

# **CITY OF SIDNEY, MONTANA**

## **EMPLOYEE HANDBOOK (2026 EDITION)**

**Effective Date:** \_\_\_\_\_

This handbook supersedes all prior versions of the City of Sidney Personnel Policy and Procedure Manual.

It serves as a general guide for employees and does not constitute a contract of employment.

If any provision conflicts with State or Federal law, those laws shall take precedence.

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## **- Preface -**

This manual provides policies, rules and regulations to be followed as an employee of the City of Sidney. Some aspects of employment with a governmental entity such as the city are also controlled by specific Federal and State statutes and by City Ordinances. Great effort has been made to harmonize this manual with those various laws. In any case of conflict, the Federal and State law and City Ordinances shall take precedence over this manual. As an example, many rules and regulations of the city police department are derived directly from State statutes and those statutes control. Otherwise, this manual shall govern all employees of the City of Sidney, Montana. Although the Mayor is the Chief Executive Officer of the City and

has final decision-making authority in personnel matters, the Chief Administrative Officer (CAO) administers the City's day-to-day operations under the direction of the Mayor. All employees shall direct questions and concerns regarding their employment or the policies contained in this manual to their supervisor first. Please note all references herein to "supervisor" may include the Chief Administrative Officer (CAO) or the Mayor if the employee is under their direct supervision.

### **- Exemptions -**

The disciplinary procedures outlined in this manual do not apply to the police department. In addition, certain police personnel policies or policies related to safety sensitive functions may differ from this manual. The City of Sidney recognizes that sworn members of the Police Department are governed by a set of rules, regulations, policies, procedures, directives, and disciplinary guidelines, some of which may be statutorily provided for. Therefore, it is intended that the policies contained in this manual shall act in conjunction with those Department rules, regulations, policies, procedures, directives and disciplinary guidelines as established and shall apply to any areas of employment by the City of Sidney, not specifically covered by Department rules, regulations, policies, procedures, directives, and disciplinary guidelines.

All such personnel should contact their supervisor for copies of the applicable personnel and disciplinary policies. Fire department personnel, being volunteers, are not employees and are not covered by this handbook. The Fire Marshall, who is a paid employee of the city, is covered by this manual. City/County Library personnel are not employees of the city and are not covered by this handbook.

## **SECTION 1 – WELCOME & OVERVIEW**

### **1.1 Welcome Statement**

Welcome to the City of Sidney! You have joined a dedicated team of professionals committed to serving our community with integrity, accountability, and pride. This handbook provides a practical overview of your rights, responsibilities, and benefits as a City employee. It is intended to help you understand how City government operates and what is expected of you in your role.

Nothing in this handbook constitutes an employment contract. The information provided here serves as general guidance and may be modified as required by law or City Council action.

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## **1.2 Mission Statement**

### **The City of Sidney exists to:**

- Serve the citizens of Sidney, Montana.
- Assist citizens in receiving an excellent quality of life from City government, consistent with our resources and their willingness to provide those resources.
- Ensure that citizens are free to act and live their own lives consistent with the laws of the United States and the State of Montana.
- Provide leadership, communication, and delivery of cost-effective services that are responsive to the people's needs and geared to the future of Sidney.
- Provide a climate that fosters economic growth, recognizing that people are the key to our success.
- Cooperate with other government entities to serve and protect the rights of our citizens.

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## **1.3 Purpose of the Handbook**

This handbook provides uniform personnel policies for all City of Sidney employees. It ensures compliance with applicable federal and Montana laws, promotes fair and consistent treatment, and supports efficient operations throughout City departments.

If a conflict arises between this handbook and State or Federal law, those laws take precedence. Department-specific procedures may supplement these policies but must be at least as restrictive and consistent with this handbook.

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## **1.4 Management Rights**

The City retains all customary management rights necessary to conduct municipal operations, including (but not limited to):

- Hiring, training, promoting, assigning, and evaluating employees;
- Establishing work schedules and job classifications;
- Determining budgets and staffing levels;
- Implementing and enforcing rules for workplace safety and conduct; and
- Taking appropriate disciplinary or administrative action when required.

Except where otherwise provided by law or collective agreement, City employment is governed by applicable Montana and federal law. During any probationary period, employment may be terminated at any time. After completion of probation, employment actions will be taken in accordance with City policy and applicable law.

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## **1.5 Questions and Policy Revisions**

Questions about this handbook or specific personnel issues should be directed to your immediate supervisor, department head, Chief Administrative Officer (CAO), as applicable.

The City Council reserves the right to amend, repeal, or replace any portion of this handbook at any time. When changes occur, employees will be notified and are responsible for reviewing and complying with all updated policies. Holders of the copies of the rules shall be responsible for inserting changes as they are issued and for keeping their respective copies of the policies current.

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## SECTION 2 – EMPLOYMENT BASICS

### 2.1 Employment Definitions

To ensure clarity and consistency, the following terms apply to all City employment:

- **Full-Time Employee:** Regularly scheduled to work 40 hours per week.
- **Part-Time Employee:** Regularly scheduled to work fewer than 40 hours per week.
- **Permanent Employee:** Has successfully completed a probationary period and occupies an ongoing position.
- **Temporary Employee:** Hired for a specific, limited duration not to exceed 12 months; not eligible for permanent status without a competitive process.
- **Seasonal Employee:** Performs duties interrupted by seasons and may be recalled without loss of rights or benefits.

- **Short-Term Employee:** May not work more than 90 days in a continuous 12-month period; not eligible for benefits.
  - **Exempt Employee:** Excluded from overtime pay under the federal Fair Labor Standards Act (FLSA).
  - **Non-Exempt Employee:** Covered by FLSA overtime provisions.
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## 2.2 Equal Employment Opportunity (EEO)

The City of Sidney is an equal-opportunity employer. Employment decisions are based on merit, qualifications, and business needs. Discrimination or harassment based on race, color, national origin, ancestry, religion, creed, sex (including pregnancy, gender identity, and sexual orientation), age, disability, genetic information, marital status, political belief, or veteran status is strictly prohibited.

All employment practices—including recruitment, compensation, promotion, transfer, training, and termination—shall comply with:

- Title VII of the Civil Rights Act of 1964
- Montana Human Rights Act (MCA Title 49)
- Equal Pay Act of 1963
- Age Discrimination in Employment Act (ADEA)
- Americans with Disabilities Act (ADA)
- Pregnant Workers Fairness Act (2023)
- Genetic Information Nondiscrimination Act (GINA)

Employees who believe they have been subjected to discrimination should report concerns immediately to their supervisor, department head, or the Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable. Retaliation for making or supporting a complaint is prohibited.

