



City of Willard

EMPLOYEE POLICY MANUAL

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date

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1. PURPOSE

The intent of these Personnel Policies is:

1.1 To provide for more effective City administration through the use of standardized personnel policies and procedures applicable to all City personnel;

1.2 To provide a standardized system of position classification and compensation based on the complexity and the responsibility of the principal tasks assigned to each position in City service;

1.3 To recruit, hire, assign, advance, compensate and retain individuals on the basis of their qualifications and performance, and to treat those individuals equally in these and all other respects without regard to race, color, religion, creed, sex, age, national origin, sexual orientation, marital status, or physical, mental or sensory disability not directly related to job performance.

2. ADMINISTRATION

2.1 The City shall, from time to time, promulgate appropriate rules, regulations or amendments to these Policies to promote a fair and effective administration of personnel in the City's service.

2.2 The City shall appoint a designee, who shall be the City Administrator, who will be responsible for the interpretation and administration of these Policies and amplifying rules, regulations, benefits and policies; all subject to review by the Board.

2.3 These Policies, procedures and standards are established to achieve the stated purpose and apply to all employees of the City under the direct and indirect jurisdiction of the City except as otherwise provided herein.

2.4 These rules supersede all and any previous City policies, procedures and standards with respect to personnel except as otherwise provided

3. DEFINITIONS

The words and phrases used in this Policy shall have the following meanings:

3.1 “Anniversary Date” is the date of hire of an employee.

3.2 “Appointing Authority” means that person or body with legal authority to appoint or dismiss employees; in the case of the City Administrator and City Clerk positions, that authority is the Board; in the case of all other employees of the City, that authority is the City Administrator.

3.3 “Board” means the Board of Aldermen of the City of Willard as duly elected from time to time.

3.4 “Class” means positions in one occupation or profession which have approximately the same duties and responsibilities and share the same job title. The education, experience, knowledge, skills and abilities needed to fulfill the position are the same, and the same tests may be used to qualify.

- 3.5 “Class Series”** includes all classes at all levels of difficulty and responsibility in the same occupation.
- 3.6 “Class Specification”** means a description of a class, including the duties and responsibilities, education and experience required and the knowledge, skills and abilities necessary to fulfill a position in the class.
- 3.7 “Classification Banding”** means a banding of classifications to encompass the full scope of employment opportunities available to each employee upon the recommendation of the City Administrator and the approval of the Board. The City Administrator will decide when an employee will move to a more experienced level. The movement is not a promotion or a reclassification and does not require budget approval. The movement will not change the employee's current rate but will change the top of the range. The City Administrator’s signature on the personnel action form will certify that the employee meets the journey level experience to move.
- 3.8 “Classification Plan”** consists of all the classes established within the City, their class specifications and the rules for maintaining the plan.
- 3.9 “Classification Study”** means investigation of a position to determine its proper class.
- 3.10 “Classified Positions”** means all positions regulated by the City Personnel Policy. Each will be assigned a class in the classification plan and will be defined by a class specification.
- 3.11 “Compensation Schedule”** means a listing of the pay ranges and steps within the range to which each classification is assigned.
- 3.12 “Days”** unless otherwise specified means consecutive calendar days.
- 3.13 “Demotion”** means movement of an employee to a class in a lower pay range than the employee's currently assigned classification for disciplinary or voluntary reasons.
- 3.14 “Department”** means a unit of the City under a department head other than the City Administrator, and any unit of the city created by action of the City by ordinance or otherwise.
- 3.15 “Department Head”** means those individuals serving as the head of a City department reporting directly to the City Administrator.
- 3.16 “City”** means the City of Willard, Missouri.
- 3.17 “Effective Date”** means the date of specific action.
- 3.18 “Eligible”** means a person who may fill a position. Determination is made by an individual applying and meeting the requirement of the position.
- 3.19 “Emergency Appointment”** means that under extraordinary circumstances, including but not limited to loss of life, incapacitating illness, or termination, an appointing authority may make an appointment without regard to the rules on certification or appointment.
- 3.20 “Employee”** means a person legally holding a position in the City’s service.

3.21 “Entry Level” means the class at which a person enters a class series or occupation. An employee is eligible for promotion to the next higher level in the same class series when she or he meets the qualification for the higher level.

3.22 “Exempt” means an employee who is not eligible for overtime.

3.23 “Grade” is equivalent to range. A grade designates the pay scale from minimum to maximum.

3.24 “Grant-funded Position” is a position which is authorized dependent upon the department generating the revenue to fund the position, usually from some outside grant.

3.25 “Hours worked” means those hours during which the employee is at work.

3.26 “Incumbent” means a person currently occupying a specific position in the City’s service.

3.28 “Annual Salary Increase” means a pay raise given an employee in recognition of satisfactory performance, for the most recent twelve months of continuous employment as a regular employee of the City, of assigned tasks within the performance standards of his or her position.

3.29 “Performance Salary Increase” means pay raises given an employee in recognition of exceeding the job performance standards of the position to which she or he is assigned. An employee is eligible for a **merit** salary increase one year from the initial date of employment for his current position. The individual must be recommended for the increase by the appointing authority.

3.30 “Minimum Job Performance” means performance on a job classification which meets the minimum standards established for that job classification by the appointing authority.

3.31 “Non-exempt” means an employee who is eligible to receive overtime compensation.

3.32 “Overtime” means that the time worked by a non-exempt employee as authorized and directed by management which exceeds forty (40) hours in a pay week.

3.33 “Part-time Employee” means one who works less than thirty (30) hours per week.

3.34 “Position” means all the duties and responsibilities assigned in a position description to be performed by one individual.

3.35 “Position Description” means a written description of the functions and responsibilities of a position.

3.36 “Probation” means a period after an employee's initial appointment or promotion in which the appointing authority evaluates his or her suitability for the position.

3.37 “Promotion” means assignment of an employee to a position with a higher compensation grade than the position the employee is currently in.

3.38 “Provisional Appointment” means an employee who provides for a temporary need but is subject to change.

3.39 “Range” means a designated pay scale delineated from a minimum to maximum compensation.

3.40 “Reclassification” means a change in allocation of a position based upon significant changes in kind, difficulty or responsibility of the work performed. A position may be reclassified after completion of a classification study by the City Administrator, and may be assigned to a higher class, a lower class, or to another class at the same pay range.

3.41 “Regular Employee” means an employee who has been retained in his position at the completion of the probationary period.

3.42 “Reinstatement” means the reinstatement of an employee in the same or related position to which he or she was assigned before separation from City service.

3.43 “Resignation” means the voluntary ending of employment by a City employee.

3.44 “Salary Range” is equivalent to range.

3.45 “Seasonal Appointment” means an employee's periodic employment related to the seasons. Any person who accepts a seasonal appointment is not, unless otherwise specified, subject to the City personnel policy. Any person who accepts a seasonal appointment serves at the will of the appointing authority and may be removed at will by the appointing authority without notice, cause or hearing.

3.46 “Step” means a single salary level within a range.

3.47 “Supervisor” means an employee whose position description includes the function of assigning the daily work tasks of another employee.

3.48 “Temporary Employee” means a person hired for a period not to exceed six (6) months of employment.

3.49 “Termination” means the non-voluntary conclusion of an employee's employment with the City.

3.50 “Transfer” means movement of an employee from one position to another position.

3.51 “Underfilling” means filling a position with a person in a class lower than the authorized class due to the individual's temporary inability to meet the qualification requirements of the higher class. This is generally done when the individual is expected to be able to meet the requirements at a future date after gaining training, experience or license/certification.

4. CLASSIFICATION PLAN

4.1 Establishment of classification plan

4.1.1 The City Administrator shall prepare, maintain and revise as necessary a position classification plan for all positions in the classified service. The position classification plan and changes to the plan shall be subject to approval of the Board.

4.1.2 All positions in the classified service shall be allocated to an appropriate class in the classification plan. Allocation of positions to classes shall be based on the relative complexity of duties, authority and responsibility so that the same qualifications shall be reasonably required for, and the same schedule of pay may be equitably applied to, all positions in the same class.

4.1.3 Each class shall be described by a class specification defining the nature of work, typical duties performed, and the knowledge, skills, abilities, education and training which are the preferred minimum qualifications of applicants being considered for appointment to a position in the class.

4.1.4 The position titles and pay ranges assigned to classes in the classified service shall be used for original appointments, promotions, payrolls and all other records affecting the status of personnel.

4.1.5 All City positions fall into one the classifications categories below:

Administrative: Responsible for communicating with Board Members, City of Willard Leadership Team and other community stakeholders in the identification of strategic goals; leading the development of the City's long-term needs, strategy and direction; steering the City with strategic visioning and definition; leveraging the knowledge and skills of leadership; determining and assigning responsibilities for attaining objectives; evaluating leadership performance and contributions; planning, developing, and establishing policies; reviewing activity reports and financial statements to determine progress and status in attaining objectives and revising in accordance with current conditions.

Leadership: Responsible for providing leadership and professional expertise or services through leveraging the knowledge and skills of others. Duties range from oversight for daily operations of subordinate departments to recommending the strategic direction and providing leadership in department operations to contributing to the overall strategy, direction and vision for all areas of the City.

Professional: Responsibilities include demonstrating measurable impacts on operational effectiveness, attainment of department goals and objectives, and activities related to hiring, promotion, performance coaching, training, application of policies, disciplinary actions, etc. These positions may be additionally responsible for contributing to the overall strategy, direction and vision for all areas of the City, although in a more limited scope than the Leadership Class.

Para-Professional: Responsibilities include operational support and services. These positions may require training gained through on-the-job experience, vocational training, or job-related college courses; some positions may require possession of certain licensures or certifications. Duties may require applying individual expertise and an understanding and ability to apply

theoretical and/or scientific principles in carrying out projects and completing work. These positions may also include supervisory duties as well.

Specialist: Responsibilities include applying specific knowledge of the principles, concepts and methods of professional or technical fields as they relate to department duties, as well as the ability to apply a broader knowledge to multiple related principles and concepts of related fields. Some positions in this classification will require additional education, certification, or training, and may require work to be performed across departments as qualifications dictate. Acquisition of licensures, certifications, etc., may be a pre-requisite to advancement.

4.2 Classification of existing and new positions.

4.2.1 Whenever the City Administrator believes there has been a significant change in the duties and responsibilities of a position or determines the need for the establishment or abolishment of a class or a position, this shall be described to the Board. The City Administrator, upon written request by a regular employee or upon his or her own initiative, may investigate the classification status of any existing position.

4.2.2 Classification investigations may include any or all of the following factors: the nature and variety of the assigned duties; the complexity of the assigned duties; the nature of supervision received; the nature and extent of supervision exercised; the variety and degree of knowledge and skills; the education and experience required; the guidelines available; the purpose and nature of person-to-person relationships; the nature and scope of decisions and recommendations; the extent of responsibility for actions taken; working conditions; and other factors which the City Administrator may deem important.

The City Administrator will then assign the position an appropriate classification and compensation level. Establishment of a new class or abolishment or major change to an existing class must be approved by the Board.

4.3 Reclassification and Reallocations.

4.3.1 A reclassification of a position may occur when an employee is performing higher level duties and responsibilities than apply to the position currently occupied. The reclassification may be treated as a promotion and may be subject to competition for the promotion.

4.3.2 A reallocation of a position may occur when, as a result of a salary or classification study, a higher salary range is allocated to the position and there is no substantial overall change in the position duties or level of responsibilities. The employee in the position will go to the nearest step in the new range that is not lower in rate of pay.

4.4 Independent Contractors.

4.4.1 Where authorized by law to do so, independent contractors may be hired. Independent contractors are not City employees and the performance of all work is subject to and controlled by the terms of their contract. In addition to terms specified by the City in a contract to be signed by an independent contractor, an independent contractor is hired on the conditions that there shall be no:

- a. Withholding of income taxes by the City with a W-9, otherwise 28% will be withheld;
- b. Industrial insurance provided by the City;
- c. Participation in group insurance plans which may be available to employees of the City;
- d. Participation or contributions by either the independent contractor or the City to the LAGERS Retirement System;
- e. Accumulation of vacation or sick leaves;
- f. Unemployment compensation coverage provided by the City.

5. COMPENSATION.

5.1 Compensation

5.1.1 The compensation plan shall consist of the schedule of ranges of pay as ascribed to each position description, as prepared by the City Administrator and approved by the Board. Each position in the classification plan will be assigned an appropriate range in the compensation plan which insures the maintenance of equitable relationships between classes based on their relative duties and responsibilities.

5.1.2: There shall be 26 payroll periods per year, each covering a two-week period. The payroll weeks for employees shall be 12:01 a.m. Sunday through midnight Saturday. Employee payroll shall be made on Friday following each two-week payroll period.

5.2 Application of rates.

5.2.1 Each classified employee shall be paid at an hourly rate which falls within the pay range ascribed to the position except as otherwise provided in this Policy.

5.2.2 Initial appointment to a position shall ordinarily be made at the entry rate of the range except as provided below.

a. When a person considered for employment has exceptional experience or skills which warrant his entry into a position at a higher rate of pay than the entry rate, or to meet a difficult recruiting problem, the appointing authority may place the new employee in a rate up to 20% above the entry level step.

b. Initial appointment into a rate above 20% of the entry level shall require approval of the Board.

5.2.3 Reinstatement is when a former regular employee is reinstated to a position in the same or related class. The employee may be paid in the range at or below his former rate at the discretion of the appointing authority.

