specific approval is given by the Mayor and City Council.

PAID TIME OFF POLICY

Personal leave benefits are provided to employees at a rate of 1 day per month served. Personal leave is a benefit to the employee and shall be requested at least two hours before the time when the scheduled work period is to begin. Personal leave may be denied if there is no illness or injury that prevents the employee from working productively or safely and the scheduled work duties include imminent and necessary activities that will jeopardize city operations if not carried out in a timely manner. Excessive use of personal leave with no regard for the city's schedule and activities may result in an employee review and a subsequent change in approval requirements.

Personal leave can accrue to a maximum of 90 days. There is no personal leave carry-over provision comparable to that provided in the city's vacation policy. Personal leave benefit recipients will receive their normal compensation when using personal leave benefits. Other provisions of policy regarding personal leave can be found in resolutions adopted by the City Council.

Personal leave shall be allowed to employees only in the case of actual sickness or disability of the employee or for medical, dental, or eye examination or treatment for which arrangements cannot be made outside of working hours for the employee, spouse, or dependents.

Upon application of a regular employee, the Mayor and the City Council may grant sick leave without pay when earned sick leave is not sufficient on a case by case basis on such conditions and terms as may then be set.

HOLIDAYS

Ten official holidays are provided for full-time employees. Employees having full-time active status on the date of any holiday shall receive compensation for that Holiday even though they do not work. Holidays which fall on Saturday shall be observed on the preceding Friday. Those which fall on Sunday shall be observed on the succeeding Monday. The holiday schedule may be changed at any time by the Council.

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New Year's Day	Human Right's Day	President's Day	Memorial Day	Independence Day
Labor Day	Columbus Day	Veteran's Day	Thanksgiving Day	Christmas Day

BEREAVEMENT LEAVE

Up to three days of paid leave of absence shall be granted for a death in the immediate family (spouse, parents, grandparents, children, grandchildren, brothers and sisters). Additional leave may be granted from accrued vacation leave or unpaid leave of absence.

LEAVE OF ABSENCE

Up to thirty days of unpaid leave can be granted by the Mayor and City Council for any justifiable purpose. Paid leave in any amount or unpaid leave in excess of thirty days shall require written approval of the Council.

TEMPORARY EMPLOYEE BENEFITS

Temporary employees shall not receive benefits.

INSURANCE COVERAGE AVAILABLE TO EMPLOYEES

The City of New Meadows provides comprehensive health, dental, and eye insurance to employees and offers family coverage at the employee's option. Insurance coverage begins on the first day of the month following the three-month anniversary of the employees start date. All coverage is subject to policy terms and to change at any time with notice. Claims procedures are administered by the personnel office. Information may be obtained from the personnel office. Limited life insurance coverage and limited disability programs may be provided to full-time employees. The terms of these programs are contained in booklets and administrative policies available for inspection in the personnel office. Worker's compensation insurance covering job related injuries is provided for all employees. Questions about worker's compensation issues should be directed to the City Clerk.

PUBLIC EMPLOYEE RETIREMENT SYSTEM OF IDAHO

The retirement plan of The City of New Meadows combines benefits of the Public Employees Retirement System of Idaho (PERSI) with Social Security (FICA). PERSI charges a percentage of an employee's gross salary, which is presently exempt from Federal and State income taxes, and The City of New Meadows matches this with an additional larger contribution. Contact the City Clerk and/or Treasurer for further information.

TRANSFER OF BENEFITS WITH EMPLOYEE TRANSFER

Accrued benefits for each employee continue to the benefit of that employee if the employee transfers from one department to another within The City of New Meadows. Any such transfer will not result in a reduction of benefit offerings separate and apart from those realized by employees similarly situated.

TRANSFER OF PERSONAL HOURS

An employee may transfer accrued personal hours to another city employee as long as the employee receiving the hours is currently receiving hourly wages that are equal or less than the employee making the transfer. The transfer shall be documented by the City Clerk, approved by the Mayor and details placed in both employee's personnel file. No employee shall be required to transfer accrued personal hours to another employee regardless of the situation.