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## 2.3 Harassment and Discrimination Prevention

The City is committed to a professional environment free from harassment or hostility.

### **Prohibited Conduct:**

Unwelcome conduct based on any protected characteristic—including sexual harassment—violates City policy and the law. This includes, but is not limited to:

- Unwanted physical contact, advances, or sexual comments;
- Derogatory jokes or slurs;
- Display or circulation of offensive images or material;
- Threats, intimidation, or retaliation.

### **Reporting Procedure:**

Employees who experience or witness harassment must promptly report it to a supervisor,

department head, or the Chief Administrative Officer (CAO, as applicable. Reports will be handled confidentially to the extent possible, promptly investigated, and corrective action taken if necessary.

Supervisors who observe or receive a report of harassment must act immediately and document their response. No employee will be retaliated against for filing or participating in a complaint when their actions are taken in good faith.

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## **2.4 Genetic Information Nondiscrimination (GINA) Policy**

The City prohibits discrimination in employment decisions and benefits on the basis of genetic information, in compliance with the Genetic Information Nondiscrimination Act of 2008 (GINA). Genetic information includes family medical history and genetic test results. The City will not request, require, or use genetic information in any aspect of employment, except as permitted by law.

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## **2.5 Disability and Pregnancy Accommodation**

The City complies with the Americans with Disabilities Act (ADA), the Montana Human Rights Act, and the Pregnant Workers Fairness Act (2023). Qualified individuals with disabilities or pregnancy-related limitations may request reasonable accommodation to perform essential job duties, unless doing so would impose an undue hardship or pose a safety risk.

Requests should be submitted to the department head or Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable in writing. The City will engage in an interactive process to identify effective accommodations.

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## **2.6 Nepotism and Conflict of Interest**

In compliance with MCA 2-2-302 and 2-2-303, no City official or employee may hire, supervise, or otherwise influence employment decisions involving a relative within the second degree by blood or marriage.

Employees must avoid conflicts of interest that could impair impartiality in their official duties. Any potential conflict or relationship must be disclosed to the City Council so that appropriate safeguards can be established.

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## **2.7 Recruitment and Selection**

The City strives for fair, competitive, and transparent hiring practices.

- Job openings are posted internally and externally as appropriate.

- Veterans' and disability preference points are applied per MCA 39-29-102 and 39-30-201.
  - Selection is based on qualifications, experience, and the needs of the department.
  - Background or driving-record checks may be required for certain positions.
  - All employment offers are contingent on completion of required pre-employment steps, which may include a physical examination or drug test where applicable.
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## **2.8 Physical Examination**

The City of Sidney may require a post-offer, pre-employment physical or medical examination for certain positions, consistent with federal and state law. A conditional offer of employment may be made prior to requiring any medical examination.

Any required examination will be job-related and consistent with business necessity, and the cost of the examination will be paid by the City. All applicants receiving a conditional offer for the same position will be required to undergo the same examination.

Medical examinations will be used solely to determine whether an individual can perform the essential functions of the position, with or without reasonable accommodation, in compliance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act.

The City will provide reasonable accommodations to qualified individuals with disabilities, unless doing so would impose an undue hardship.

The City will not request or use genetic information in employment decisions and will comply with the Genetic Information Nondiscrimination Act of 2008 (GINA).

All medical information obtained through examinations or inquiries will be kept confidential and maintained in files separate from personnel records, as required by law.

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## **2.9 Probationary Period**

All new employees must complete a twelve (12)-month probationary period. During this time, the employee's performance, reliability, and suitability for the position will be evaluated.

The probationary period may be extended for up to six (6) additional months if performance concerns exist.

Employees who transfer to a different position or department within the City will be required to serve a new trial period for the new position. The length of the trial period will be one year, unless otherwise approved by the City. During the trial period if the employee does not meet the expectations of their new position they can be returned to their prior position, but not terminated.

During any probationary period, the employee may be terminated at any time and is not eligible to use the grievance process. Completion of a prior probationary period does not waive the trial

requirements of a new position. Serving a new probationary period does not affect previously accrued benefits or length of service, unless otherwise provided by policy or law.

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## **2.10 Performance Evaluation and Job Descriptions**

Employees shall receive a written performance evaluation at least annually in accordance with the City's Employee Evaluation Policy. Annual evaluations are typically completed no later than June 15 of each year. Additional evaluations may be conducted as needed for probationary review, performance improvement, promotion consideration, or other employment-related purposes.

Evaluations will be completed by the employee's designated supervisor or reviewing authority in accordance with the City's evaluation structure and may include review by Department Heads and/or the Chief Administrative Officer, as applicable.

Performance evaluations shall include review of job performance, accomplishments, strengths, areas for improvement, and establishment of measurable goals for the upcoming evaluation period. Certain supervisory and leadership positions may also be subject to mid-year goal progress reviews in accordance with City policy.

Completion of a performance evaluation does not guarantee a wage adjustment, promotion, or merit increase. Compensation decisions remain subject to City budget approval and applicable compensation policies.

Job descriptions are reviewed periodically to ensure accuracy and organizational alignment. Employees may request review of their job description when duties substantially change.

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## **2.11 Personnel Records and Confidentiality**

The City maintains an official personnel file for each employee under the supervision of the Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable. Access is limited to authorized personnel. Employees may review their file upon request in the presence of authorized staff and may add written rebuttals to any document.

Medical information and other sensitive records are kept in separate confidential files in compliance with the Health Insurance Portability and Accountability Act (HIPAA).

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## **2.12 Reduction in Workforce**

The City may reduce its workforce due to budgetary constraints, loss of funding, reorganization, changes in service needs, or other legitimate business reasons. A reduction in workforce is not a disciplinary action.

Decisions regarding position eliminations or employee layoffs will be made based on the City's operational needs and may consider factors such as job duties, qualifications, performance history, and the ability to meet current and future service demands.

The City will provide notice of a reduction in workforce when practicable. Employees affected by a reduction in workforce will be informed of benefits, final pay, and any reemployment opportunities in accordance with applicable law and policy.

The City reserves the right to modify, delay, or discontinue any reduction in workforce decision based on operational needs.

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### **2.13 Worksite Breastfeeding and Lactation Accommodation**

The City of Sidney supports employees who are breastfeeding and will provide reasonable break time and appropriate accommodations for employees to express breast milk during the workday, in compliance with applicable federal and state law.