5.2.4 Transfer is when an employee is transferred to another position in the same or related class at the same range level. The employee shall continue at his current rate of pay.

5.2.5 Promotions:

- a. When possible and appropriate, the appointing authority is encouraged to fill position vacancies by promoting from within the eligible workforce. When a current employee is promoted to a class in a higher range, the employee is entitled to a pay rate in the higher range that provides at least a 2 ½% pay increase. When the promotion is made to a position whose classification is sufficiently higher as to provide in excess of a 2 ½ % pay increase, the promoted employee will commence the new assignment entry level rate on the higher Grade Range.
- b. Should the promotion occur concurrently with the employee's eligibility for a merit salary increase, the merit salary increase should be included in the base salary before promotion. Special salary adjustments should not be included in the base rate.
- c. Should the employee fail to satisfactorily complete the required probation period, the employee must be reinstated to his previous class and pay rate.
- d. The promotion date will be assigned as of the first day of the next succeeding pay period following the promotion by the City Administrator.

5.2.6 Demotions:

- a. Voluntary demotion is when an employee is voluntarily demoted; the employee's current anniversary date will be retained.
- b. Involuntary demotion is when a current employee is involuntarily demoted due to performance problems, discipline, or other reasons; the employee's current anniversary date will be retained.

5.2.7 Reclassification.

- a. Incumbents of reclassified positions assigned to a higher range will move to the closest pay step in the range of the new class which will result in a one-step pay increase.
- b. If a position is reclassified to a lower paid class due to changes in job content factors and through no fault of the incumbent, the incumbent shall continue to be paid at the incumbent's last rate of pay for a period of six months if:
 - I. The employee has adequately performed during the preceding year; and
 - II. The employee was in the higher class at least six months preceding the reclassification; and
 - III. The reclassification is a result of a legitimate reason over which the employee has no control.
- c. At the end of the six-month period the employee's salary shall be adjusted to fit within the range of pay for the new class.

5.3 Annual Salary Increases.

Annually, on the anniversary date of the employee's continuous service in employment, the employee may receive a Step increase as indicated in the adopted Grade-Step Chart dependent on budgetary means. If the budget allows, this will occur automatically, and is a function of payroll processing by the City.

5.4 Merit salary increases.

At any time, after any probationary period is concluded, the direct supervisor of an employee may recommend a merit increase. Such a proposed increase in wages should be reserved for those instances of continuing extraordinary performance by an employee on behalf of the City. The recommendation must come from the direct supervisor and be presented to the City Administrator. The City Administrator may approve a single Step merit increase not more than once per year for an employee. Merit increases involving more than one Step, or more than once per year for an employee, must be approved by the Board.

5.5 Overtime.

Overtime pay, which is applicable only to non-exempt employees, is for any actual hours worked in excess of forty (40) hours in a work week. A Department Head may authorize overtime with the approval of the City Administrator. Overtime rate is one and one-half (1½) times the employee's straight time rate, except in instances involving a sick day, vacation day or other non-working paid day; then the time will be paid at the regular rate until actual worked hours will have exceeded forty (40) hours. Payment of overtime will be provided in the pay period following the period in which it is earned.

5.6 Per diem expenses.

In the event that an employee of the City is required by the City Administrator or the Board to travel to a place in excess of fifty miles from the City Office, and the purpose of the travel is for City business, a per diem allowance will be granted to the employee at the same rate the State of Missouri pays its employees for per diem expenses.

5.7 Holiday pay.

All full-time employees and appointed officers shall receive normal compensation for legal holidays and any other day or any part of a day during which the public offices of the city shall be closed by special proclamation by the Mayor with the approval of the Board of Aldermen. If a holiday is on a Saturday, then the City offices will be closed on the preceding Friday. If a holiday is on a Sunday, then the following Monday all City offices will be closed. Designated holidays presently observed include:

1. New Year's Day - January 1
2. Martin Luther King Day
3. President's Day
4. Memorial Day - Last Monday in May
5. Juneteenth – June 19

6. Independence Day - July 4
7. Labor Day - First Monday in September
8. Veteran's Day
9. Thanksgiving Day + Friday following
10. Christmas Eve – Close at noon
11. Christmas Day - December 25
12. New Year's Eve – close at noon

An employee, who shall be required to work during a scheduled holiday, shall be entitled to receive and must take during each calendar year, a selected and scheduled day off to compensate the employee for the lost holiday. Any compensating day off not taken prior to the end of each calendar year shall be lost and shall not carry forward to the next year.

An employee will receive three (3) personal paid days off per calendar year. Prior to being used, these personal holidays must be approved by their Department Head. Personal paid days off not taken prior to the end of the calendar year will be lost and will not carry forward to the next year. Employees do not receive pay for holidays or personal holidays upon termination or resignation of employment.

5.8 Vacation

Employees and appointed officials who work full-time for the City of Willard shall accrue vacation leave hours on the following basis:

Length of Employment	Hours Accrued Per Pay Period	Maximum Accrued Vacation Per Year
Zero (0) to One (1) Year	1.54	One (1) week (40 hrs)
One (1) Year to Four (4) Years	3.08	Two (2) weeks (80 hrs)
Five (5) Years to Eleven (11) Years	4.62 hours	Three (3) weeks (120 hrs)
Twelve (12) Years to Fourteen (14) Years	6.16 hours	Four (4) weeks (160 hrs)
Fifteen (15) Years or more	7.70 hours	Five (5) weeks (200 hrs)

All employees will be required to work no less than six (6) months and no longer be in the probation period prior to using any accrued vacation. Vacation leave will Not accrue during an unpaid leave of absence.

Employees wishing to use accrued vacation time shall submit their request to their Department Head or Supervisor for approval. Department Heads or appointed officials must have their vacation approved by the City Administrator. The “Hire Date” of each year is the anniversary date for accrual accounting purposes.

Employees are encouraged to use vacation benefits in the fiscal year in which vacation is accrued. Employees may carry over a maximum of twenty (20) working days or 160 hours in vacation leave from one calendar year to the next. If a designated holiday should fall within the time an employee is on vacation, it will not be deducted from vacation days accrued.

Employees who have served one (1) year of continuous service and have taken part or none of their vacation days earned, will be paid for the vacation days up to but not to exceed 120 days upon the termination or resignation of employment.

5.9 Sick Leave

Employees and appointed officials who work full-time for the City of Willard shall accrue sick leave and be paid during unavoidable absences from work due to sickness or accident during any one (1) year on the following basis:

Length of Employment	Hours Accrued Per Pay Period	Maximum Accrued Vacation Per Year
Zero (0) to One (1) Year	1.54	One (1) week (40 hrs)
One (1) Year or more	3.08	Two (2) weeks (80 hrs)

Sick leave may be taken for as little as one hour, if accrued. Where workmen's compensation insurance payment is due to such employees or officer, the amount received by reason of worker's compensation shall be deducted from the allowance otherwise provided for above.

Employees shall be allowed to accumulate thirty-five (35) working days or two hundred eighty (280) hours in sick leave, which may be carried over from one (1) year to the next, which rolls over on the anniversary of their hire date. If a holiday should fall within the time the employee is absent on sick leave, it will not be deducted from their available number of sick leave days. Sick leave will not accrue during an unpaid leave of absence. Employees do not get paid for accumulated sick leave upon termination or resignation of employment.

All employees that have completed at least one (1) year of service will have the option of requesting a payout of accrued sick leave hours one (1) time per quarter on a specified date provided they maintain 24 hours at the time of payout. A maximum of forty (40) hours may be converted to a one-hundred (100) percent payout each quarter. (Example: 10 hours requested equal a 10 hour payout.) The sick leave hours requested will be deducted from the total sick leave hours the employee has accrued.

An employee who is sick must call their immediate Supervisor as soon as possible if they are unable to work. If an employee fails to do so within four (4) hours after the beginning of the work day, they may be denied pay for the period of absence. If sick leave is more than three (3) days, the Department Head or City Administrator may require a doctor's certification; however, a certificate of verification may be required by a Supervisor, Department Head or City Administrator in any case. Sick leave days may be used for immediate family member illness or injury but must be approved by the immediate Supervisor and/or the City Administrator.

5.10 Emergency Medical Leave Program

The Emergency Medical Leave Program is additional paid leave made available due to either a personal or immediate family member illness or injury which is considered life threatening or catastrophic. See attached Appendix "B."

5.11 Family and Medical Leave (FMLA)

5.11.1 Eligibility Requirements:

Employees may be entitled to job-protected family or medical leaves of absence if the following conditions are met:

Employee has worked for the City of Willard for the last twelve (12) months.

Employee is currently employed by the City of Willard.

During the last twelve (12) months of employment with the City of Willard the employee has worked at least twelve hundred and fifty hours (1,250) hours.

5.11.2 Types of Leave:

Employee leaves of absence under the FMLA may include;

The birth of a child, or the placement of a child with the employee for adoption or foster care;

A serious health condition that makes the employee unable to perform the essential functions of their job; or

A serious health condition affecting the employee's spouse, child or parent for which the employee is needed to provide care.

5.11.3 How and When to Request Leave:

Except as explained below, an eligible employee has a right under the FMLA for up to twelve (12) weeks of unpaid leave in a twelve (12) month period for any of the reasons listed above. An eligible employee must provide timely and adequate notice of their need for FMLA-qualifying leave. To request leave, the employee must contact the City Administrator and then request the appropriate forms from the Human Resources Department. When the need for FMLA leave is foreseeable, such as with planned medical treatment or expected birth, the employee must provide at least thirty (30) days advance notice before FMLA leave is to begin. When an employee's need for FMLA is unforeseeable, the requisite notice must be provided as soon as practicable under the facts and circumstances. Said notice, when possible, should be in writing and should provide the City of Willard with enough information to determine whether the leave qualifies as family or medical leave. Failure to provide proper notice may result in delay or denial of leave.

5.11.4 Continuation of Benefits:

An employee's health benefits, if any, will be maintained during any period of unpaid leave under the same conditions as if they continued to work. The employee will be reinstated to the same or equivalent job with the same pay, benefits and terms and conditions of employment upon return from FMLA leave.

Further, if the employee normally pays a portion of the premiums for their health insurance, these payments will continue during the period of FMLA leave. Arrangements for payment will be discussed with the employee. The employee will have a minimum thirty (30) day grace period in which to make premium payments. If payment is not made in a timely manner, the employee's group health insurance may be cancelled.

If an employee does not return to work following FMLA leave for a reason other than the continuation, recurrence or onset of a serious health condition which would entitle the employee to FMLA leave or other circumstances beyond the employee's control, the employee may be required to reimburse the City for its share of health insurance premiums paid on the employee's behalf during the FMLA leave.

5.11.5 Medical Certification Requirement:

An employee's requested leave may be counted against the employee's annual FMLA leave entitlement. Further, the employee will be required to furnish medical certification if the leave is due to a serious health condition. Certifications of Health Care Provider forms are available from the Chief Financial Officer or Human Resource Department. Failure to provide the required certification may result in delay, denial or cancellation of leave. If the certification shows that the employee's absence does not qualify under the FMLA, the FMLA designation will be revoked retroactive to the first (1st) day of the leave. The City of Willard may require recertification during said leave.

5.11.6 Application of Accrued Paid Leave:

Family and medical leave is generally unpaid leave. However, any accrued paid leave, including sick leave, vacation time or other leave, shall be applied to time off available under this section. Time off under worker's compensation or short-term disability will also be applied to a leave under this section.

5.11.7 Fit-for-Duty and Status Reports:

The employee may be required to present a fit-for-duty certificate prior to being restored to employment. If such certification is required but not received, the employee's return to work may be delayed until the certification is provided. Further, while on leave, the employee may be required to furnish the City of Willard with periodic reports of the employee's status and intent to return to work. If the circumstances of the employee's leave change, and they are able to return to work earlier than the date indicated above, the employee may be required to notify the City Administrator at least two (2) weeks prior to the date the employee intends to report to work. The employee may be required to furnish recertification after a serious health condition.

5.12 Military Leave

The City of Willard is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the City policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment based on such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised their rights under applicable law or city policy. If any employee believes that they have been subjected to discrimination in violation

of city policy, the employee should immediately contact the Human Resources Department.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five (5) years leave of absence.

Employees requesting leave for military duty should contact the City Administrator to request leave as soon as they are aware of the need for leave. For request forms and detailed information on eligibility, employee rights while on leave and job restoration upon completion of leave, contact the Human Resources Department.

For military leaves extending thirty (30) days or less, the City of Willard will continue to pay the portion of the premium on health insurance, if any, that it was paying before such military leave began. In order to continue such health insurance, the employee must continue to pay their portion of premiums during this period. For military leaves extending beyond thirty (30) days, the employee will have the option to continue their insurance coverage at the employee's cost. Upon return from military leave, employees will be reinstated as required by law and benefits will be reinstated with no waiting periods.

5.13 Jury Duty

An employee may be granted leave with pay when required to be absent from work for jury duty or as a trial witness. Compensation for such leave shall be limited to the difference between pay received for this service and normal pay.

5.14 Leave of Absence

Due to special and extraordinary circumstances, an employee may wish to request, in writing, to take unpaid leave. The City Administrator, or in his/her absence the Mayor, shall have the authority to grant such unpaid leave for up to forty (40) hours per calendar year, in no less than eight (8) hour increments. All accrued vacation and sick leave must be exhausted prior to any such unpaid leave request being granted.

