



HANDBOOK REVISIONS - 2021

104 MISSION, VISION, & VALUES STATEMENTS

MISSION: We will be aggressively progressive through Processes, Relationships and Trust.
VISION: To grow together by always doing the Right Thing at the Right Time for the Right Reason.

Our **VALUES** will define who we are and how we will accomplish our mission and vision.

CLARITY	COMPASSION	COMPETENCY	CHARACTER	COMMITMENT	CONNECTION	CONTRIBUTION	CONSISTENCY
R REGIONAL We will look beyond the city limits of Republic and become a regional leader by being a place where people want to live, work and play. Our thinking will be unlimited. We will challenge the status quo.	E ETHICAL We will be honest in our words and actions. We will be known for our integrity, trustworthiness and commitment to doing what is right, and pursuit of the public interest.	P PROFESSIONAL We will always present a positive image. We will publicly declare our commitment to expertise. We will stay committed to our values and ideals and be held accountable for our performance. We will become known by our steadfast commitment to these values.	U URGENT We will achieve desired results quickly and without hesitation. We will understand our expectations and ensure they are met. We will press forward and not look back.	B BOLD We will be decisive. We will own the decisions we make. We will not allow fear to dictate our actions. We will have fun while accomplishing results. We will build confidence in ourselves and in the people around us through our words and actions.	L LEADERS We will be a leader in all areas of our work. We will set the example. We will go the extra mile in all circumstances. We will remove, not create, obstacles to our success. We will be proactive as opposed to reactive.	I INSIGHTFUL We will appreciate there are two sides to every story and seek to increase our perspective on the issues we face. We will recognize our potential and our limitations. We will be strategic in our thinking. We will have a clear direction and path for accomplishment.	C CARING We will provide peace, security and stability for the citizens of Republic. We will deliver meaningful processes, goods and services. We will strive to improve the quality of life for the people we lead and the community we serve. We will be compassionate and understanding in our personal interactions. We understand people are our greatest asset.

Based on the 8-Pillar Framework™ from Trust Edge Leadership Institute

In 2020, the City implemented the Trust Edge Experience®, which further establishes the foundation for our Mission, Vision and Values through the 8-Pillars of trust, which are: Clarity, Compassion, Character, Competency, Commitment, Connection, Contribution and Consistency.

108 UNCLASSIFIED SERVICES

Unclassified positions shall include the City Administrator, Assistant City Administrator, Chief of Staff, City Attorney, City Clerk, Finance Director, BUILDS Administrator, Police Chief, Fire Chief, Deputy Fire Chief, Municipal Judge, Parks and Recreation Director, Assistant Director of Parks and Recreation, Information Systems Director, Human Resources Director, and other technical or supervisory personnel deemed appropriate and those who may be employed in an advisory capacity. Unclassified service employees may be removed from employment by the appointing authority for any reason, or no reason, without right to appeal or hearing.

303 PROBATIONARY PERIOD

The probationary period is intended to provide new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The City uses this period to evaluate employee capabilities, work habits and overall performance. The employee may receive additional compensation for extraordinary performance at the conclusion of their probationary period with City Administrator approval. Either the employee or the City may end the employment relationship at will at any time during the probationary period, with or without cause or advance notice and without appeal rights. New and rehired employees work on a probationary basis for the first six (6) months after their date of hire. **Some positions (i.e. Sworn Police/Fire) may have a probationary period of one (1) year.**

207 HIRING OF RELATIVES/NEPOTISM

Per the Missouri Constitution, a public employee that, by virtue of his employment, names or appoints to public employment a relative within the fourth degree, by blood or marriage, forfeits his employment.

The employment of relatives in the same area of an organization can cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

No employee of the City of Republic may supervise or be supervised by a family member. This policy applies to any relative, within the organization, who has the authority to review employment decisions. City employees cannot be transferred into such a reporting relationship.

If the relative relationship is established after employment, the individuals concerned will be asked to decide who is to be transferred. If that decision is not made within 30 calendar days, management will decide.