Employees who need to express breast milk will be provided reasonable break time as needed. Break time may run concurrently with existing paid breaks where possible; otherwise, additional unpaid break time may be provided as required by law.

The City will provide a private, non-bathroom space that is shielded from view and free from intrusion for expressing breast milk. The space may be a permanent or temporary location, provided it meets privacy and safety requirements.

Employees are responsible for safely storing expressed breast milk. The City is not responsible for the security or refrigeration of expressed milk.

Employees should notify their supervisor or Human Resources to arrange accommodations. The City will make reasonable efforts to accommodate requests unless doing so would impose an undue hardship.

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### **2.14 City Credit Card and Fuel Card Use**

The City of Sidney may issue credit cards and fuel cards to authorized employees for official City business only. Use of City-issued cards is a privilege and not an entitlement.

#### **Authorized Use**

City credit cards and fuel cards may be used only for:

- Approved City purchases
- Fuel and vehicle-related expenses for City-owned vehicles

- Other expenses expressly authorized by City policy or supervisory approval

Personal use is strictly prohibited, except where explicitly permitted by policy or agreement.

### **Cardholder Responsibilities**

Employees issued a City credit card or fuel card must:

- Use the card only for authorized purposes
- Safeguard the card and account information
- Submit itemized receipts and required documentation in a timely manner
- Reconcile charges in accordance with City procedures
- Comply with all terms of applicable credit card and fuel card agreements approved by the City

### **Prohibited Use**

City cards may not be used for:

- Personal purchases
- Cash advances
- Alcohol, unauthorized gifts, or other unapproved items
- Purchases intended to circumvent purchasing or approval limits

### **Monitoring and Compliance**

The City will monitor card usage and may audit transactions at any time. Unauthorized or improper charges must be repaid by the employee and may result in disciplinary action, up to and including termination.

Misuse of City-issued cards may also result in revocation of card privileges and possible criminal or civil liability.

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## **2.15 Drug and Alcohol-Free Workplace**

The City of Sidney is committed to maintaining a safe, healthy, and productive work environment. Employees are prohibited from using, possessing, distributing, selling, or being under the influence of alcohol, illegal drugs, or controlled substances while on duty, on City premises, operating City vehicles or equipment, or conducting City business.

Employees must report to work fit for duty and free from impairment that could affect job performance or safety.

### **Testing**

Drug and alcohol testing may be required where permitted by law, including but not limited to:

- Pre-employment
- Reasonable suspicion
- Post-accident

- Return-to-duty or follow-up testing

Employees in safety-sensitive or CDL positions are subject to drug and alcohol testing in accordance with U.S. Department of Transportation (DOT) and FMCSA regulations, as applicable.

### **Prescription and Over-the-Counter Medications**

Employees are responsible for ensuring that any legally prescribed medication, over-the-counter medication, unregulated substance, or toxic substance does not impair their ability to safely and effectively perform job duties. This includes substances lawfully obtained but known to have intoxicating, sedating, mind-altering, or performance-impairing effects, including but not limited to substances such as kratom, marijuana or other unregulated intoxicating products as defined by applicable Montana law.

Employees may be required to notify a supervisor if use of any medication or substance could affect safety, judgment, alertness, or job performance. Employees may be removed from duty when impairment is reasonably suspected, regardless of whether the substance is legally possessed or consumed.

### **Violations**

Violation of this policy may result in disciplinary action, up to and including termination, in accordance with City policy and applicable law.

### **Compliance**

This policy is intended to comply with all applicable federal and state laws and does not alter the terms and conditions of employment.

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## **2.16 Call-Out / Emergency Call-Back Policy**

### **Purpose**

This policy establishes compensation and response expectations when employees are called back to work outside their regularly scheduled hours to address operational or emergency needs.

### **Definition of Call-Out**

A call-out occurs when an employee is required to return to work outside their regularly scheduled work hours after having completed their normal shift.

### **Minimum Call-Out Compensation**

When an employee is called out to work:

- The employee will be compensated for a minimum of two (2) hours at the applicable overtime rate, even if the actual time worked is less than two hours.
- If the call-out occurs between 10:00 p.m. and 5:00 a.m., the employee will receive a minimum of three (3) hours of overtime pay.

If the employee works longer than the minimum guaranteed time, they will be paid for actual hours worked.

### **Use of Regularly Scheduled Employees**

If regularly scheduled employees are already on duty at the time a call-out is needed:

- The on-call employee will first contact the regularly scheduled employee to respond to the issue as part of their normal duties.
- If the regularly scheduled employee is unavailable or engaged in duties that cannot be delayed, the on-call employee will respond to the call-out.

### **Flex Time Option**

If an employee is called out and chooses to adjust their schedule within the same workweek so that total hours worked do not exceed forty (40) hours:

- The call-out hours may be treated as flex time, and
- The employee will receive additional compensation equal to one-half (½) of their regular hourly rate for the call-out hours, in recognition of the inconvenience.

Flex time arrangements must be approved by the supervisor and must comply with FLSA requirements.

### **Authorization and Documentation**

- Call-outs should be authorized by a supervisor whenever possible.
- All call-out time must be accurately recorded on the employee's time record.
- Misuse or abuse of call-out compensation may result in disciplinary action.

### **Applicability**

This policy applies to non-exempt employees unless otherwise specified by law or written agreement. Exempt employees may be subject to department-specific on-call or compensatory time arrangements approved by the Mayor.

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## **2.17 On-Call Duty**

Certain positions may require employees to be available outside of normal working hours to respond to operational needs, emergencies, or service interruptions. When necessary, the City may designate employees to serve in an on-call status.

### **Designation of On-Call Status**

Employees are considered on-call only when they are formally assigned by a supervisor or department head and listed on an established on-call schedule. On-call assignments will be made only when operational needs require after-hours availability.

### **Eligibility**

Only employees whose job duties require after-hours response and who are non-exempt employees under the Fair Labor Standards Act (FLSA) are eligible for on-call assignments under this policy.

### **Scheduling and Rotation**

On-call schedules will be established by the department head or supervisor. When feasible, on-call assignments shall be distributed equitably among all qualified employees within the department to ensure fairness and operational coverage. Supervisors may consider certifications, training, operational needs, and staffing levels when assigning on-call duty. Schedules will typically be prepared in advance and communicated to employees as early as practicable.