5.15 Bereavement Leave

An employee may be granted a leave of absence with pay (with approval from the City Administrator) of reasonable duration, not to exceed five (5) working days, in the event of the death of an employee's spouse, significant other, child, stepchild, parent or stepparent. Three (3) working days of absence with pay will be allowed in the event of the death of an employee's father-in-law, mother-in-law, sister, brother, stepbrother, stepsister, brother-in-law, sister-in-law, grandparents, grandchildren, step-grandchildren, uncle, aunt or any relative residing permanently with and dependent upon the employee. Documentation may be required.

5.16 Extended Personal Leave

Leaves of absence without pay may be granted for a period not to exceed sixty (60) days when the granting of such leave is in the mutual interest of the city and the employee, or otherwise required

by law. The employee shall make a written request to the City Administrator for any authorized leave of absence stating the time required and the reason for such a request. Only the City Administrator may approve such a leave. Vacation, sick leave and holiday rights will not be accrued, or paid for, during an extended leave of absence, unless otherwise required by law.

The employee will not, however, lose any vacation, sick leave or holiday benefits which were earned prior to the commencement of said leave of absence. If such sick leave, vacation or holiday benefits should carry past an anniversary date due to a leave of absence, authorization from the City Administrator is required to carry it over.

5.17 Retirement Plan.

After an employee has been employed six (6) months with the City of Willard, the City shall enroll each full-time employee in the Missouri Local Government Employees Retirement System (LAGERS). At this time the employee shall pay four (4) percent of their gross wages into the account with the City paying the amount stipulated under the terms of the agreement with LAGERS. This is not an optional program. Enrollment in the program is a condition of employment for every full-time employee. If any employee has any questions regarding the retirement plan, please contact the Human Resources or Finance Department.

5.18 Insurance.

The City of Willard shall provide a competitive package of benefits to all eligible full-time employees. The following benefits are provided with the understanding that benefit plans may change from time to time. For eligibility requirements, refer to the Plan document for each benefit program. Continuation of any benefits after termination of employment will be solely at the employee's expense and only if permitted by policies and statutes. To be eligible for city paid benefits an employee must be classified as a "Full-Time" employee.

A. Health/Life Insurance

The City of Willard currently provides individual health and life insurance benefits to all eligible full-time employees. The City of Willard presently pays the individual insurance premium for all eligible employees. Eligible employees may elect to purchase additional health insurance for the employee's dependents or to participate in the Vision and Dental health plans offered by the City at the employee's expense through payroll deduction. The City of Willard may require employees to pay a portion of insurance premium in the future. Information about the City's health plans will be provided to the employee at the time of employment.

The insurance provided is effective after the first day of the month following the first full month of employment. Details and forms may be obtained from the Human Resources Department at the time of employment.

B. Social Security/Medicare/Medicaid

The City of Willard participates in the provisions of the Social Security, Medicare and Medicaid programs. Employees' contributions are deducted from each pay and the City contributes at the applicable wage base as established by federal law.

C. Workers' Compensation and Unemployment Insurance

The City of Willard carries workers compensation insurance coverage as required by law to protect employees who are injured on the job. This insurance provides medical, surgical and hospital treatment in addition to loss of earnings from work-related injuries. If an employee should suffer an on-the-job injury or illness, regardless of how minor or severe, the following steps must be followed:

1. Notify their Department Head immediately. The Department Head shall then notify the City Administrator or in the absence of a City Administrator, the Mayor. If the Department Head is unavailable and/or City Hall is closed, any such injury must be reported directly to the City Administrator or in the absence of a City Administrator, the Mayor. If the injury is of a severity that the employee is unable to immediately report the same, such employee should, at the earliest opportunity, request a family member or friend to report the injury.
2. Employees in need of medical attention should go to a physician or medical facility which has been approved by the City's insurance carrier. If immediate medical attention is required, Employees should report to the nearest Emergency Care Facility. Any employee receiving medical attention for any on-the-job injury may be subject to testing to determine the presence of alcohol, illegal or unauthorized controlled substances.

Unreported on-the-job injuries may place an employee in the position of losing any workers compensation benefits for which they might have been eligible. If any employee has any questions regarding the workers compensation program, please contact the Human Resources Department.

5.19 Automobile mileage.

Travel for City business outside of a 50-mile radius in a personal automobile with prior approval from the City Administrator is eligible for mileage reimbursement. The City will reimburse the employee for use of a personal automobile for at the same rate the State of Missouri pays its employees for automobile mileage.

6. COMPENSATORY TIME POLICY

6.1 Purpose

The purpose of this policy is to allow salaried (exempt) City employees a flexible work schedule to reduce the hours over and above forty (40) during a standard work week due to evening meetings, heavier than normal workloads, etc. The City will accommodate the reasonable requests of employees for alternative work schedules when consistent with the needs of each City department to accomplish their objectives.

This policy will apply to all full time salaried (exempt) employees of the City in all the various departments.

6.2 Definitions

Compensatory Time: a term used to define an alternate work schedule by which a salaried employee may be granted paid time off in lieu of pay.

Standard Work Week: a forty (40) hour period which runs from 12:00 a.m. Sunday morning through midnight (12:00 p.m.) the following Saturday evening. Vacation, sick leave, personal days, etc. are not considered as making up a portion of a standard work week; only those hours worked on the job are to be counted as comprising said work week.

Pay Period: a two (2) week period comprised of two (2) forty (40) hour work weeks.

6.3 Policy

It is the policy of the City to allow authorized employees the option of a flexible work schedule. Individual departments may use a Compensatory Time work schedule subject to the following conditions:

- The normal workweek shall continue as a five (5) day, forty (40) hour workweek for City employees.
- Computation of compensatory time will be based on the hours worked over the 40 hour per week regular department schedule. Compensatory hours shall be accrued the rate assigned for each position classification. (Executive: .75:1; Leadership: 1:1; Professional: 1.5:1 hours accrued to hours worked)
- Compensatory time may be accrued up to one hundred and sixty (160) hours. All time accrued must be requested off and approved in the same manner as vacation time, personal days, etc.
- Accumulated compensatory time shall be accrued to 160 hours. No hours will be earned over 160 hours until the compensatory time balance is reduced through approved time off.
- Accumulated compensatory time shall be paid upon voluntary separation and an agreed final resignation date of no less than 15 business days from date of notice of resignation.
- When an employee takes compensatory time off it shall be determined by and scheduled at the discretion of the employee's Director or supervisor, with due regard for the wishes of the employee and the needs of the City.

6.4 GENERAL GUIDELINES AND ELIGIBILITY

In order to be eligible to participate in the compensatory time program, an employee must be a salaried employee. Additionally, to be eligible, employees must:

- Use work time effectively based on time quality;
- Maintain a dependable attendance record;
- Document all timekeeping accurately and in a timely fashion; and,
- Communicate work problems/issues as well as needs to their immediate Supervisor/Department Head.

Both the usage as well as the accrual of compensatory time may be reviewed at any time by either the applicable Department Head and/or the City Administrator. Compensatory time will be administered on a consistent and equitable basis within each City Department.

7. GENERAL PROVISIONS

7.1 Hours of Work

A work hour is any hour of the day that is worked and should be recorded to the nearest quarter of an hour. The workday is defined as the twenty-four (24) hour period starting at 12:00 a.m. and ending at 11:59 p.m. The workweek covers seven (7) consecutive days beginning on Sunday at 12:01 a.m. and ending on Saturday at 11:59 p.m. The usual work week period is forty (40) hours.

The normal work week for the City of Willard City Hall shall consist of five (5), eight (8) hour days. Ordinarily, work hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday, including one (1) hour (unpaid) for lunch. Employees may request the opportunity to vary their work schedules (within employer defined limits) to better accommodate personal responsibilities. Subject to the City of Willard work assignments and the City Administrator's approval, the employee's Supervisor or Department Head shall determine the hours of employment that best suits the needs of the work to be done by the individual employee. Each Department may require different work schedules, but all Departments' normal work hours will be forty (40) hours per week.

7.2 Attendance and Punctuality

Attendance is a key factor in job performance. Punctuality and regular attendance are expected of all employees. Excessive absences (whether excused or unexcused), tardiness or leaving early is unacceptable. Absence for any reason or planning to arrive late or leave early, requires notification to your Supervisor, the Department Head or the City Administrator as far in advance as possible and no later than one (1) hour before the start of the scheduled work day. In the event of an emergency, notify your Supervisor, the Department Head or the City Administrator as soon as possible. For all absences extending longer than one (1) day, telephone your immediate Supervisor and inform him/her that the request for absence will be for more than one (1) day. When reporting an absence, indicate the nature of the problem causing the requested absence and the expected return to work date. A physician's statement may be required as proof of the need for any illness related absence regardless of the length of the absence. Except as provided in other policies, an employee who is absent from work for three (3) consecutive days without notification to their Supervisor, Department Head or the City Administrator will be considered to have voluntarily terminated their employment. The employee's final pay will be direct deposited to the last banking institution on file. Excessive absences, tardiness or leaving early will be grounds for discipline up to and including termination. Depending on the circumstances, including the employee's length of employment, the City of Willard may counsel employees prior to termination for excessive absences, tardiness or leaving early.

7.3 Meal Breaks

7.3.1 The general policy of the City pertaining to meal breaks is that all employees, except those listed in Subsection Three (3) below, shall eat on their own time. They shall be allowed to cease work for meal breaks as determined by Directors and shall not be paid for that time.

7.3.2 Directors may adjust the length of meal breaks when it will contribute to the effectiveness of the department, but in no case will it be less than thirty minutes.

7.3.3 Employees designated by their Director shall receive paid meal breaks. In order to qualify for paid meal breaks employees must be on call during their entire work shift and not leave the

work premises unless authorized and must respond to duty calls during meal breaks if necessary. Failure to respond to duty calls will be grounds for disciplinary action.

7.4 Pre-Employment Requirements

All full-time employees will be required to undergo a pre-employment drug screen before beginning work.

7.5 Voluntary At-Will Employment

Unless an employee has a written employment agreement with the City of Willard, which provides differently, all employment at the City of Willard is “at-will” and is governed by Missouri statutes. That means that employees may be terminated from employment with the City of Willard with or without cause and employees are free to leave the employment of the City of Willard with or without cause. Any representation by any City of Willard officer or employee contrary to this policy is not binding upon the City of Willard unless it is in writing and is signed by the Mayor with the approval of the Board of Aldermen.

7.6 Equal Employment Opportunity

The City of Willard provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. The City of Willard complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The City of Willard expressly prohibits any form of unlawful employee discrimination based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of the City of Willard employees to perform their expected job duties is absolutely not tolerated. All employees should report any discrimination to the City Administrator. However, if the report involves the City Administrator, the employee may take their concerns to an Alderman or the Mayor. The employee may also request a closed meeting with the Board of Aldermen.

If the City of Willard determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which may include counseling, warnings, suspensions and/or termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, the City of Willard will inform the employee who made the complaint of the results of the investigation.

7.7 Policy against Workplace Harassment

7.7.1 Purpose

The City of Willard's position is that sexual and other types of harassment are a form of misconduct that undermines the integrity of the employment relationship. Employees are expected to act in a positive manner and contribute to a productive work environment that is free from harassing and disruptive activity. All employees have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment.

7.7.2 Definition of Harassment

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual based on race, color, religion, sex, national origin, age, pregnancy, disability, military status (including veterans), and current employees for complaining of discrimination or participating in an investigation or complaint proceedings, or any other status protected by law. Harassment can also occur if conduct is directed toward a person's relatives, friends, or associates. Harassment does one or more of the following:

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment.
- Has the purpose or effect of unreasonably interfering with an individual's work performance.
- Otherwise adversely affects an individual's employment opportunities.

7.7.3 Definition of Sexual Harassment

The City of Willard has adopted the definition of sexual harassment set forth by the Equal Employment Opportunity Commission (EEOC). The EEOC defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of your employment.
- Submission to or rejection of such conduct by you is used as the basis for employment decisions affecting you.
- Such conduct has the purpose or effect of unreasonable interfering with your work performance or creating an intimidating, hostile or offensive working environment.

7.7.4 Harassing Conduct

In order to avoid misunderstandings about what types of conduct might constitute or lead to harassment, the City provides you with the following examples of prohibited conduct. Please note that these are examples only and that harassment is not limited to only those types of conduct listed below.

- Epithets, slurs, negative stereotyping and threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age or disability (including jokes, cartoons or pranks that are sexually suggestive, hostile or demeaning with regard to race, color, religion, gender, national origin, age or disability; and

- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age or disability and that is displayed on walls, bulletin boards, through the computer, or any other locations or circulated in the workplace; and
- Unwanted social invitations, touching, hugging, patting, sexual gestures or offensive body movements.

7.7.5 City's Responsibility

The City believes that all employees are entitled to a workplace free of harassment and expects that all employees will treat each other and our customers with courtesy, dignity and respect. We take our obligation to maintain a workplace free of harassment very seriously. All employees have the responsibility to maintain the workplace free from any form of harassment. No form of harassment will be tolerated. Sexual and other types of harassment are a form of misconduct which constitutes a serious offense and subjects offenders to disciplinary action, up to and including discharge.