EDUCATION BENEFITS

All regular full-time and regular part-time employees shall be eligible for an annual stipend to reimburse the employee for education costs related to their employment at the city. This stipend is specifically for education and training which will increase the employee's opportunities for advancement in career goals. The stipend is in addition to required training for maintaining licenses and qualifications required for the employee's current position. Education stipends will be reviewed and approved annually by the Mayor and City Council.

MISCELLANEOUS BENEFITS

In addition to the benefits listed, the City Council may offer additional miscellaneous benefits in accordance with the benefit / program policies.

REDUCTION OF BENEFITS

The City of New Meadows, through its Council, reserves the right to change, condition, or terminate any benefits set forth in this section. No employee shall acquire any rights in any current or future status of benefits except as the law otherwise requires.

EMPLOYEE EVALUATION
STANDARD PROCEDURES
INTERVIEWS (EVALUATION)

STANDARD PROCEDURES

Each employee will be evaluated on an annual basis to assess the performance of that employee in the job being performed for The City of New Meadows. Each evaluation will be given on the basis of the direct supervisor's observations of the employee's performance, the accuracy of the employee's work in addition to the quantity, and additional efforts expended by the employee on behalf of The City of New Meadows. Each supervisor is authorized to use necessary evaluation tools. At the same time the supervisor must fill out a standard The City of New Meadows evaluation form, which shall be placed in the employee's permanent record file.

INTERVIEWS (EVALUATION)

Each evaluation shall be concluded with an interview between the evaluated employee and the immediate supervisor in which the employee will be told what the findings of the employer's evaluation are. Each employee will be given an opportunity to respond to the evaluation both orally, in which case notes may be taken by the supervisor, or the employee may submit a written response to the employer's evaluation to be placed in the employee's personnel file, provided that it is filed with the employer within 10 days of the date of the oral presentation of the evaluation.

EMPLOYEE DISCIPLINE

PURPOSE OF DISCIPLINE POLICY

DISCIPLINARY SYSTEM FRAMEWORK

HIERARCHY OF DISCIPLINE ACTIONS AVAILABLE

APPEAL HEARING

PURPOSE OF DISCIPLINE POLICY

The purpose underlying the discipline policy of The City of New Meadows is to establish a consistent procedure for maintaining suitable behavior and a productive working environment in the workplace. These procedures are directory in nature and minor variations of the processes set forth herein shall not affect the validity of any actions taken pursuant to this policy.

DISCIPLINARY SYSTEM FRAMEWORK

The City of New Meadows adopts the following framework for actions to be taken in the event that employment policies are violated by any employee subject to this manual. Progressive steps may be implemented in order to invoke disincentives to policy violations. The City of New Meadows reserves the right to take any of the prescribed steps in any order in the event that a supervisor deems a policy violation or action of the employee to be serious enough to warrant a certain step. Such steps shall be documented in the record of the disciplinary action. Progressive discipline shall be applied only where the supervisor believes that the potential for improvement and correcting the behavior is possible.

HIERARCHY OF DISCIPLINE ACTIONS AVAILABLE

The following actions are among the progressive disciplinary steps which can be taken by the supervisor in response to personnel policy violations:

1. Oral warning.
2. Written warning or reprimand.
3. Suspension with or without pay.
4. Demotion.
5. Probation.
6. Dismissal.