### **On-Call Compensation**

Employees who are designated as on-call will receive compensation for the time they are assigned on-call status as follows:

- \$25 per weekday (Monday–Thursday)
- \$50 per day on weekends and recognized City holidays

On-call compensation is provided in recognition of the employee's responsibility to remain available to respond if needed. Time spent actually responding to a call-out, including travel time associated with the response, will be compensated in accordance with the City's Call-Out Policy, overtime policies, and applicable wage and hour laws.

### **Employee Responsibilities While On-Call**

Employees assigned to on-call duty are expected to:

- Be reachable by phone or other designated communication method at all times during the on-call period.
- Be able to respond and report to the work location within thirty (30) minutes of being contacted.
- Remain fit for duty and able to safely perform assigned work if called.
- Respond promptly to call-out requests.

Employees who are unable to serve their assigned on-call shift are responsible for arranging an approved shift swap with another qualified employee, subject to supervisor approval.

### **Failure to Respond**

Failure to respond to an on-call assignment or failure to remain available during an assigned on-call period may result in disciplinary action.

## **Modification of On-Call Assignments**

The City reserves the right to modify on-call schedules or assignments based on operational needs, staffing availability, or emergency circumstances.

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### **2.18 Political Activity and the HATCH Act**

Employees of the City of Sidney are encouraged to participate in civic affairs as private citizens. However, certain political activities are restricted by federal and state law.

Under the Hatch Act, employees whose principal job duties are connected to federally funded programs may be subject to additional restrictions on partisan political activities. These employees may not use their official authority or City resources to influence elections, nor may they run for partisan political office, as defined by law. All employees are prohibited from engaging in political activity during work hours or using City property, vehicles, equipment, uniforms, or email systems for partisan political purposes.

Employees with questions regarding political activity or Hatch Act applicability should contact the Chief Administrative Officer (CAO) or City Clerk/Treasurer, before engaging in such activity.

Nothing in this policy prohibits employees from voting, expressing personal political opinions, or engaging in lawful political activity on personal time, provided City resources are not used.

## **SECTION 3 – PAY, TIME & ATTENDANCE**

### **3.1 Hours of Work and Breaks**

The City's business hours are generally 8:00 a.m. to 5:00 p.m., Monday through Friday, with a one-hour unpaid meal period or 7:00 a.m. to 3:30 p.m., Monday through Friday, with a half-hour unpaid meal period. Department heads may adjust schedules as needed for operational efficiency and any changes must be approved by the department heads prior to implementation.

- Employees are expected to report to their work location and be ready to begin work at their assigned start time.
- A paid 15-minute rest break is provided for every four hours worked, subject to supervisor scheduling.
- Rest breaks may not be used to shorten the workday.
- Tardiness, unexcused absence, or leaving work early without approval may result in disciplinary action.
- Employees in public-safety or shift-based operations may have alternate schedules under FLSA § 7(k).

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### **3.2 Overtime and Compensatory Time**

Non-exempt employees are covered by the Fair Labor Standards Act (FLSA) and must receive overtime pay at 1½ times their regular rate for all hours worked over 40 in a workweek. Department heads must authorize overtime in advance whenever possible.

Instead of overtime pay, the City may grant compensatory time off (“comp time”) at the same 1½-hour rate, in accordance with FLSA § 207(o) and MCA 39-3-405.

Comp time balances may not exceed 80 hours unless otherwise approved; unused balances will be paid out upon separation.

If authorized by the Mayor, exempt employees may receive compensatory time off for hours worked in excess of 45 hours per week at the rate of one hour for each hour worked in excess of 45. Exempt employees may accrue a maximum of 180 compensatory hours. Exempt employees may use vacation and sick time prior to using compensatory time and 140 hours of unused accrued compensatory time can be requested to be paid out during the fiscal year. Employees must request the payout with the Chief Administrative Officer (CAO) or Clerk/Treasurer a minimum of one week prior to the regular pay cycle. If requested after, the payout will be included in the next pay cycle. All compensatory time must be approved prior by the Chief Administrative Officer (CAO) or Mayor. Nothing in this section alters an employee’s exempt or non-exempt classification under the FLSA. Exempt employees are expected to meet minimum work and time reporting requirements as outlined in Section 3.3

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### **3.3 Timekeeping and Payroll**

Accurate time records are required for all employees.

- Time must be recorded daily using the City’s designated time-keeping system or approved time sheet.
- Each employee and supervisor must verify hours before submission.
- Altering, falsifying, or completing another employee’s time record is prohibited.
- Payroll is issued monthly via direct deposit unless otherwise authorized.
- Final pay, including earned leave payout if applicable, is provided in compliance with MCA 39-3-205.

Employees are responsible for notifying the City Clerk/Treasurer of any changes in tax withholding, banking, or mailing information.

### **Exempt Employee Work Expectations and Time Reporting**

Exempt employees are salaried and are expected to fulfill the duties and responsibilities of their positions as defined by their job descriptions and the operational needs of the City.

- Exempt employees are expected to work a minimum of forty (40) hours per workweek.
- If an exempt employee works less than forty (40) hours in a workweek, they must utilize appropriate accrued leave (vacation, sick leave, or other approved leave) to account for the difference, unless otherwise approved by the Mayor.
- Exempt employees are required to accurately track and report time worked, including leave taken, using the City’s designated timekeeping system or approved time sheet.

Due to the nature of exempt and management-level positions:

- Exempt employees are expected to work outside of normal business hours when necessary to meet operational demands, attend meetings, respond to issues, or fulfill leadership responsibilities.
- This may include evenings, early mornings, weekends, or emergency response situations.
- Exempt employees are expected to reasonably track and report additional time worked beyond the standard schedule to support operational awareness, accountability, and any applicable compensatory time policies.

Time reporting for exempt employees is intended to reflect accountability and transparency, not hourly wage calculation, and must be completed in good faith.

Failure to accurately report time or meet minimum work expectations may result in corrective action in accordance with City policy.

Nothing in this section is intended to authorize improper deductions from an exempt employee's salary. Salary deductions will only be made in accordance with the Fair Labor Standards Act (FLSA), and the use of leave banks is intended to account for time away from work, not to alter the employee's salary basis.

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### **3.4 Driver's License and CDL Requirements**

Employees who operate City vehicles must:

- Possess a valid Montana driver's license appropriate for the vehicle type;
- Maintain a safe driving record; and
- Immediately report any suspension, revocation, or restriction to their supervisor.

Employees whose positions require a Commercial Driver's License (CDL) must comply with U.S. DOT and Montana Motor Carrier Safety regulations, including random drug and alcohol testing.