All new employees will receive a copy of the City's anti-harassment policy upon employment. If at any time employees would like another copy of the policy, they should contact their supervisor or the Human Resources Office. If the City should amend or modify our anti-harassment policy, all employees will receive an updated copy of the amended or modified policy.

7.7.6 Complaint Procedure

1. Employees who experience or witness any type of harassment or prohibited conduct in the workplace must report it immediately to their supervisor, director, or the Human Resources Office. You may also report it to any member of management.
2. All allegations of harassment or prohibited conduct will be quickly and fully investigated. To the extent possible, the employee's confidentiality and that of any witness and the alleged harasser will be protected against unnecessary disclosure. Employees are required to cooperate in any investigation. When the investigation is completed the parties involved will be informed of the outcome of the investigation.
3. The City will permit no employment-based retaliation against anyone who brings a complaint of harassment or prohibited conduct or who speaks as a witness in the investigation of a complaint of harassment or prohibited conduct. Initiation of, or participation in any act of retaliation shall be cause for disciplinary action, up to and including discharge.

7.8 Solicitation

The City of Willard prohibits the solicitation, distribution and posting of materials on or at City property by any employee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by the City of Willard and City sponsored programs related to the City of Willard events and services.

Employees may not solicit other employees during work hours, except in connection with a City-approved or sponsored event.

Employees may not distribute literature of any kind during work hours or in any work area at any time, except in connection with a City-sponsored event.

The posting of materials or electronic announcements are permitted with approval from the City Administrator and/or the City Clerk. Violations of this policy should be reported to the City Administrator.

7.9 Nepotism

No employee shall directly supervise a member of their family. Family consists of the parents, children, siblings, spouse, parents-in-law, children-in-law, grandparents, grandchildren, step-parents, step-brothers, step-sisters, stepchildren, aunts, uncles, nieces, nephews and foster children. More specifically, no employee shall review or audit the work of a member of their family, or take part in discussions concerning employment, assignment, compensation, discipline or related matters involving a member of their family. In the event that an individual, through marriage, adoption, etc. is placed in a prohibited relationship with a member of their family, the situation shall be resolved within thirty (30) calendar days, or as quickly as practicable.

7.10 Employment of Relatives

Applicants for any open position or vacancy shall not be hired if the applicant is related to any employee that is a Supervisor or Department Head within the same department. In this context, related shall mean or include: parent, child, spouse, common-law spouse, brother, sister, grandparents, grandchildren, uncle, aunt, nephew or niece, cousins including step, half, foster or in-laws.

7.11 Dress Code

The dress code for each department shall be established by the Department Head with approval from the City Administrator. The code shall be developed with all consideration for employee safety, citizen recognition, to be appropriate to each employee's job duties, etc. This code shall be strictly enforced.

7.12 Oath

Every police officer of the city shall, before entering upon their duties, take the oath prescribed by law.

7.13 Political Activities

City employees shall not be coerced or choose to take part in political campaigns, to solicit votes, to contribute or to solicit funds or support, for the purpose of supporting or opposing the appointment or election of candidates for any office.

7.14 Residence

Employees of the City of Willard shall not be required to live within the city limits, unless required to do so by law, but they are encouraged to do so. This suggestion is intended to foster a greater interest in and concern for the welfare of the community on the part of the city employees.

7.15 Policies and Discipline

It shall be the duty of all City employees to comply with the personnel rules and regulations of the City. Employees who are found violating the City of Willard's rules and regulations will be subject to discipline, up to and including immediate termination of employment. All employees of the City of Willard are at-will and may be subject to immediate termination of employment with or without cause and with or without notice.

A Supervisor, Department Head, City Administrator or the Mayor may issue verbal warnings to employees for violations of City personnel rules, regulations or other misconduct. A Supervisor shall inform their Department Head of said warning and/or the Department Head shall inform the City Administrator of any warnings given to employees. In the event an employee's violation of City personnel rules, regulations or other misconduct requires a written warning, reprimand or discipline, the Department Head shall take the issue to the City Administrator for approval. Written documentation of employee counseling, warnings, reprimands or discipline shall be placed in an employee's personnel file with the consent and approval of the City Administrator. Disciplinary actions, other than verbal warnings, including all written warnings, reprimands, counseling, suspensions or demotions, shall be approved by the City Administrator.

The following are examples of violations which may result in discipline up to and including immediate termination of employment. This list is not intended to be a complete list of all types of conduct that may result in disciplinary action. The City of Willard may in its discretion determine other behaviors that are unacceptable.

1. Conviction of a felony or other crime involving moral turpitude;
2. Acts of incompetence, inadequate performance, inefficiency or negligence in the performance of duties;
3. Unauthorized absence, habitual absences or tardiness;
4. Acts of insubordination, intentional failure or refusal to carry out instructions or assignments;
5. Misappropriation, destruction, theft or conversion of City property;
6. Inappropriate behavior toward a citizen of the City.
7. Acts of misconduct while on duty;
8. Dishonesty;
9. Falsification of any information required by the City;
10. Failure to properly report accidents or personal injuries;
11. Neglect or carelessness resulting in damage to city property or equipment;
12. Repeated convictions during employment of misdemeanor and/or traffic charges;
13. Introduction, possession or use on City property or in City equipment of intoxicating liquors or illegal controlled substances (drugs) or proceeding to or from work under the influence of liquor or an illegal controlled substance, including any violation of the City's Substance Abuse Policy.

Nothing in this section alters the employment at-will status.

8. SUBSTANCE ABUSE POLICY

It is the policy of the City of Willard to provide safe, dependable and quality services to its citizens, to provide safe and healthy working conditions for its employees and to comply with the requirements of federal law and regulations related to the Drug Free Work Place Act of 1988 and the Omnibus Transportation Employee Testing Act of 1991.

It is the policy of the City of Willard to ensure that its employees are not impaired in their ability to perform assigned duties in a safe, productive and healthy manner. The City desires to create a work environment free from the adverse effect of alcohol and controlled substance abuse or misuse. Employees are strictly prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of controlled substances or alcohol while conducting any work on behalf of the City or on any City premises. Employees are also prohibited from the unauthorized possession of alcohol while on duty and are prohibited from the unauthorized possession or use of unauthorized controlled substances at any time, whether on or off duty. No employee shall use alcohol or non-prescribed drugs in the workplace or in operation of the City's motor vehicles or equipment.

This policy applies to all employees and/or applicants who apply for employment with the City of Willard. All employees, regardless of their date of hire, will be required by the City of Willard to comply with all sections of this policy including: pre-employment, post-accident, reasonable suspicion, return to work and follow-up testing for both alcohol and controlled substances. Further, as set forth herein, the City encourages employees to seek professional assistance when personal problems, including alcohol and controlled substance dependency, adversely affect their ability to perform assigned duties.

Any employee charged for illegal conduct related to alcohol or controlled substances, including a conviction of any crime occurring in the workplace or not in the work place, must notify the City Administrator within five (5) calendar days of any such conviction or charges. Failure to timely report any such conviction or charges will result in disciplinary action, up to and including termination of employment. Further, any employee whose job performance requires the possession of a valid driver's license and who subsequently loses their driver's license as a consequence of drug or alcohol related convictions, pleas or other legal means, shall be subject to disciplinary action, up to and including termination from employment. The employee shall notify the City Administrator of the loss of their driver's license immediately after revocation or temporary suspension of their license. Failure to notify the City Administrator of the loss of the driver's license shall result in disciplinary action, up to and including termination of employment.

Any employee who is using a prescribed or authorized controlled substance which may inhibit or impair the employee's performance shall provide written notice to the City Administrator of such use upon returning to work and prior to engaging in any work-related activity.

As a condition of employment, both present and future employees shall be subject to alcohol and controlled substances testing including the following types of tests: pre-employment testing, random testing, reasonable suspicion testing, post-accident testing, return-to-work testing and follow-up testing. Tests shall be conducted by a facility certified and approved by the City of Willard.

An employee who fails a test or who fails to submit to a test under this policy may be discharged by the City for misconduct connected to work.

8.1 Pre-Employment Testing

Pre-employment urine drug testing shall be required of all applicants for all positions as a condition of employment, regardless of the status of the position. Receipt of satisfactory test results is required prior to commencement of employment. A positive alcohol or controlled substance test result disqualifies an applicant from eligibility for employment for a period of at least two (2) years. Applicants must submit to a pre-employment drug test within twenty-four (24) hours of being ordered to test. Failure to submit to testing or failure to submit in a timely manner will result in the withdrawal of the City's conditional offer of employment. The applicant will be disqualified from further consideration for a period of two (2) years. Applicants who fail to test or who fail to submit in a timely manner for a second (2nd) time will be permanently disqualified for consideration for employment with the City of Willard. Any deviation from this practice must be documented and approved in writing by the City Administrator.

8.2 Reasonable Suspicion Testing

Reasonable suspicion testing applies to all City of Willard employees regardless of their status or position. Reasonable suspicion testing shall be used to determine fitness for duty evaluations, including appropriate urine and/or breath testing when there are objective observable reasons to believe that alcohol or controlled substance use is adversely affecting an employee's job performance or that the employee has violated this policy. Reasonable suspicion referrals for testing shall be made on the basis of documented objective facts and circumstances consistent with the effects of substance use. Reasonable suspicion observations and reports may be made by the Supervisor or Department Head. The observing Supervisor or Department Head, regardless of the direct reporting relationship with the affected employee, is required to complete the appropriate required documentation concurrently with the observation and consideration to impose reasonable suspicion testing.

All employees may be subject to testing following any type of accident during work hours if reasonable suspicion is determined, regardless of whether the accident meets the guidelines as noted under the post-accident provisions of this policy. A Supervisor or Department Head, who fails to report an observation of reasonable suspicion of an employee, may be subject to disciplinary action up to and including termination.

Reasonable suspicion testing shall be required and completed whenever possible within two (2) hours of the observation, but in any case, no later than eight (8) hours after the observation for breath alcohol testing and thirty-two (32) hours for controlled substance testing. An employee who is ordered to submit to a reasonable suspicion drug test shall be transported to the testing site by City personnel.

8.3 Random Testing.

Random testing is applicable to all employees. Random testing shall be conducted at the direction of the City Administrator. An employee who is notified to submit to a random drug test must report immediately to the collection site. No delay in reporting is acceptable. An employee who is ordered to submit and does not report to the collection site, without delay, must document circumstances causing the delay to be tested.

8.4 Post Accident Testing. Post-accident testing is applicable to any employee involved in an accident in which the employee injures the person or property of another during work hours.

8.5 Return to Work or Follow up Testing. Return to work or follow up testing may be required at the direction of the City Administrator.

8.6 Rehabilitation Effort

Employees are encouraged to seek help with alcohol or chemical dependency problems voluntarily through a provider of their choice. Employees will not be disciplined for seeking assistance, if assistance is sought voluntarily.

Rehabilitation assistance, due to a positive alcohol or controlled substance test, may only be granted to an employee one (1) time while employed by the City of Willard. Failure to complete the rehabilitation evaluation and any subsequent treatment plan and/or comply with the provisions of this policy will result in termination of employment.

The following items must be completed for a rehabilitation process to be successful and complete:

1. The employee shall agree to be evaluated by a rehabilitation professional acceptable to the City of Willard and shall successfully complete the rehabilitation treatment plan established for the employee by such; and
2. The employee shall agree to refrain from any violation of this policy and the use of alcohol and/or controlled substances as is consistent with the treatment plan for rehabilitation and this policy; and
3. The employee shall provide a release of all medical records for use and review by the City of Willard, specifically relating to the rehabilitation treatment plan for assistance and compliance; and
4. The employee shall agree to submit to testing when returning to work, which will demonstrate that the employee has tested negative for alcohol and/or controlled substance test standards; and
5. The employee shall agree to unannounced follow-up testing for a period as determined by the City Administrator or his/her designee subsequent to the employee's return to work and consistent with this policy; and
6. The employee will continue to be a participant of the random drug testing pool and ordered to submit to a random drug test as outlined in this policy; and
7. The employee shall agree that any future alcohol or controlled substance violations will result in the termination of employment.

Violation of this policy will be considered misconduct connected to work and will result in disciplinary action, up to and including termination of employment.

9. JOB PERFORMANCE EVALUATION

The work of each employee is reviewed on an on-going basis, at the end of the probationary period and annually with the Supervisor to provide a systematic means of evaluating performance. The probationary and annual performance review is a formal opportunity for the Supervisor, Department Head, City Administrator and employee to exchange ideas that will strengthen their

working relationship, review the past year and anticipate the City of Willard's needs in the coming year. The purpose of the review is to encourage the exchange of ideas in order to create positive change within the City of Willard. To that end, it is incumbent upon both parties to have an open and honest discussion concerning the employee's performance. It is further incumbent upon the Supervisor, Department Head, and City Administrator to clearly communicate the needs of the City and what is expected of the employee in contributing to the success of the City of Willard for the coming year. Both Supervisor and employee shall attempt to arrive at an understanding regarding the objectives for the coming year. This having been done, both parties shall sign the performance review form, which will be kept as part of the employee's personnel record and used as a guide during the course of the year to monitor employee progress relative to the agreed upon objectives. The City Administrator reviews the work of all Department Heads. Work reviews for other staff are the responsibility of the appropriate Supervisor or Department Head, subject to confirmation by the City Administrator.

The annual work performance evaluations shall be performed at least annually at department head discretion and submitted to the City Administrator for review. A copy of all evaluations will be retained in the employee's personnel file.