***All steps may be taken, but some may be skipped depending on the actionable violation.

APPEAL HEARING

The personnel policy of the City of New Meadows establishes the right to a hearing in the event of a discharge or demotion with attendant change in pay or suspension. The elements of procedure to be followed in any such hearing to be undertaken at the direction of the supervisor, unless waived by the employee, are the following:

1. The employee shall be provided notice of the charges against him and the time the hearing is to be conducted.
2. The employee shall be heard before the department supervisor responsible for department management with the oral hearing to last no longer than two hours, unless otherwise approved by the department supervisor.
3. There shall be a record maintained, including a tape recording of the hearing.
4. The employee shall have a right to an explanation of the conduct complained of.
5. The employee shall have an opportunity to be represented by legal counsel at his own expense.
6. The employee shall be provided an opportunity to present evidence and to rebut the information upon which his/her charged misconduct or inadequate performance is based.
7. Every such hearing shall take place as soon as it can be accommodated by the schedules of those involved. Additional time may be granted at the request of the employee upon a showing that additional time is needed to provide facts necessary to respond to the charges. Said decision shall set forth the reasons for the personnel action.

Note: Any appointive office responsibilities may be removed by the Mayor for any cause deemed by the Mayor to be sufficient, section 50-206, Idaho Code. The affirmative vote of three (3) members of the Council is required to confirm such dismissal of such responsibilities. Dismissal of the employee from employment with the City of New Meadows shall follow the City's Disciplinary Policy.

SEPARATION FROM EMPLOYMENT

REDUCTION IN FORCE

REINSTATEMENT POLICY

RETIREMENT

COBRA BENEFITS

EXIT INTERVIEW

RESIGNATION POLICY

ABANDONMENT

REDUCTION IN FORCE

When financial circumstances or changes of workload require, The City of New Meadows reserves the right to reduce forces in such manner as it deems necessary to maintain the effective functioning of The City of New Meadows services. Decisions about the functions to be reduced are not subject to the appeal procedure established by The City of New Meadows

REINSTATEMENT POLICY

Employees who leave The City of New Meadows employment due to a reduction in force shall retain a first right to return in the event of work force rebuilding for one year from the date of their separation. Employees shall retain a preference only for work for which they are fully qualified and for which available service requirements can be met.

RETIREMENT

The retirement policy of The City of New Meadows shall comply in all respects with federal and state requirements respecting mandatory retirement and the obligations established by the Public Employee's Retirement System of Idaho (PERSI). No employee shall be compelled to retire except in compliance with said acts.

COBRA BENEFITS

Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) benefits are not available to employees or former employees of The City of New Meadows because the City's employment status does not apply according to government rules.

EXIT INTERVIEW

Each employee who terminates from employment with The City of New Meadows is encouraged to participate in an exit interview with the designated person, or in the event of involuntary termination with the personnel officer. In such interview, the employer shall notify the employee when certain benefits will terminate and when final pay will be issued. The employee will inform the interviewer about his/her impressions of employment in such interview. An employee exit form may be completed at this point

and will be retained in the employee's personnel file.

RESIGNATION POLICY

Voluntary resignations will only be accepted if made in writing. Any oral resignations will be treated as leave without approval, unless authorized by the supervising official. Under leave without approval an employee may be terminated for "job abandonment" after 3 days of leave that has not received prior written approval. If the employee wants his formal records to indicate "voluntary resignation", they must do so in writing to their supervisor or the administrator.

ABANDONMENT

Employees who have an unexcused or unauthorized absence of three working days or more may be terminated for job abandonment.

ATTACHMENTS

1. Employee Receipt
2. Employee Review
 - a. Performance Title Page
 - b. Employee Performance Criteria
 - c. Summary Score Sheet
 - d. Employee Comment Sheet
3. Employee Correction
 - a. Coaching Form
4. Travel Reimbursement Form
5. Secondary Employment Agreement
6. Social Media Policy
7. Confidentiality Agreement
8. Information Systems Policy / Acknowledgement
9. Reduction in Force Notice
10. Job Descriptions
 - a. City Clerk / Treasurer
 - b. Executive Assistant (Deputy Clerk)
 - c. Public Works Director
 - d. Pubic Works Assistant
 - e. Animal Control Officer
 - f. Parks Maintenance
11. [Employment Application](#)