Loss or suspension of required driving privileges may result in reassignment or termination.

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### **3.5 Travel and Expense Reimbursement**

Employees traveling on authorized City business must use City resources responsibly and follow the City Travel and Expense Policy.

#### **Allowable Expenses Include:**

- Mileage reimbursement when using a personal vehicle at the current IRS rate;
- Lodging and meals at reasonable, state approved rates;
- Registration fees and other approved business expenses.

Employees must submit itemized receipts within five business days after returning. Use of City credit cards must comply with the Credit Card and Fuel Cardholder Agreements. Any misuse may result in reimbursement requirements and disciplinary action.

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## **SECTION 4 – LEAVE & BENEFITS**

### **4.1 Sick, Vacation, and Holiday Leave**

#### **Sick Leave**

- Full-time employees earn 8 hours per month of paid sick leave.
- Part-time employees accrue on a prorated basis.
- Sick leave may be used for personal illness, injury, medical appointments, or the illness of an immediate family member.
- A physician's note may be required for absences exceeding three consecutive days or if abuse of leave is suspected.
- Sick leave is eligible to be used after being employed for 3 months.
- Unused sick leave may be accumulated without limit and is payable at one-fourth ( $\frac{1}{4}$ ) of the unused balance upon separation, per MCA 2-18-618.
- Notification of use of sick leave must be provided to supervisor and/or department head as soon as possible. An Employee Request form must be completed either prior to or after the time is taken.

#### **Vacation Leave**

- Full-time employees earn paid vacation according to the following schedule (MCA 2-18-611):
  - 1–10 years of service: 1.25 working days per month (10 hours)
  - 11–15 years: 1.5 working days per month (12 hours)

- 16–20 years: 1.75 working days per month (14 hours)
- 21+ years: 2 working days per month (16 hours)
- Maximum accrual: Two times the annual rate. Any unused vacation hours above the maximum accrual as of December 31 must be used by March 31<sup>st</sup> of the following year.
- Vacation leave is eligible to be used after being employed for 6 months.
- Vacation requests must be approved at least 48 hours in advance by the supervisor via a completed Employee Request Form.

## **Holidays**

The City observes the following paid holidays:

New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Election Day (Federal Elections only) Thanksgiving Day, 3 hours early leave on Christmas Eve, and Christmas Day.

When a holiday falls on a Saturday, the holiday will be observed on Friday or if it falls on Sunday it will be observed on Monday.

Employees required to work on a holiday receive either compensatory time off or additional pay, per department policy.

## **Holiday Personal (PERS) Leave for Police Officers**

Police Officers who do not work on an observed City holiday must utilize accrued vacation leave to cover the holiday hours.

In recognition of holiday schedules, Police Officers will be granted eight (8) hours of Personal (PERS) Leave for each City-recognized holiday for which they are employed at the beginning of each December for the holidays that fall from December to November. Personal Leave is intended to provide additional paid time off and may be used in the same manner as other accrued PTO, subject to department scheduling and approval requirements.

Any unused Personal (PERS) Leave hours will be automatically paid out in November of each calendar year. Personal Leave does not carry over into the following year.

If employment terminates for any reason, all earned but unused Personal (PERS) Leave will be paid out in the employee's final paycheck, consistent with applicable payroll procedures.

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## **4.2 Montana Parental Leave**

Eligible employees may take unpaid, job-protected leave under the Montana Parental Leave Act.

### **Eligibility:**

- Must have worked for the City at least 12 months and 1,250 hours in the previous year.
  - Up to 12 weeks of unpaid leave may be used for the birth or adoption of a child.
-

## **4.3 Military, Jury, Bereavement, and Other Leave**

### **Military Leave**

The City complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and MCA 10-1-1009. Employees on active duty are entitled to reinstatement and benefits continuation as required by law.

### **Jury Duty**

Employees serving on jury duty will receive their regular pay and may keep court-issued attendance fees for mileage or expenses.

### **Bereavement Leave**

The City recognizes that employees may need time away from work due to the death of an immediate family member. For purposes of bereavement leave, immediate family generally includes: Spouse or domestic partner, child, stepchild, or foster child; Parent or stepparent; Sibling; Grandparent or grandchild; Parent-in-law; Any other individual residing in the employee's household.

- Employees are granted one (1) paid day of bereavement leave to attend the funeral or memorial service of an immediate family member.
- Employees may use up to four (4) additional workdays of accrued sick leave or vacation leave, subject to supervisor approval, to address related matters such as travel, family responsibilities, or personal needs.
- If sufficient accrued leave is not available, employees may request leave without pay, subject to approval.

Bereavement leave should be taken as close as reasonably possible to the date of the funeral or memorial service, unless otherwise approved by the supervisor.

The City may request reasonable documentation to support bereavement leave requests.

### **Voting Leave**

Employees are encouraged to vote before or after work. If this is not possible, reasonable paid time off will be granted.

### **Administrative Leave**

The Mayor or City Council may approve paid administrative leave in special circumstances such as weather emergencies or public safety closures.

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## **4.4 Sick Leave Grant Policy**

### **Purpose**

The Sick Leave Grant program allows employees to receive donated sick leave hours when they experience a qualifying illness or injury and have exhausted their own available paid leave.

### **Requesting a Sick Leave Grant**

An employee may request or receive a sick leave grant if all of the following conditions are met:

1. The employee has completed at least three (3) months of employment.
2. The employee's absence qualifies for use of sick leave.
3. Employees are not eligible to receive donated sick leave if they maintain accrued vacation leave in excess of fifty percent (50%) of their maximum allowable vacation accrual at the time of request or at any time while receiving donated sick leave hours.
4. The employee receives approval from their Department Head.
5. A physician's certification is provided.
6. The employee completes the required Sick Leave Grant Request Form.

The Department Head must certify that the employee meets all eligibility requirements before a grant is approved.

### **Maximum Sick Leave Grant**

- An employee may receive up to 240 hours of sick leave through the grant program during any rolling twelve (12)-month period.
- The twelve-month period begins on the first day sick leave grant hours are used.
- Part-time employees will receive sick leave grants proportionate to their regular work schedule.

### **Donating Sick Leave Hours**

Employees may voluntarily donate sick leave hours to an approved recipient under the following conditions:

- Donors must be full-time or part-time permanent employees.
- Donors must have completed at least three (3) months of employment.
- Donors must retain a minimum balance of forty (40) hours of sick leave after donation.
- Donors may contribute no more than twenty-five percent (25%) of their sick leave during any rolling twelve-month period.
- The twelve-month period begins on the first day the donation is made.