Based on departmental needs and Department Head discretion, certain part-time and seasonal employees may receive performance reviews as necessary for job performance tracking. These reviews will be completed by the Department Head and submitted to the City Administrator for review.

10. UNIFORMS

10.1 Police Department

Each officer of the Willard Police Department will receive a \$1,000.00 uniform allowance for the first year of employment. Each additional year they shall receive a \$650.00 uniform allowance issued once each year in January after showing proof of purchase. This allowance is to be used for dress uniforms and equipment required by the Department policy. A receipt will be required for all uniform purchases for the employee to be reimbursed.

Uniforms may be purchased at approved vendors under the City's name to be repaid by payroll deduction after the maximum allowance has been reached. Any deduction will be by the following schedule:

- \$100.00 or less will be deducted in one (1) pay period.
- \$101.00 to \$200.00 will be deducted a minimum of \$50.00 per pay period at a maximum of four (4) pay period deductions.
- \$201.00 or more will be deducted at a minimum of \$50.00 per pay period at a maximum of eight (8) pay periods.
- Maximum purchase through the City of Willard over and above the uniform allowance is \$500.00.

10.2 Public Works and Parks Maintenance Departments

Each full-time employee of the City of Willard Public Works Department and Parks Maintenance Department will receive a \$250.00 clothing and boot allowance to be used at employee's

discretion. The clothing allowance will be added once per year to the first payroll in January to each employee's pay. The uniform allowance will be taxed according to payroll tax deductions. No proof of purchase will be required.

In addition to the clothing allowance, the department head for Public Works and for the Parks Department will be allotted \$50 per employee per year for uniform apparel, to be used at the department heads discretion for apparel items.

The employee is expected to report to work in clean, well mended attire that is appropriate for the work to be accomplished. If, in the opinion of the Supervisor, Department Head or City Administrator, the employee fails to comply with this expectation, appropriate disciplinary action will be taken.

11. SEVERE WEATHER CONDITIONS

The City Administrator shall have the option to close City Hall or the Parks Department when it is determined unsafe to travel because of severe weather conditions. If an employee is unable to reach the office due to severe weather conditions the employee may make a request for approval to use a personal day from their Department Head or the City Administrator.

12. MEETINGS AND CONFERENCES

Staff may be given limited time off by the City Administrator with pay to participate in educational opportunities related to the staff member's current or anticipated work with the City of Willard. An employee serving as an official representative of the City of Willard at a conference or meeting is considered on official business and not on leave.

12.1 Reimbursement

Reimbursement is authorized for reasonable and necessary expenses incurred in carrying out job responsibilities. Mileage or transportation, parking fees, business telephone calls and meal costs when required to attend a luncheon or banquet, are all illustrative of reasonable and necessary expenses. Employees serving in an official capacity for the City of Willard at conferences and meetings are reimbursed for actual and necessary expenses incurred, such as travel expenses, meal costs, lodging, tips and registration fees. When attending meetings that have been approved by the City Administrator, employees are reimbursed for travel expenses, course fees and costs of meals and lodging at the current rates. Employees may also request a travel advance to cover anticipated expenses for approved travel. Employees also may be granted leave to attend a conference or professional meeting related to their professional development, and/or the City of Willard's current and anticipated work. Expenses for these purposes can be paid by City, if funds are available, and the employee obtains prior written approval of such expenses. Employees are responsible for transportation costs between the office and home during normal work hours. Transportation costs are paid by the City of Willard for work outside normal work hours if the employee is on official business for the City. Employees authorized to use their personal cars for City business are reimbursed at the State of Missouri approved rate. Forms are provided to request reimbursement for actual expenses and advance payment for travel. Receipts must be provided for all expenditures made in order to claim reimbursement.

13. SEPARATION AND RETURN OF PROPERTY

Every officer and employee of the city, upon the termination of their term or employment for any cause whatsoever, shall deliver to the City all City property. Employees are responsible for the City of Willard equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to:

- Credit cards,
- Identification badges,
- Office/building keys,
- Office/building security passes,
- Computers, computerized diskettes, electronic/voice mail codes, and
- Intellectual property (e.g., written materials, work products).

In the event of separation from employment, or immediately upon request by the City Administrator or Department Director, employees must return all City property that is in their possession or control. Where permitted by applicable laws, the City of Willard may withhold from the employee's final pay the cost of any property, including intellectual property, which is not returned when required. The City of Willard also may take any action deemed appropriate to recover or protect its property.

14. CODE OF ETHICS

The City maintains policy and standards regarding employee behavior and conduct which are necessary for all employees. See the attached Code of Ethics Policy for further information.

15. GRIEVANCE POLICY

If any employee wishes to file a grievance regarding their employment, including but not limited to, discipline, job evaluations, job assignments, work hours, Supervisors or Department Heads, an employee must submit the grievance in writing and provide it to the City Administrator. The City will make its best effort to address the grievance within 30 days.

Employees who have received written reprimand, been suspended, demoted or terminated have the right to appeal the action to the Board of Aldermen. Any such appeal must be submitted to the City Administrator in writing within two (2) weeks of the suspension, demotion or termination.

If an employee requests a hearing, the Board of Aldermen will attempt to schedule a hearing within 30 days of receiving the notice of the appeal. An employee has the right to an attorney or support person to assist them in the hearing. The Board of Aldermen will attempt to issue a decision regarding the appeal within 45 days of any hearing or in the case where no hearing is requested, within 30 days of the appeal.

Nothing in this policy alters the employment at-will status with the exception of those employees whose employment or termination is governed by Missouri statutes.

16. PERSONNEL RECORDS

Personnel records are the property of the City of Willard and access to the information they contain is restricted and confidential. A personnel file shall be kept for each employee and should include the employee's job application, copy of the letter of employment and position description, performance reviews, disciplinary records, records of salary increases and any other relevant personnel information. It is the responsibility of each employee to promptly notify their Supervisor or Department Head in writing of any changes in personnel data, including personal mailing addresses, telephone numbers, names of dependents and individuals to be contacted in the event of an emergency.

17. OUTSIDE EMPLOYMENT

No municipal employee shall engage in any outside employment without the written consent of the City Administrator. Further, consent will not be given unless such outside employment does not conflict, impair or interfere with the employee's performance of duties for the City of Willard.

No employee may receive any income or material gain from individuals or organizations for materials produced or services rendered while performing their job with the City of Willard.

18. NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

Personnel and employment records are the property of the City and except for records and information that the City is required to provide by law will not be released. Access to personnel records within the City is limited to the Mayor and City Administrator and those designated by the Mayor and City Administrator.

18.1 DISCLOSURE OF INFORMATION OF PAST EMPLOYEES

No employee of the City shall disclose any information regarding a past or current employee's employment record. Any inquiry, by a third party, regarding a past or current employee's work record shall be directed to the City Administrator, or his designee, who shall only provide the dates the employee has worked for the City, and their positions held. All responses by the City Administrator shall be in writing. No response to inquiries as to employee's employment with the City shall be made over the phone.

If a past or present employee of the City wishes the City to provide information to a third party beyond the dates of their employment and position held, the employee must submit in writing to the City Administrator of their request and must sign a release absolving the City of any liability for the release of the information. All requests for the release of employment information must be approved by the Board of Alderman.

19. COMPUTER AND INFORMATION SECURITY

The City maintains a computer system for the effective operation of the City. These systems include individual PC's provided to employees, centralized computer equipment, all associated software, telephone, voice mail and electronic mail. Each user is personally responsible to ensure that the following guidelines are followed:

- The City of Willard's systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non- job-related purposes.
- Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to the City's host computer system, networks and voice mail system. In addition, security facilities have been provided to restrict access to certain documents and files for the purpose of safeguarding information.
- Passwords should not be shared between users. If written down, passwords should be kept in locked drawers or other places not easily accessible.
- Document libraries of other users should not be browsed unless there is a legitimate business reason to do so.
- Individual users should never make changes or modifications to the hardware configuration of computer equipment.
- Programs should never be downloaded from bulletin board systems or copied from other computers outside the city onto city computers. Downloading or copying such programs also risks the introduction of a computer virus. If there is a need for such programs, a request for assistance should be directed to the immediate Supervisor or Department Head prior to downloading or copying documents from outside the city.
- Unlicensed software should not be loaded or executed on the City of Willard's PCs.

20. INTERNET AND SOCIAL MEDIA ACCEPTABLE USE POLICY

The following guidelines have been established for using the Internet, company-provided cell phones, email and social media in an appropriate, ethical and professional manner.

Guidelines for internet, cell phones and email:

- Internet, city-provided equipment (e.g., cell phone, laptops, computers) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
- The following actions are forbidden: using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon the City of Willard or be contrary to the City of Willard's best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and company-provided equipment such as cell phones and laptops.
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees should not open suspicious e-mails, pop-ups or downloads. Contact the Department Head with any questions or concerns to reduce the release of viruses or to contain viruses immediately.

- Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the City when using City computers.

Guidelines for social media use:

- Employees shall not post confidential, sensitive or proprietary information about the City of Willard, citizens, employees or applicants.
- Employees shall not post obscenities, slurs or personal attacks that can damage the reputation of the City of Willard, citizens, employees or applicants.
- Employees should not post provocative pictures or comments and should use discretion as a representative of the City.
- When posting on social media sites, employees must use the following disclaimer when discussing job-related matters, *“The opinions expressed on this site are my own and do not necessarily represent the views of the City of Willard.”*

21. EMERGENCY DECLARATION

In the event the Mayor issues an emergency declaration, affected exempt employees shall receive payment for overtime worked in excess of forty (40) hours per week. Overtime pay for exempt employees will be based on the annual rate divided by 2080 and then multiplied times 1.5 for the overtime rate. In order to be considered for overtime pay, the affected exempt employee shall be responsible for completing the required time sheet and submitting same to the Chief Financial Officer/Finance Officer.

The purpose of this policy is to provide a mechanism to fairly compensate exempt employees for the extensive amount of time required to manage the resources within the community during and after a significant disaster or emergency and to provide a mechanism to recover those additional costs from state and federal agencies.

22. ADMINISTRATION

The organizational chart is a diagram showing graphically the relation of one position to another within a department of the City. It is also used to show the relation of one department to another, or of one function of the organization to another. The City of Willard’s organizational chart illustrates relations between people within the organization. Such relations might include the City Administrator to Department Heads, Department Heads to Supervisors or employees within a department. Each employee should always go to their immediate Supervisor or Department Head when asking for direction concerning a task, addressing a problem or any type of immediate need. The City Administrator shall have the authority to hire, discharge and discipline city employees.

APPENDIX

- A. CODE OF ETHICS
- B. EMERGENCY MEDICAL CARE LEAVE
- C. EMPLOYEE RECEIPT AND ACCEPTANCE
- D. ORGANIZATIONAL CHART

A. CODE OF ETHICS

POLICIES AND PROCEDURES

Employee Relations.

All staff with the City of Willard will strive to work with ethics above question and conduct themselves reflecting the trust given staff by the City of Willard. The City maintains policies and standards regarding employee behavior and conduct which are necessary for the efficient operation of the City and for the benefit and safety of its employees.

In providing public service the City values:

- Integrity and excellence in all that is done
- Openness to every point of view
- Diversity in people and approach

The following specific areas are covered in this policy.

General Provisions

- Arrest, conviction or pleas of guilty
- Confidential information
- Gratuities
- Witness Fees
- Staff using their official position with the City
- Non-retaliation
- Solicitation at the work location
- City facilities, materials, equipment and supplies
- Staff responsibilities
- Employment outside the City
- Computer, Email and Internet Usage
- Romantic Relationships
- Nepotism

Definitions.

Appointing Authority: A person with the authority to approve hiring staff and to approve or deny other personnel related transactions.

Equipment, Materials and Supplies: City owned or purchased equipment, materials and supplies including but not limited to: cell phones, telephones, computer hardware and software, City vehicles, office supplies, copiers etc.

Gratuity: Any gift, favor, entertainment, hospitality, loan or other tangible item and intangible benefit, such as a pass or discount, given or extended to City Personnel or their spouses, minor children or members of their households for which fair market value is not paid by the recipient.

Supervisor: The employee who directly supervises the work of another employee such as approving time sheets or leave requests, conducting performance appraisals or recommending disciplinary action.

The words staff and employee are to be used interchangeably.

General Provisions.

The work of the City will be conducted with respect, concern and courtesy toward citizens, co-workers and the public. Staff shall approach their duties with a positive attitude and constructively support open communication, dedication and compassion. Staff shall conduct their duties recognizing the diverse background, characteristics and beliefs of all those with whom they conduct City business.

This policy is not intended to cover every aspect of employee conduct. All City employees are expected to use sound judgment regarding their own conduct on the job and the performance of their assigned duties. Employees must also refrain from off duty conduct that tends to bring City service into public disrepute or negatively affects the employee's job performance.

Employees of the City.

- Will avoid any interest or activity that improperly influences the conduct of their work or an employee's ability to act with objectivity in their work.
- Shall act impartially and neither give nor accept special favors or privileges which might be construed to improperly influence the performance of their work.
- Shall not allow political participation or affiliation to improperly influence the performance of their duties to the public.
- Shall comply with law, rules, policies and procedures at all times.
- Shall avoid any action that might result in losing independence or impartiality in decision making or adversely affecting public confidence in the integrity of the City.