However, in order to retain trained and qualified employees and to maintain avenues of promotion for current employees, the City Administrator may approve situations in which an employee will supervise a family member either directly or indirectly. Should such a situation be approved, it may be terminated without notice, at any time and for any reason, by the City Administrator. No member of the family of the City Administrator or any elected official will be hired for any **regular full-time position** in City employment.

403 VACATION BENEFITS

Full-time Commissioned Police Personnel

	Monthly	Yearly	Maximum	Maximum Payout upon
Length of Service	Accruals	Accruals	Accruals	Separation
0-1 year of service	12 hours	144 hours	144 hours	50 hours

1 year - 4 years of service	15.34 hours	184 hours	348 hours	200 hours
4 years - 9 years of service	18.67 hours	224 hours	428 hours	300 hours
9 or more years of service	22 hours	264 hours	508 hours	400 hours

*Accruals include holiday hours for working continuous operations.

Full-time Fire Employees Working 24 Hour Shifts

	Monthly	Yearly	Maximum	Maximum Payout upon
Length of Service	Accruals	Accruals	Accruals	Separation
0-1 year of service	13.34 hours	160 hours	160 hours	70 hours
1 year - 4 years of service	18 hours	216 hours	412 hours	280 hours
4 years - 9 years of service	22.67 hours	272 hours	524 hours	420 hours
9 or more years of service	27.34 hours	328 hours	636 hours	560 hours

*Accrual based on average 56 hour work weeks and includes holiday hours for continuous operations

405 FREEDOM LEAVE

In keeping with our commitment of maintaining a work-life balance, Leadership Team, as well as other identified exempt positions, will be required to take an annual leave from work, without contact (via email, text, etc.) to staff regarding city business. This leave allows the employee to focus on priorities outside of their work commitments and imposes an opportunity to rest and recharge as an effort to curb burnout and/or sustain results. This leave allows for succession planning as well as proactive due diligence. This leave is considered a privilege and is subject to the guidelines outlined in the Administrative Policy.

406 SICK LEAVE BENEFITS

The sick leave policy is designed to provide full-time employees with paid time off for personal illness or injury, or the illness/injury of an immediate family member. This benefit is intended to help eligible employees maintain a stable base pay during short periods of non-occupational illness or injury.

Full-time employees accrue approximately eight (8) hours of sick leave for every full month of service. **Full-time sworn fire employees working a 56-hour work-week will accrue approximately twelve (12) hours of sick leave for every full month of service.**

In the event of a local, state or national disaster, (i.e. pandemic), mandated sick leave will be paid in accordance with federal/state/local regulations and/or recommendations.

410 BEREAVEMENT LEAVE

It is the City's intent to allow full-time employees 24 hours of paid bereavement leave for the death or imminent death of an immediate family member. If extenuating circumstances or additional travel is involved, the Department Director and/or City Administrator may grant additional paid time in addition to the bereavement leave. Department Directors may grant leave of one scheduled work shift for an eligible employee to serve as a pallbearer at or attend a funeral of someone not within the immediate family.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, shift differentials, etc.

For purposes of bereavement leave, the City defines "immediate family" as the employee's spouse, child, parent, grandparent, grandchild or sibling; the employee's spouse's child, parent, sibling, grandparent or grandchildren; the employee's child's spouse, grandparents or grandchildren. **Relationships of 'step', 'in-laws' or guardianship are included.** Exceptions may be approved by the discretion of the Department Director. The employee's supervisor or Department Director may require any employee taking bereavement leave to document the need for such leave by providing an obituary or other certification.

In the event of death of a City employee, employees of the City may be leave for attendance at the funeral, the Department Director will be responsible for appropriate scheduling.

413 FLOATING HOLIDAYS

The City provides all regular full-time **and regular part-time employees** twenty-four (24) hours per year to be used as Floating Holidays for personal time off. This is paid time off as chosen by the employee with permission of the supervisor.

Floating Holidays for new employees will be pro-rated based on hire date within a calendar year. The following schedule will apply:

- Hire date: January 1 – April 30th - 24 hours personal time given.
- Hire date: May 1 – August 31st - 16 hours personal time given.
- Hire date: September 1st – December 31st - 8 hours personal time given.