### **Administration**

- Donation forms are provided by the Clerk/Treasurer.
- Donor employees complete the donation section and submit it to their supervisor.
- The Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable, verifies eligibility and approves processing of donated hours.
- Approved donated sick leave hours shall be transferred on an as-needed basis, up to the amount designated by the donor, rather than in a lump sum.

### **General Provisions**

- Participation in the Sick Leave Grant program is voluntary.
- Donated sick leave hours may only be used for approved sick leave purposes.
- The City reserves the right to administer the program in accordance with operational needs and applicable law.

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#### **4.5 Health, Life, and Retirement Benefits**

The City provides eligible employees with access to comprehensive benefits including:

- Group medical, dental, and vision insurance;
- Life and accidental death coverage;
- Optional supplemental insurance; and
- Participation in the Montana Public Employees' Retirement System (PERS) or other designated retirement plan.

Details are outlined in the current benefits summary available from the Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable. Benefit eligibility begins the first of the month following 60 days of employment, unless otherwise stated by the plan provider.

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#### **4.6 Workers' Compensation and Return-to-Work**

Employees injured on the job must immediately report the incident to their supervisor and the Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable. The City provides coverage through the Montana State Fund.

Employees must complete the "First Report of Injury" form within 24 hours of the incident. The City will make reasonable efforts to provide light-duty or transitional work assignments until medical release. Fraudulent claims or failure to report injuries promptly may result in disciplinary action.

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#### **4.7 Continuation of Coverage (COBRA)**

Employees and dependents who lose health coverage due to separation, reduction in hours, or other qualifying events may continue coverage at their own expense under the Consolidated Omnibus Budget Reconciliation Act (COBRA) when approved by the administering health insurance.

Details regarding duration, cost, and election procedures are available from the Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable's Office.

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#### **4.8 Longevity**

Each employee will be paid ¼% (.0025) of their base yearly salary multiplied by their number of consecutive years of service with the City of Sidney, to a maximum of \$4,000 per employee per year. Longevity pay will be paid out once a year with the November paycheck. Prior years of service, when a break in service time happens, will not be included in years of service. Years of service will be calculated by the employee's hiring date anniversary for the year in which each bonus is paid out.

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## **SECTION 5 – STANDARDS OF CONDUCT**

### **5.1 Professional Behavior and Ethics**

All City employees are representatives of the community and are expected to perform their duties with honesty, integrity, respect, and professionalism.

Employees shall:

- Treat coworkers and citizens with courtesy and fairness.
- Follow all City policies, state laws, and department rules.
- Avoid behavior that could discredit the City or interfere with operations.
- Promptly report misconduct, conflicts of interest, or misuse of City resources.

Supervisors are responsible for setting a professional example and maintaining a respectful workplace.

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### **5.2 Drug-, Alcohol-, and Smoke-Free Workplace**

#### **Drug-, Alcohol-, and Smoke-Free Workplace**

The City maintains a drug-, alcohol-, and smoke-free environment in compliance with the Drug-Free Workplace Act of 1988, MCA 39-2-313, and all applicable federal and state regulations. This section addresses general conduct expectations. Drug and alcohol testing requirements are governed by the City's separate Drug and Alcohol Testing Policy.

- Possession, use, sale, or being under the influence of controlled substances, marijuana, alcohol, unregulated intoxicating substances, or other impairing substances during work hours or on City property is prohibited.
- Employees in positions subject to U.S. Department of Transportation (DOT), Federal Motor Carrier Safety Administration (FMCSA), Montana CDL, or other state/federal safety-sensitive testing requirements are subject to drug and alcohol testing in accordance with the City's Drug and Alcohol Testing Policy and applicable law.
- Additional testing may be required for other positions were permitted by law and authorized by City policy.
- Violation of this policy or refusal to comply with required testing may result in disciplinary action, up to and including termination.
- Smoking, vaping, and tobacco use are prohibited inside City buildings and vehicles. Designated outdoor areas may be provided.

Employees who voluntarily seek assistance for substance-use issues before a policy violation occurs may be referred to available assistance resources.

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### **5.3 Attendance and Reporting Absences**

Reliable attendance is essential for public service.

Employees must:

- Report to work as scheduled and remain for the entire shift unless excused.
- Notify their supervisor as early as possible, but no later than 30 minutes before the scheduled start time, when an absence or tardiness is unavoidable.
- Provide documentation if required (e.g., doctor's note).

Excessive or unapproved absences may result in progressive discipline.

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### **5.4 Dress Code, Hygiene and Public Representation**

Employees are expected to dress appropriately for their duties and to maintain a neat, clean, and professional appearance, including maintaining appropriate personal hygiene, while on duty or representing the City.

Department heads may establish dress, grooming, and safety standards suited to operational needs, workplace safety, or positions that involve frequent public contact.

Uniforms, if issued, must be worn as required and maintained in a clean and serviceable condition.

Employees should use good judgment when representing the City at meetings, trainings, or community events and present themselves in a manner that reflects positively on the City and the public service profession.

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### **5.5 Use of City Property and Vehicles**

City property, vehicles, tools, and equipment are provided for official use only.

Employees must:

- Operate vehicles and equipment safely and in compliance with laws;
- Report any damage or mechanical issues immediately;
- Refrain from using City resources for personal gain;
- Obtain approval before removing City property from the premises.

GPS or monitoring systems may be used for safety and accountability.

Employees are responsible for any fines or violations incurred during personal misuse.

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## **5.6 Technology and Social Media Use**

City technology systems—including computers, phones, email, internet, and cloud services—are the property of the City and intended for business use.

The City reserves the right to monitor activity consistent with applicable law.

Employees must:

- Use professional language and tone in all communications;
- Protect confidential or sensitive information;
- Avoid accessing, downloading, or sharing inappropriate or unauthorized content;
- Not speak on behalf of the City on social media unless authorized;
- Include disclaimers (“opinions are my own”) when identifying themselves as City employees online.

Violations may lead to discipline and loss of access privileges.

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## **5.7 Cell Phone and Electronic Device Use**

This policy applies to all cellular phones and electronic devices capable of making or receiving calls, sending texts, accessing the internet, or sending or receiving email, whether City-issued or personally owned.