The following actions are considered unprofessional and inappropriate for City employees:

- The use of profanity, abusive or threatening and/or racial and ethnic slurs.
- False or malicious gossip concerning City employees, management and citizens.
- Fighting, assaulting, threatening and/or intimidating other employees and members of the public.
- Reporting for work and/or attending a meeting or conference away from the office in a physical or mental condition that is unsafe to the employee, others, or physical property; renders one incapable of performing job responsibilities; and/or creates an unfavorable public image including but not limited to intoxication and being under the influence of a controlled substance.
- Loitering, loafing, horseplay, sleeping or engaging in offensive and/or harmful practical jokes in the workplace.
- Engaging in any form of sexual or other harassment, including but not limited to vulgar and inappropriate behavior, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature or engaging in discrimination or harassment based on an individual's sex, age, race, color, national origin, ancestry, religion, disability, genetic information, sexual orientation, pregnancy or any other basis protected by federal, state or local law. Disciplinary action will be taken against offenders.
- Engaging in retaliation against any individual for reporting such discrimination or harassment as noted above or against any individual for participating in an investigation concerning allegations of unlawful discrimination or harassment.

The City recognizes that the personal appearance of its employees makes an impact on the general impression conveyed to co-workers and the public. Accordingly, all employees are expected to dress in a manner appropriate to the specific job duties they perform. All employees must wear

clothing that is clean and well maintained and should observe good grooming and personal hygiene practices.

Arrest, conviction, or pleas of guilty.

Staff must notify their direct supervisor of any arrests, conviction, or pleas of guilty, suspended execution of sentence or suspended imposition of sentence related to misdemeanor or felony offenses within five (5) days of the event. The City Administrator will determine the appropriate action for the reported violation. These or other circumstances may result in the need for a reference or criminal record review of the employee to determine whether employment with the City should be changed.

An employee unable to work because they are incarcerated shall be denied the use of annual leave; the City reserves the right to dismiss an employee due to unauthorized absence if they are unable to report for work due to jail time.

Confidential Information.

City personnel shall not use or disclose, directly or indirectly, confidential information obtained in the course of or by reason of their employment or official capacity in any manner. Staff who breach confidentiality will be subject to discipline.

Gratuities.

City employees and their spouses, minor children and household members shall not knowingly accept, solicit or agree to accept any gratuity for themselves, members of their families or others, either directly or indirectly from or on behalf of any person or entity that:

- Operates under a contract with the City or seeks to engage in business relations of any sort with the City
- Conducts operations or activities that are either regulated by the City or significantly affected by City decisions.
- Has an interest that may be substantially affected by the performance or nonperformance of the official duties of city employees.

City Employees who are offered gratuities shall promptly report such circumstances to their immediate supervisor.

Incidental gratuities may be accepted under the following circumstances.

- Unsolicited promotional items such as calendars, cups, note pads, or pens, having a value of less than twenty dollars (\$20.00);
- Unsolicited trophies, entertainment, prizes or awards given for public service or achievement or in games or contests that are open to the public;
- Unsolicited trophies, entertainment, prizes or awards in connection with civic and community activities;
- Meals and refreshments which are available to all attendees at meetings, conferences, gatherings of public interest which it is in the City's interest to participate.
- Attendance at promotional vendor training sessions offered by contractors to facilitate understanding or utilization of their products. Refreshments that are available to all attendees may be accepted.

Staff using their official position with the City.

City staff shall not use their official position to improperly induce, coerce or in any manner improperly influence any person to provide any benefit, financial or otherwise, to themselves or others. City staff shall not be abusive toward others in the performance of their official duties.

Non-retaliation.

Staff will not retaliate against any outside party who questions or complains about an action by the City.

Allegations of retaliation will be investigated by the City as appropriate to the circumstances. Findings will be documented and appropriate action taken. Staff found to be guilty of retaliation are subject to discipline up to and including dismissal.

Solicitation at the work location.

Staff will not sell items or services commercially to fellow staff during working hours at the job location. Non-commercial sales of items for a charitable or educational purpose are not included. However, any charitable or educational fund-raising events should be conducted with a minimum of effort or exposure.

City facilities, materials, equipment and supplies.

Employees shall use and maintain all city equipment, materials, and supplies in an efficient manner that will conserve their future usefulness. Staff shall use the equipment, materials and supplies solely for purposes related to the performance of city business. This includes internet use.

Staff shall not directly or indirectly use, take, dispose of or allow the use, taking or disposal of City facilities, material, equipment or supplies of any kind for other than official business or purposes.

Staff shall not willfully or neglectfully damage City facilities, material, equipment or supplies.

The City discourages any use of personal equipment at work. The city is not responsible for any operational, maintenance or replacement costs of personal equipment used at work.

Personal telephone calls from City phones and/or personal use of cell phones should not be made. The City may require recompense for excessive personal calls, both for the cost of the call and any lost productivity.

An employee's work area may be searched for work related reasons or in response to an alleged policy violation or criminal or civil infraction by the employee's immediate supervisor, Department Head or City Administrator.

Employees are responsible for reporting promptly the loss of any City property. Return of all City property upon termination is required.

All work products created and produced by City staff within the scope and course of their employment becomes the property of the City. City employees shall not copyright or otherwise claim personal ownership or control over such work product.

Staff responsibilities.

Responsibilities of the City staff include, but are not limited to the following:

- Each City employee is responsible for their actions, including reading the City's policies and procedures and working to carry out those provisions.
- Each employee shall cooperate with internal investigations or investigations with the appropriate authority. Employees are to participate in such investigations in good faith and respond to all inquiries in a prompt and truthful manner.
- Employees are expected to be attentive to their work responsibilities at all times during work hours.
- Employees are expected to arrive to work on time and leave work on time according to their approved work schedule. Employees are to schedule and use leave appropriately with their supervisors' permission.
- Employees must perform assigned tasks efficiently, in a timely manner and within established minimum quality standards.
- All employees must follow legitimate written and/or oral directives from supervisors and managers, unless the instructions are illegal or clearly violate safety procedures.
- Falsifications or altering of work records or reports including, but not limited to: employment applications, time records and expense accounts, etc. are prohibited.
- Employees may not utilize cell phones, camera phones, or any electronic mean to record internal interviews, meetings, etc unless otherwise allowed by policy or with management approval. The City is allowed to utilize recording devices when conducting workplace investigations.

Computer, Email and Internet Usage

- City employees are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted.
- All Internet data that is composed, transmitted and/or received by the City's computer system is considered to belong to the City and is recognized as part of its official data.
- The equipment, services and technology used to access the Internet are the property of the City and the City reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections.
- Emails sent via the City's email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images.
- All sites and downloads may be monitored and/or blocked by the City if they are deemed to be harmful and/or not productive to business.
- The installation of software such as instant messaging technology is strictly prohibited.

Unacceptable use of the internet by employees includes, but is not limited to:

- Access to sites that contain obscene, hateful, pornographic, unlawful, violent or otherwise illegal material.
- Sending or posting discriminatory, harassing or threatening messages or images on the Internet or via the City's service.
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy
- Stealing, using or disclosing someone else's password without authorization.
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization.

- Introducing malicious software onto the City's network and/or jeopardizing the security of the organization's electronic communications systems.
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.

Romantic Relationships

Romantic fraternization between a supervisor and subordinates in a direct reporting relationship is prohibited, including, but not limited to: dating; romantic e-mails; adult subject jokes, cartoons, e-mails and internet sites; and participating in a romantic/intimate relationship.

B. EMERGENCY MEDICAL CARE LEAVE

The City provides for the option of an Emergency Medical Care Leave Program. Such additional paid leave is made available due to either a personal or immediate family member illness or injury which is considered life threatening or catastrophic. This program is available, upon approval of the City Administrator, to those full-time employees who have exhausted all of their accrued leave time (including vacation, sick, compensatory, personal, etc.) and who have applied for and been approved for FMLA. The Emergency Medical Care Leave Program is a privilege which may be terminated without cause at the discretion of the City Administrator at any time. Nothing contained herein shall be construed to give any employee a right to such a benefit. A denial of Emergency Medical Care Leave benefits is not a denial of any right and therefore cannot be appealed.

If an employee or one (1) of their immediate family members suffers an illness or injury that has been certified by a medical professional to be either catastrophic or life threatening (a written physician's statement containing the medical diagnosis and prognosis must accompany any request for Emergency Medical Care Leave benefits) and the employee has already exhausted all of their eligible leave accrual they may be eligible for participation in the benefit program. Such life threatening or catastrophic illness or injury must not be job related, willfully self-inflicted nor due as a result of a criminal or illegal activity. In such an instance, other City employees may voluntarily donate a portion of their accrued sick leave to that employee eligible for the program. Such a donation by another employee must not result in a balance of less than fifty percent (50%) of that employee's accrued sick leave at the time of donation. The employee receiving such a benefit is limited to a maximum of twenty-five (25) days of Emergency Medical Care Leave benefits which may be extended for an additional, one (1) time period of twenty (20) work days upon a finding of extraordinary circumstances.

C. EMPLOYEE RECEIPT AND ACCEPTANCE

I hereby acknowledge receipt of the City of Willard Employee Policy Manual. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Employee Policy Manual is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with the City of Willard that provides otherwise, I have the right to resign from my employment with the City of Willard at any time with or without notice and with or without cause, and that the City of Willard has the right to terminate my employment at any time with or without notice and with or without cause.

I have read, understand and agree to all of the above. I have also read and understand the City of Willard Employee Manual. I agree to return the City of Willard Employee Manual upon termination of my employment.

Signature _____

Print Name _____

Date _____

CONFIDENTIALITY POLICY AND PLEDGE

Any information that an employee learns about the City of Willard or its staff as a result of working for the City of Willard that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by the City of Willard or to other persons employed by the City of Willard who do not need to know such information to assist in rendering services. The disclosure, distribution, electronic transmission or copying of the City of Willard's confidential information is prohibited. Any employee who discloses confidential information will be subject to disciplinary action (including possible termination), even if they do not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information.

Signature _____

Print Name _____

Date _____



City of Willard

EMPLOYEE POLICY MANUAL

Adopted xxx date

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City Information and Welcome Message

Welcome to the City of Willard.

Public service carries a unique responsibility. The work we do directly impacts the daily lives of our residents, businesses, and community partners. Because of that, we hold ourselves to a high standard of professionalism, accountability, and consistency in how we operate.

This personnel manual is intended to provide clear guidance on expectations, policies, and procedures that support both employees and the organization. It is not designed to cover every possible situation, but rather to establish a framework for decision-making that is fair, consistent, and aligned with the City's mission.

Employees are expected to understand and follow these policies, to exercise sound judgment in their work, and to approach their responsibilities with integrity and respect for the public we serve.

This manual is intended to serve as a practical guide to employment with the City of Willard. It outlines policies, procedures, and expectations to support consistent and effective operations.

This manual is not a contract of employment and does not create a guarantee of employment for any specific duration. Employment with the City is at-will, meaning that either the employee or the City may end the employment relationship at any time, with or without cause, and with or without notice, subject to applicable law.

As the City grows, our expectations and operations will continue to evolve with it. This manual is one of the tools we use to ensure that our growth is managed thoughtfully and responsibly.

Thank you for your commitment to serving the City of Willard.

A handwritten signature in black ink, appearing to be 'W. King', is located in the bottom left corner of the page. The signature is written in a cursive style.

1. PURPOSE

These Personnel Policies are established to:

- 1.1 Ensure effective city administration by implementing standardized personnel policies and procedures applicable to all City employees.
- 1.2 Establish a consistent system for position classification and compensation, based on the complexity and responsibility of tasks assigned to each role within City service.
- 1.3 Promote fair and measured recruitment, hiring, assignment, advancement, compensation, and retention practices based on individual qualifications and performance. All personnel actions shall be conducted without discrimination based on race, color, religion, creed, sex, age, national origin, sexual orientation, marital status, or physical, mental, or sensory disability unrelated to job performance.

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2. ADMINISTRATION

2.1 **Authority to Adopt and Amend**

This Personnel Manual is adopted by the Board of Aldermen and may be amended from time to time in accordance with applicable law, City ordinance, and any procedures established in this manual.

2.2 **Administration of the Manual**

Human Resources ("HR") is responsible for the day-to-day administration of this manual, including policy guidance, recordkeeping, compliance support, and assistance to employees, supervisors, and department heads.

2.3 **Interpretation and Implementation**

Unless otherwise provided by law, ordinance, or specific policy, the City Administrator has authority to interpret, implement, and apply this manual in the administration of personnel matters. The City Administrator may issue administrative procedures or guidance consistent with this manual.

2.4 **Scope and Applicability**

This manual applies to all City employees unless a specific section states otherwise or unless a position is governed by separate law, ordinance, contract, or official action of the City.

2.5 **Supersession of Prior Policies**

This manual supersedes prior personnel policies, procedures, practices, and standards of the City to the extent they are inconsistent with this manual, unless expressly preserved by ordinance, resolution, or specific policy language.

2.6 **No Contract; At-Will Employment**

This manual is intended as a statement of current personnel policies and guidelines only. It is not a contract of employment and does not create a property interest in employment or a guarantee of employment for any specific duration. Unless otherwise provided by written agreement or applicable law, employment with the City is at will.

3. DEFINITIONS

For the purposes of these policies, the following definitions apply:

Anniversary Date: The date an employee's employment with the City began.