Floating Holidays are renewed each January and must be used before December 31st of the same calendar year. Upon separation from the City's service, an employee shall not be entitled to receive payment for any remaining Floating Holidays. Floating Holidays may not be used in lieu of two (2) week written resignation notice.

509 SCHEDULE CHANGES

When a shift change is necessary to maintain effective operations, the department should strive to give the employee as much notice as possible of the change in schedule, with a minimum notice of 24-hours. This does not include temporary or emergency situations

606 OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work beyond their regular schedule. When possible, advance notification of these mandatory assignments will be provided. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Each full-time employee is required and expected to work a forty (40) hour week (fifty-six (56) hours for designated fire department personnel). Non-exempt employees will be paid overtime pay for any time worked over 40 hours in one workweek. Overtime pay is at 1 ½ times the regular hourly rate of pay (time and one-half). Exception: The City has the option of paying overtime pay or of giving compensatory time off. **Additionally, Police and Fire overtime will be paid in accordance with FLSA.**

Grievance Procedure

A grievance is defined as an employee's formal expression of a complaint or disagreement and/or request for relief regarding employment conditions impacting safety, adverse employment actions such as suspension, demotion or termination, or loss of pay, benefits or seniority; but not including lateral transfers, changes in job titles, or other actions which do not negatively impact pay, benefits or authority. Employees holding a work-related grievance shall utilize the following procedure in working toward the resolution of his/her problem:

1. The first step in the grievance procedure is for the employee to discuss the problem with his/her Supervisor within three (3) working days after the incident leading to the grievance. If the employee's Supervisor takes no action or if the employee is not satisfied with the action or decision of the Supervisor, he/she shall, within five (5) working days, proceed to the second step of the grievance procedure. If the grievance involves the Supervisor, the employee may, within three (3) working days after the incident leading to the grievance, proceed to the second step. If the grievance involves the Department Director, the employee may, within three (3) working days after the incident leading to the grievance, file with the Human Resource Department, an appeal to the City Administrator.

2. Employees pursuing the second step of this process should make their complaint known in writing to their Department Director. This statement should include a brief description of the employee's complaint and any action taken or decision made by the employee's immediate Supervisor.
3. If within the next five (5) working days after this written statement reaches the office of the Department Director, and the employee does not receive a satisfactory response, that employee should request in writing **to the Human Resources Department, within three working days**, an appeal to the City Administrator. The Director of Human Resources shall assemble the facts of the case and present **all relevant documentation** to the City Administrator. The City Administrator may hold a conference with the persons concerned in the case, if it is deemed necessary.
4. **Once the appeal is formally submitted to the City Administrator from the Director of Human Resources, the City Administrator shall present his or her decision in writing to the Department Director and the employee, with a copy to Human Resources, within fourteen (14) working days.**

PRE-EMPLOYMENT TESTING

Pre-employment urine drug testing shall be required of all employees as a condition of employment. Upon notification by the City, an applicant must report for testing within 48 hours. Any extenuating circumstances must be approved by the Policy Administrator. Failure to report for testing within this time frame shall be viewed as a failure of the drug testing policy. Employees who move via promotion, demotion or transfer to a DOT/safety sensitive position or public safety position will be required to submit to a pre-employment drug test.

Receipt of satisfactory test results is required prior to commencement of employment and/or engaging in safety sensitive functions.

Failure of a controlled substance or alcohol test disqualifies an applicant from appointment to consideration for employment for a period of one year. An applicant may provide written authorization allowing the applicant's current or previous employer to provide the City with drug testing information related to that employment. When there is a break in employment with the City of three (3) months or more, pre-employment testing and background investigation will be required before re-employment. **In some cases, (i.e. Parks Temporary staffing) the break in service may extend beyond 90 days due to unusual circumstances. In no circumstance shall the break service extend beyond six months. Please see Administrative Policy for details.**

CONTROLLED SUBSTANCES

**The City reserves the right to test for additional substances as deemed appropriate and if updates occur per the U.S. Department of Health and Human Services regarding the substances tested.*