### **Use While Driving**

Employees are prohibited from using a cell phone or electronic device while driving when operating a City-owned vehicle, a personal vehicle on City business, or while conducting City business of any kind. This prohibition applies to hands-on and hands-free use and includes calls, texting, email, internet use, and checking messages.

Use of City-owned vehicles or City-issued devices for personal business is prohibited. Employees must comply with all safety policies and applicable laws. Refer also to the City Safety Manual.

### **Use in the Workplace**

Limited personal use of cell phones during work hours is permitted, provided it does not interfere with job duties, safety, productivity, or meetings. Employees are expected to silence or mute devices during meetings.

Personal cell phone use should generally be limited to break and lunch periods, unless approved by a supervisor. Supervisors may grant reasonable exceptions for essential personal matters, such as childcare or family schedule changes.

## **Earbuds and Headphones**

Employees are prohibited from wearing earbuds, headphones, or similar listening devices while operating vehicles, machinery, tools, or other equipment, or while performing duties where the ability to hear surroundings, warnings, alarms, or verbal instructions is necessary for safety.

Employees must always maintain situational awareness in work environments where safety hazards may be present. Department heads or supervisors may restrict the use of earbuds or headphones in specific work areas or job duties where their use could interfere with safety, communication, or operational needs.

Earbuds or headphones may only be used during breaks or in designated work environments where their use does not create a safety concern and has been approved by the supervisor.

## **City-Issued Cell Phones**

Certain employees may be issued a City cell phone for business purposes. Personal use is limited to de minimis use only.

The City may audit phone records to ensure compliance. Any non-de minimis personal use may result in reimbursement to the City and/or taxable income to the employee, as required by IRS regulations.

## **Employee-Owned Cell Phones**

Employees authorized to use a personal cell phone for City business may be eligible for reimbursement under the City's IRS accountable plan, provided appropriate documentation is submitted in accordance with City procedures.

## **Violations**

Violation of this policy may result in disciplinary action, up to and including termination.

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## **5.8 Press Inquiries**

All media or press inquiries regarding City operations must be referred to the Mayor or Chief Administrative Officer (CAO) or Department Head, as applicable.

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## **5.9 Outside Employment**

Employees may engage in outside employment only if it:

- Does not interfere with City duties or schedules;
- Does not create a conflict of interest; and

- Is disclosed to and approved by the department head and/or Chief Administrative Officer (CAO), as applicable.

If outside work adversely affects performance or availability, authorization may be revoked.

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## **5.10 Discipline and Corrective Action**

The City of Sidney uses a progressive discipline and corrective action approach designed to address performance or conduct issues in a fair, consistent, and constructive manner. The goal of discipline is to correct behavior, improve performance, and maintain effective operations, not to punish employees.

### **Determination of Corrective Action**

Before formal disciplinary action is imposed, the City will conduct an appropriate review of the alleged performance deficiency or conduct concern to ensure that corrective action decisions are based on objective facts and applied in a fair and equitable manner.

This review may include, as appropriate:

- Gathering and reviewing relevant documents, records, and other evidence
- Interviewing the employee and any relevant witnesses
- Consulting with the employee's supervisor, department head, City Administrator (if applicable), and/or the Mayor, as appropriate
- Reviewing applicable policies, procedures, and prior performance or disciplinary history

The employee will be informed of the nature of the performance or conduct concern and will be provided an opportunity to respond and provide an explanation before a final disciplinary determination is made, except in circumstances requiring immediate action to protect safety, operations, or public trust.

The City will consider the employee's response, explanation, and any relevant mitigating circumstances when determining whether corrective action is warranted and the appropriate level of discipline. Corrective action decisions will be based on the totality of the circumstances, including the seriousness of the issue, prior corrective actions (if any), and the impact on City operations.

### **Progressive Discipline**

For minor or first-time issues, supervisors may begin with coaching, which may include informal discussions, guidance, or training intended to clarify expectations and support improvement. Coaching is not disciplinary in nature but may be documented at the supervisor's discretion.

Depending on the nature, frequency, and severity of the issue, corrective action may include one or more of the following steps:

1. Coaching or counseling
2. Verbal warning

3. Written warning
4. Suspension (with or without pay)
5. Demotion or reassignment
6. Termination

The City reserves the right to determine the appropriate level of corrective action based on the circumstances and may skip any step or impose immediate discipline, up to and including termination, when warranted by the seriousness of the offense or circumstances.

Serious misconduct may result in immediate disciplinary action, including termination, and may include, but is not limited to: theft, violence or threats of violence, falsification of records, gross insubordination, harassment, misuse of City property, violation of safety rules, or other conduct that jeopardizes employee safety, City operations, or public trust.

### **Authority and Documentation**

Supervisors and department heads are responsible for addressing performance and conduct issues and may administer corrective action consistent with their supervisory authority. Disciplinary actions are subject to oversight and administrative authority as established under the City's Mayor–Council form of government.

Supervisors are responsible for documenting disciplinary actions and providing copies to the Chief Administrative Officer (CAO), as applicable for inclusion in the employee's official personnel file. All Police disciplinary records will remain with the Chief of Police for confidentiality purposes.

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## **5.11 Grievance and Complaint Resolution**

The City of Sidney encourages employees to raise work-related concerns promptly and to seek resolution through open and respectful communication. The grievance process is intended to address concerns related to working conditions, supervision, policy application, or other employment matters.

This policy does not apply to disciplinary actions taken during a probationary period or to matters covered by another specific appeal process.

### **Step 1: Informal Discussion**

Employees should first discuss the concern with their immediate supervisor as soon as possible, but no later than ten (10) working days after the issue occurs or becomes known. Many concerns can be resolved quickly through open communication at this level.

### **Step 2: Written Grievance**

If the concern is not resolved at Step 1, the employee may submit a written grievance within five (5) working days to the Department Head or the Chief Administrative Officer (CAO), as applicable. The written grievance should briefly describe:

- The nature of the concern
- Relevant facts or dates
- The requested resolution

The Department Head or Chief Administrative Officer (CAO), as applicable will review the grievance and respond within a reasonable time.

### **Step 3: Review by Mayor or City Council**

If the issue remains unresolved within 15 days, the employee may request further review by the Mayor. If said complaint is against the Mayor, the employee may request further review by the City Council. The reviewing authority may affirm, modify, or overturn prior decisions, or take other action deemed appropriate.