Appointing Authority: The individual or body with legal authority to appoint or dismiss employees. The Mayor and Board of Aldermen retain the legal authority to appoint and remove appointive officers. The City Administrator has authority to appoint, discharge, and discipline City employees, subject to review by the Board of Aldermen as established in this manual and City Code Section 115.185.

Appointive Officer: Any person employed by the City and appointed by the Mayor and Board of Aldermen pursuant to RSMo § 79.230. Appointive officers are subject to the supervision and discipline of the City Administrator unless otherwise provided by law.

Board: The Board of Aldermen of the City of Willard, Missouri.

City: The City of Willard, Missouri.

Class: A group of positions within the same occupation or profession that share similar duties, responsibilities, titles, and qualification requirements.

Class Series: A progression of classes within an occupation that reflects increasing levels of difficulty, responsibility, and qualification requirements.

Class Specification: A written description of a job class that includes typical duties, responsibilities, and minimum qualifications.

Classification Banding: A system that groups job classifications to support career progression and compensation administration. Movement within a classification band, as determined by the City Administrator and approved by the Board, is not considered a promotion or reclassification unless otherwise stated.

Classification Plan: The complete list of job classes maintained by the City, together with their class specifications and related classification rules.

Classification Study: A review conducted to determine the appropriate classification of a position based on assigned duties, responsibilities, and qualifications.

Classified Position: A position covered by the City's personnel policies and assigned to a class within the classification plan.

Compensation Schedule: The official pay structure established by the City, including pay ranges, grades, bands, steps, or other compensation levels assigned to classifications or positions.

Days: Unless otherwise specified, calendar days.

Demotion: The reassignment of an employee to a position in a lower pay range, whether voluntary or involuntary.

Department: A distinct operational unit of the City, typically led by a department head and established by ordinance or other official City action.

Department Head: An individual responsible for leading a City department and reporting directly to the City Administrator, unless otherwise established by law or ordinance.

Effective Date: The date on which a specified action, policy, or employment decision takes effect.

Eligible: Meeting the minimum qualifications or requirements for a position, benefit, or personnel action.

Emergency Appointment: A temporary appointment made under urgent or extraordinary circumstances when normal hiring procedures cannot reasonably be followed.

Employee: Any individual lawfully employed by the City.

Entry Level: The beginning pay level or classification level at which an employee enters a position or job series.

Exempt Employee: An employee who is exempt from overtime requirements under the Fair Labor Standards Act (FLSA) and other applicable law.

Grade / Pay Grade: A level within the City's compensation structure that assigns a position to a designated salary or wage range based on job duties, responsibility, and qualifications.

Grant-Funded Position: A position funded in whole or in significant part through grant funds. Continued employment in such a position is contingent upon continued funding, unless otherwise determined by the City.

Hours Worked: Time actually spent performing job duties. Paid leave and other non-work time are not considered hours worked unless required by law or expressly provided by City policy.

Incumbent: The employee currently assigned to a specific position.

Merit Increase / Performance Salary Increase: A compensation increase based on performance, subject to the City's evaluation process, applicable policy, and budget approval.

Minimum Job Performance: The baseline level of performance required to satisfactorily meet the standards of a position.

Non-Exempt Employee: An employee who is eligible for overtime compensation under the Fair Labor Standards Act (FLSA) and other applicable law.

Overtime: Authorized hours worked by a non-exempt employee in excess of forty (40) hours in a workweek, or as otherwise required by law.

Part-Time Employee: An employee regularly scheduled to work fewer than thirty (30) hours per week.

Pay Band: A broader compensation grouping that may include multiple pay grades and allow flexibility in pay administration based on qualifications, experience, performance, and market conditions.

Position: A group of duties and responsibilities assigned by the City to be performed by one employee.

Position Description: A written summary of the duties, responsibilities, reporting relationships, and qualifications associated with a specific position.

Probationary Period: A defined introductory or trial period following initial appointment, promotion, or reassignment during which an employee's performance and suitability are evaluated.

Promotion: The advancement of an employee to a position with greater responsibility and typically a higher pay grade or pay range.

Provisional Appointment: A temporary appointment made to meet an immediate operational need pending further review, recruitment, or permanent action.

Range / Pay Range / Salary Range: The minimum and maximum compensation levels assigned to a position, class, pay grade, or band.

Reclassification: A change in the classification of a position based on significant changes in duties, responsibilities, or qualification requirements.

Regular Employee: An employee who has successfully completed the applicable probationary period and continues in employment in a regular full-time or regular part-time position, if recognized by City policy.

Reinstatement: The return of a former employee to City employment in the same or a related position after separation.

Resignation: A voluntary separation from employment initiated by the employee.

Seasonal Employee / Seasonal Appointment: An employee hired for work tied to seasonal or temporary operational needs. Seasonal employees are not guaranteed continued employment

beyond the assigned season or period and may be excluded from some benefits or policy provisions as stated elsewhere in this manual.

Step: A designated compensation level within a pay range or grade.

Supervisor: An employee assigned responsibility for directing, overseeing, or evaluating the work of other employees.

Temporary Employee: An individual hired for a limited period or specific short-term need, generally not to exceed six (6) months unless otherwise approved.

Termination: An involuntary separation from employment initiated by the City.

Transfer: The reassignment of an employee from one position to another position, typically within the same pay grade or classification structure unless otherwise stated.

Underfilling: The temporary assignment of an employee to a lower classification or level within a class series when the employee does not yet meet the qualifications for the higher classification but is expected to do so through training, certification, or experience.

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4. CLASSIFICATION PLAN

4.1 Establishment of the Classification Plan

4.1.1 The City Administrator shall prepare, maintain, and revise, as necessary, a Position Classification Plan covering all positions in the classified service. Any changes to the plan require approval from the Board of Alders.

4.1.2 Every position within the classified service shall be assigned to an appropriate classification within the plan. Classifications shall be determined based on the complexity of duties, level of authority, and scope of responsibility, ensuring that:

- Positions within the same classification require comparable qualifications.
- A uniform pay schedule applies fairly to all positions within the same classification.

4.1.3 Each classification shall be described through a Class Specification, which defines:

- The nature of work and typical duties performed.
- The minimum preferred qualifications (knowledge, skills, abilities, education, and training) for appointment to the position.

4.1.4 Official job titles and pay ranges assigned to classifications shall be used consistently for:

- Original appointments and promotions.
- Payroll processing.
- Personnel records and status updates.

4.1.5 **City Positions and Classification Categories:**

All City positions fall into one of the following classification categories:

Administrative

Responsible for strategic leadership, long-term planning, and high-level decision-making. Administrative roles include:

- Communicating with the Board of Aldermen, City leadership, and community stakeholders.
- Establishing strategic goals, policies, and operational direction for the City.
- Reviewing financial statements and departmental reports to assess progress.

Leadership

Provides department-level leadership and oversight, ensuring efficient daily operations while contributing to broader City goals. Leadership responsibilities include:

- Supervising departments and providing operational guidance.
- Recommending strategic initiatives within their department.
- Implementing policies and programs in alignment with the City's vision.

Professional

Responsible for specialized tasks requiring expertise, often with a measurable impact on operational efficiency and department objectives. Responsibilities include:

- Providing professional services or subject-matter expertise.
- Participating in hiring, promotions, performance evaluations, training, and policy application.
- Contributing to department strategy and vision, albeit on a more limited scope than Leadership roles.

Para-Professional

Provides operational support and technical services. These positions typically require vocational training, on-the-job experience, or job-related college coursework. Responsibilities include:

- Applying job-specific expertise to assist in City operations.
- Supervising employees, where applicable.
- Performing specialized tasks that may require certifications or licensure.

Specialist

Applies technical or professional knowledge to perform department-specific duties, often requiring advanced training, education, or certification. Responsibilities include:

- Utilizing expertise in a specialized field, potentially working across multiple departments.
- Acquiring additional licensures or certifications where applicable for career advancement.
- Supporting department operations with applied technical or scientific principles.

4.2 Classification of Existing and New Positions

4.2.1 The City Administrator shall review position classifications when:

- A significant change in job duties and responsibilities occurs.
- A new position is created or an existing position is proposed for elimination.

If such a change is identified, the City Administrator shall:

- Provide a report to the Board of Alders detailing the classification adjustments.
- Investigate the classification of a position upon written request from a regular employee or at their own discretion.

4.2.2 Classification investigations may consider the following factors:

- Nature, complexity, and variety of duties.
- Level of supervision received and exercised.
- Knowledge, skills, and expertise required.
- Education, experience, and professional training.
- Scope of responsibility and decision-making authority.
- Working conditions and unique job demands.

The City Administrator shall determine the appropriate classification and assign the corresponding compensation level. Any significant modification to a class or the establishment/elimination of a classification requires Board approval.

4.3 Reclassification and Reallocation

4.3.1 **Reclassification**

A reclassification occurs when an employee assumes higher-level duties and responsibilities beyond the current classification. If a reclassification is warranted, it may be treated as a promotion and may be subject to competitive selection among eligible candidates.

4.3.2 **Reallocation**

A reallocation occurs when a salary or classification study results in an adjustment to a position's pay range without a substantial change in job duties or responsibilities.

- The affected employee will be placed at the nearest rate in the new salary range that is closest or equal to their current pay rate.
-

4.4 Independent Contractors

4.4.1 The City may engage independent contractors where authorized by law. Contractors are not City employees and are subject to the terms outlined in their contracts.

Independent contractors **do not qualify** for:

- City tax withholdings (unless a valid W-9 is submitted, otherwise 28% will be withheld).
- City-provided workers' compensation insurance.
- Participation in group insurance benefits available to City employees.
- LAGERS Retirement System contributions.
- Accrual of vacation or sick leave.
- Unemployment compensation coverage.

All independent contractor agreements must be in written contract form, specifying the scope of work, duration, and compensation.

4.5 Seasonal Employment

Definition

A seasonal employee is an individual hired to perform duties tied to specific seasonal needs. Seasonal employment is temporary, and there is no guarantee of reappointment in future seasons.

Employment Duration and Reapplication

1. Seasonal employees are hired only for the designated season or time period stated at the time of hire.
2. Employment periods may be:
 - Defined by **seasonal demand** (e.g., summer, winter, etc.).
 - Linked to a **specific date range** outlined in the employment offer.
3. The employment period must be clearly stated in a written offer letter, with a copy retained in the employee's HR file.
4. If no clear end date is specified, seasonal employment shall not exceed six (6) months.
5. Extensions beyond six (6) months require written approval from:
 - The Chief Financial Officer (CFO).
 - The City Administrator (CA).
 - Provided the employee meets all employment eligibility requirements set by HR.

Employment Status and Conditions

1. Seasonal employment **does not** create an expectation of continued employment or future reappointment.
2. Seasonal employees are **not eligible** for benefits provided to full-time regular employees.
3. All seasonal employees must adhere to City policies regarding workplace conduct, safety, and operational procedures.

Oversight and Administration

1. Department heads must inform seasonal employees of their employment duration and conditions at the time of hire.

2. HR shall oversee seasonal hiring, reappointments, and compliance with City policies, budgetary constraints and applicable employment laws.
3. The City reserves the right to terminate seasonal employment at any time **without notice**. Seasonal employment with the City is at-will.

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5. COMPENSATION

5.1 Compensation Plan

5.1.1 The Compensation Plan shall consist of an approved schedule of pay ranges assigned to each position based on the classification plan. This plan shall be developed and maintained by the City Administrator and requires approval from the Board of Alders. Each position in the classification plan shall be assigned an appropriate pay range based on the relative duties and responsibilities of each class.

5.1.2 The City operates on a biweekly payroll schedule, with 26 payroll periods per year.

- The payroll week runs from 12:00 a.m. Sunday through midnight Saturday.
 - Employee payroll shall be issued on the Friday following each two-week payroll period.
-

5.2 Application of Pay Rates

5.2.1 Each classified employee shall be paid at an hourly rate within the designated pay range for their assigned position, except as otherwise provided in this policy.

5.2.2 Initial Pay Rate Upon Hiring:

- Employees are **ordinarily hired at the entry-level rate** of their pay range.
- Exceptions may be made when:
 - a. A candidate possesses exceptional experience or skills warranting a starting rate up to 20% above entry-level with approval from the CFO or HR Director.
 - b. A higher starting salary is required to address a critical recruitment challenge.
 - c. Any initial appointment above 20% of the entry rate requires City Administrator approval unless the appointment is to replace a prior employee within the currently budgeted rate of pay.
 - For example the previous employee was paid a rate of \$30/hr and the entry rate is \$15/hr. Provided the new appointment meets exceptions A and/or B, they may be hired at no more than \$30/hr with City Administrator approval.

5.2.3 Reinstatement Pay Rate:

A former regular employee who is reinstated to a position in the same or a related class may be compensated at or below their previous pay rate, at the discretion of the appointing authority.

5.2.4 Transfer Pay Rate:

An employee transferred to another position within the same classification or pay range shall retain their current rate of pay.

5.2.5 Promotions:

- When a current employee is promoted to a position in a higher pay range, the employee's salary shall be adjusted to provide at least a 2.5% increase.
- If the new position's entry-level pay is greater than a 2.5% increase, the employee will be placed at the entry rate of the new range.
- If an employee is eligible for a merit increase at the time of promotion, the merit increase will be applied first before determining the salary for the promotion; i.e. determining if 2.5% or new entry rate of pay shall apply.
- If an employee fails to complete the required probation period after promotion, they shall be reinstated to their previous classification and pay rate.