### **Additional Provisions**

- Employees are encouraged to raise concerns in good faith.
  - The City will make reasonable efforts to resolve grievances fairly and promptly.
  - Retaliation is strictly prohibited against any employee who raises a concern or participates in a grievance or investigation.
  - Nothing in this policy alters the City's management rights or limits its ability to take appropriate action.
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## **SECTION 6 – SAFETY & SECURITY**

## **6.1 Workplace Safety Responsibilities**

The City of Sidney is committed to providing a safe and healthy workplace for all employees and the public.

Every employee shares responsibility for maintaining a safe environment.

Employees must:

- Follow all safety policies and training requirements;
- Immediately report unsafe conditions, equipment, or practices to a supervisor;
- Use appropriate personal protective equipment (PPE) when required;
- Operate vehicles and machinery safely and in accordance with training; and
- Participate in safety meetings and training sessions.

Supervisors are responsible for enforcing safety rules, reporting hazards, and ensuring compliance with all Occupational Safety and Health Administration (OSHA) standards and applicable Montana Department of Labor and Industry regulations.

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## **6.2 Accident and Injury Reporting**

Any work-related accident, injury, or near miss must be reported immediately to the employee's supervisor and to the Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable. A First Report of Injury form must be completed within 24 hours of the incident.

Prompt reporting ensures timely medical care and eligibility for workers' compensation benefits. Failure to report an injury or falsifying an incident report may result in disciplinary action.

Supervisors must investigate all incidents and recommend corrective measures to prevent recurrence.

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## **6.3 Workplace Violence Prevention**

The City strictly prohibits acts or threats of violence in the workplace.

This includes physical harm, verbal abuse, intimidation, or possession of weapons (except as authorized by law).

Employees must report any threat or act of violence immediately to their supervisor, department head, or the Chief Administrative Officer (CAO), as applicable. If imminent danger exists, contact law enforcement by dialing 911 before notifying management.

Employees engaging in violent behavior may be subject to immediate termination and possible criminal prosecution.

---

## **6.4 Weapons on City Property**

Firearms, explosives, or other weapons are prohibited in City buildings, vehicles, or work sites unless expressly authorized for law enforcement duties or unless expressly authorized by law. This policy complies with MCA 45-8-351 and other applicable laws.

Employees in lawful possession of firearms in personal vehicles must ensure weapons remain secured and out of sight while parked on City property.

---

## **6.5 Data Security and Cyber Incidents**

City employees handle sensitive and confidential information that must be protected from unauthorized access or disclosure.

Employees must:

- Use strong passwords and protect login credentials;
- Lock computers and devices when unattended;
- Access only systems and data required for their job duties;
- Report suspected phishing, malware, or security breaches immediately to their supervisor or IT support; and
- Never share sensitive information through unsecured channels.

Violations of this policy, including unauthorized access, sharing, or alteration of City data, may result in disciplinary action and possible legal penalties.

The City reserves the right to monitor network activity to ensure data integrity and security.

# **SECTION 7 – ADMINISTRATIVE INFORMATION**

## **7.1 Record Retention and Disposal**

The City of Sidney follows the Montana Local Government Records Retention Schedule established by the Montana Secretary of State. Personnel, payroll, and benefit records are retained according to the required timelines.

Employees should not destroy or remove official records. Requests for copies of personnel or public records must be submitted through the Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable's Office in compliance with MCA Title 2, Chapter 6 (Public Records).

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## **7.2 Separation, Resignation, and Retirement**

Employees intending to resign are encouraged to provide at least two weeks' written notice. Supervisors must immediately notify the Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable upon receiving notice so that final pay and benefits can be processed.

Upon separation:

- All City property, keys, equipment, and identification must be returned.
- Accrued leave payouts will be made according to applicable laws and policies.
- Exit interviews may be requested to discuss feedback or final matters.

Retirement planning assistance and PERS forms are available from the Chief Administrative Officer (CAO) or City Clerk/Treasurer, as applicable.

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## **7.3 Return of City Property**

Employees are responsible for the proper care and return of all City-issued property, including but not limited to:

- Keys and access cards
- Identification badges
- Tools, uniforms, or protective gear
- City-issued devices, laptops, or phones

Failure to return property may result in payroll deduction or other collection measures as permitted by law.

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## **7.4 Acknowledgment of Receipt**

All employees are required to sign an acknowledgment form confirming they have received, read, and understand this handbook.

Signed acknowledgments will be placed in the employee's personnel file and serve as evidence of awareness of City policies.

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## **APPENDICES**

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### **APPENDIX A – EMPLOYEE HANDBOOK ACKNOWLEDGMENT FORM**

I acknowledge that I have received a copy of the City of Sidney Employee Handbook (2026 Edition).

I understand that it is my responsibility to read, understand, and comply with the policies, procedures, rules, and standards contained in this handbook and any subsequent revisions issued by the City.

I understand that this handbook is intended to provide general guidance regarding employment with the City and does not create a contract of employment or guarantee of continued employment for any specific duration. I further understand that employment with the City is governed by applicable federal law, Montana law, City policy, and any applicable personnel policies, ordinances, or agreements.

I understand that the City reserves the right to interpret, revise, modify, suspend, or discontinue policies or benefits described in this handbook, consistent with applicable law.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_

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## APPENDIX B – CONFLICT OF INTEREST DISCLOSURE FORM

I hereby disclose the following potential conflicts of interest as defined in **MCA 2-2-302** and the City of Sidney Ethics Policy:

- I have no conflicts to disclose.
- I have the following potential conflict(s):

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I certify that the above information is complete and accurate to the best of my knowledge and that I will notify the City of any changes immediately.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head Review:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## APPENDIX C – DRUG & ALCOHOL TESTING CONSENT FORM

I acknowledge that I have received and reviewed the City of Sidney's **Drug-, Alcohol-, and Smoke-Free Workplace Policy** and understand that I may be subject to testing under federal and state regulations.

I consent to testing for controlled substances and alcohol as required for my position and agree to comply with all related procedures.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor/Witness:** \_\_\_\_\_

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#### **APPENDIX D – TECHNOLOGY USE POLICY ACKNOWLEDGMENT**

I acknowledge that I have read and understand the City of Sidney's **Technology and Social Media Policy** and agree to comply with all terms.

I understand that the City may monitor technology systems to ensure security, compliance, and appropriate use.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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#### **APPENDIX E – DECEDENT'S PAYCHECK DESIGNATION FORM**

Pursuant to **MCA 39-3-215**, I designate the following person to receive payment of wages or benefits due in the event of my death:

**Designated Recipient Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Relationship to Employee:** \_\_\_\_\_

**Secondary Designated Recipient Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Relationship to Employee:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_