5.2.6 Demotions:

- **Voluntary Demotion:** Employees who request a voluntary demotion shall retain their current anniversary date.
- **Involuntary Demotion:** Employees demoted due to performance issues, discipline, or other reasons shall also retain their current anniversary date.

5.2.7 Reclassification:

- When a position is reclassified to a higher pay range, the employee shall be placed at the nearest pay rate in the new range that provides at least a 2.5% increase as described above.
- If a position is reclassified to a lower pay rate due to changes in job duties beyond the employee's control, the employee shall continue to be paid at their current rate for six months, provided they meet the following conditions:
 - a. They have performed satisfactorily in their previous role.
 - b. They have held the higher classification for at least six months.
 - c. The reclassification is due to organizational needs, not employee performance.
- At the end of the six-month period, the employee's salary will be adjusted to fit within the new classification pay range.

5.3 Annual Salary Increases and Transition Plan

5.3.1 Step-Based Salary Increases (Old System)

- Until the transition is fully implemented, employees will continue to receive step increases on their anniversary date, contingent upon budgetary approval.
- If funding allows, step increases will be automatically applied as part of payroll processing.

5.3.2 Transition to Merit-Based Salary Increases (New System)

- Employees who receive a step increase after February 10, 2025, shall be transitioned into the new Performance-Based Salary Increase system as outlined in the Performance Evaluation Policy.
- Once an employee moves into the new system, they will no longer receive automatic step increases and will instead be eligible for merit-based increases based on performance evaluations.

5.3.3 Performance-Based Salary Adjustments (New System)

- Under the new Merit-Based Salary Increase system, salary adjustments will be tied to individual performance evaluations, rather than automatic step progression.
 - Merit increases will be:
 - Recommended by direct supervisors based on employee performance.
 - Reviewed and approved by the City Administrator to ensure fairness and consistency.
 - Budget-dependent, with final approval subject to City financial resources.
-

5.4 Merit Bonuses for Employees at the Top of Their Pay Range **(New Section)**

Employees who reach the maximum pay level for their classification will not be eligible for further merit-based raises. Instead, these employees will receive a one-time lump sum merit payment equal to the percentage of merit increase they would have received as a salary adjustment. The payment will be issued in one paycheck following the approval of the merit increase and will not affect the employee's base salary.

5.4.1 Example of Merit Payment Calculation

Scenario: An Employee at the Top of Their Pay Range

- Employee A is at the maximum pay level in their classification.
- Based on performance evaluation and specific criteria and objectives met, Employee A is approved for a 3% merit increase.
- Since Employee A cannot receive a salary increase, they instead receive a one-time merit payment equal to 3% of their current annual salary.

Calculation:

- Employee A's annual salary at the top of their pay range: \$60,000

- Merit increase percentage: 3%
- Merit Payment Calculation: $\$60,000 \times 3\% = \$1,800$
- Employee A will receive a one-time merit payment of \$1,800 on their paycheck.

5.4.2 Ensuring Fairness and Transparency

- The same merit evaluation criteria will apply to both salary adjustments and merit payments to ensure fairness.
 - Supervisors and department heads will receive training on the merit evaluation process to ensure consistency in awarding raises and merit payments.
 - The City Administrator shall review all merit recommendations in the following ranges before approval to maintain budgetary control and equity across departments.
 - Unsatisfactory
 - Above Average
 - Role Model
-

5.5 Overtime Compensation and Compensatory Time

All policies governing overtime/compensatory time shall follow the requirements of the Fair Labor Standards Act (FLSA).

5.5.1 Overtime Compensation

- Overtime pay applies only to non-exempt employees and is calculated at 1.5 times the regular hourly rate for actual hours worked in excess of 40 per week.
- Paid leave, including sick days, vacation days, or other non-working paid days, shall not count toward overtime eligibility.
- Overtime must be approved in advance by a Department Head and the CA or CFO.

5.5.2 Compensatory Time

- Based on departmental needs, an employee may receive, in lieu of overtime compensation or upon written agreement with the Department Head and City Administrator, compensatory time off at a rate of one and 1.5 hours for each hour worked for which overtime compensation would otherwise be required by this section.
- “Compensatory time” and “compensatory time off” mean hours during which an employee is not working but receives paid time off at the employee’s regular rate.

- **Non-exempt** City employees may accrue up to a maximum of 160 hours of compensatory time. Any hours earned in excess of the maximum limits must be paid as overtime for non-exempt employees.
 - Employees shall be permitted to use accrued compensatory time within a reasonable time period after it is requested unless to do so would unduly disrupt the operation of the City.
 - Employees are encouraged to utilize their compensatory time in the year it is earned. A maximum of 60 hours may be carried over from one calendar year to the next. Any hours in excess of this limit as of December 31st will be paid out to non-exempt employees at the employee's current regular rate of pay in the first pay period of January.
 - Upon termination or resignation, accrued compensatory balances will be paid to the employee, subject to the employee abiding by the requirements of this manual regarding Separation of Employment. Payment will be at the hourly rate of pay being received on the date of the separation of employment.
-

5.6 Holiday Pay

- All full-time employees and appointed officers shall receive normal compensation for legal holidays and any other day or part of a day during which the City's public offices are closed by special proclamation of the Mayor, with approval from the Board of Alders.
- A holiday is a maximum period of eight (8) hours, paid at the employee's regular rate.
- If a holiday falls on a Saturday, City offices will close on the preceding Friday.
- If a holiday falls on a Sunday, City offices will close on the following Monday.

5.6.1 Observed Holidays

- **New Year's Day**
- **Martin Luther King Jr. Day**
- **President's Day**
- **Memorial Day**
- **Juneteenth**
- **Independence Day**
- **Labor Day**
- **Columbus Day**
- **Veterans Day**
- **Thanksgiving Day**
- **Friday after Thanksgiving**
- **Christmas Eve**
- **Christmas Day**
- **New Years Eve**

5.6.2 Holiday Pay Rules

- If the City is closed and you are not scheduled to work
 - Employees will receive 8 hours of holiday pay at their regular rate, regardless of their normal schedule.
- If you work on the holiday
 - Employees required to work on a City-recognized holiday will receive 2× their regular hourly rate for all hours worked on the holiday
- **If you normally do not work that day and your schedule is unchanged** - If the holiday falls on a day the employee is not normally scheduled to work, and the employee's schedule is not adjusted:
 - The employee receives no holiday pay
 - The employee receives no additional compensation
- **No schedule manipulation** - Departments may not adjust an employee's schedule solely to avoid or increase holiday pay.
- **Overtime Interaction** - Holiday hours do not count toward overtime calculations. Only hours actually worked count toward overtime thresholds.

5.6.3 Summary Table

Scenario	Pay Outcome
City closed, employee not working due to closure	8 hours at regular rate
Employee works on holiday	2× regular rate for all hours worked
Employee not scheduled that day, schedule unchanged	No holiday pay
Schedule changed to avoid or increase holiday pay	Not permitted

5.7 Vacation Leave

Length of Employment	Hours Accrued Per Pay Period	Maximum Accrued Vacation Per Year
0 to 1 Year	1.54 hours	40 hours (1 week)
1 to 4 Years	3.08 hours	80 hours (2 weeks)
5 to 11 Years	4.62 hours	120 hours (3 weeks)
12 to 14 Years	6.16 hours	160 hours (4 weeks)
15+ Years	7.70 hours	200 hours (5 weeks)

Vacation Policy Details:

- Employees must complete six (6) months of employment and successfully finish their probation period before using vacation leave.
 - Vacation does not accrue during unpaid leaves of absence.
 - Employees must request vacation time in advance and receive approval from their Department Head (or City Administrator for Department Heads).
 - Employees may carry over up to 160 hours (20 days) of vacation leave into the next calendar year.
 - Upon termination or resignation, employees with one (1) year of service or more shall be paid out for their unused vacation days (up to 160 hours).
 - Upon termination or resignation, accrued vacation days will be paid to the employee, subject to the employee abiding by the requirements of this manual regarding Separation of Employment.
-

5.8 Sick Leave

Length of Employment	Hours Accrued Per Pay Period	Maximum Accrued Sick Leave Per Year
0 to 1 Year	1.54 hours	40 hours (1 week)
1+ Years	3.08 hours	80 hours (2 weeks)

Sick Leave Policy Details:

- Employees may use sick leave in quarter hour increments.
 - Sick leave may be used for personal illness, injury, or to care for an immediate family member (subject to supervisor approval).
 - Employees may accumulate up to 280 hours (35 working days) of sick leave, which rolls over annually.
 - Sick leave does not accrue during unpaid leave.
 - Employees do not receive a payout for unused sick leave upon separation from the City.
-

5.9 Leave Abuse Policy *(New Section)*

5.9.1 Definition of Leave Abuse

Leave abuse occurs when an employee:

1. Repeatedly calls in sick immediately before or after weekends, holidays, or scheduled time off.
2. Frequently exceeds allotted leave without valid justification.
3. Consistently fails to provide medical documentation when requested for extended or frequent absences.
4. Demonstrates a pattern of leave misuse, such as recurring last-minute call-ins or immediately after receiving a new leave allotment.

5.9.2 Identification and Monitoring

- HR and Department Heads shall monitor leave patterns and identify potential abuse.
- If a pattern of excessive absenteeism or misuse is detected, the employee may be:
 - a. Required to provide medical documentation for future absences.
 - b. Subject to a formal meeting with HR and their supervisor to discuss attendance concerns.

5.9.3 Corrective Actions

If an employee is found to be abusing leave:

1. **First Offense:** Verbal counseling and written notice of attendance concerns.
2. **Second Offense:** A formal written warning in their personnel file.
3. **Repeated Violations:** May result in additional disciplinary action up to and including termination for excessive absenteeism.

5.9.4 Employee Rights

Employees may provide a written response to any corrective action taken. Employees with medical conditions or family emergencies should notify HR to discuss reasonable accommodations under FMLA or other applicable policies.

5.10 Emergency Medical Leave Program (EMLP)

The Emergency Medical Leave Program (EMLP) provides additional paid leave to employees facing a personal or immediate family member's life-threatening or catastrophic illness or injury. The program is funded through a City-administered Leave Bank, to which employees may voluntarily donate accrued annual or sick leave.

5.10.1 Eligibility for Emergency Medical Leave

Employees may apply for Emergency Medical Leave if they:

- Are a full-time employee who has satisfactorily completed at least six (6) months of continuous service.
- Has, or will have, exhausted all accrued sick leave, vacation leave, and compensatory time during the emergency medical leave.
- Provide documentation from a licensed medical professional confirming a:
 - Life-threatening illness, injury, or condition affecting the employee or an immediate family member.
 - Catastrophic medical condition requiring prolonged hospitalization or extensive treatment.
 - Anticipate leave time required for treatment of the illness, injury or condition.

5.10.2 Leave Bank & Donation Program

To ensure the continued availability of Emergency Medical Leave, the City will maintain a Leave Bank, funded by voluntary donations of accrued annual and sick leave from employees.

Employee Leave Donations

- Employees may donate any accrued leave in full-hour increments to the Leave Bank.
- Employees must, after making a donation, retain a minimum balance of:
 - 40 hours of vacation leave, and
 - 40 hours of sick leave.
- Donations are voluntary and non-reversible.

Administration of the Leave Bank

- The Leave Bank shall be managed by HR under the oversight of the City Administrator.
- The Leave Bank balance will be monitored quarterly, and employees will be notified if donations would be appreciated.
- Leave Bank donations do not result in tax deductions or any form of additional compensation.

5.10.3 Application & Approval Process

1. Employees must submit a formal request for Emergency Medical Leave to HR.
2. The request must include medical documentation verifying the condition.

3. The City Administrator will review HR approved requests and confirm eligibility.
4. If approved, Emergency Medical Leave will be granted in increments of up to two (2) weeks and may be extended based on available Leave Bank funds, not to exceed the medically necessary time for treatment and recovery indicated by the medical professional's documentation.

5.10.4 Program Limitations & Conditions

- The maximum amount of Emergency Medical Leave available per employee is six (6) weeks (240 hours) per rolling 12-month period.
 - Leave granted through the EMLP is not accrued, transferable, or payable upon termination.
 - Employees must return to work immediately upon medical clearance or when the approved leave period ends.
 - The City reserves the right to suspend or reduce the Leave Bank program if available donated leave hours and funds are insufficient to meet requested needs.
 - The EMLP will not issue more hours than have been donated to the bank.
-

5.11 Family and Medical Leave (FMLA)

The City of Willard complies with the Family and Medical Leave Act (FMLA), which provides eligible employees with up to 12 weeks of unpaid, job-protected leave for qualifying medical or family-related reasons.

5.11.1 Eligibility Requirements

Employees are eligible for FMLA leave if they:

1. Have been employed by the City of Willard for at least 12 months.
2. Have worked at least 1,250 hours in the past 12 months.

5.11.2 Qualifying Reasons for FMLA Leave

Eligible employees may take up to 12 weeks of unpaid leave within a 12-month period for:

- The birth, adoption, or foster care placement of a child.
- A serious health condition that prevents the employee from performing job duties.
- Care for a spouse, child, or parent with a serious health condition.

5.11.3 Requesting FMLA Leave

- Employees must notify the City Administrator or HR as soon as possible.
- If leave is foreseeable, employees must provide at least 30 days' advance notice.
- Employees must complete the FMLA Request Form and provide medical certification within 15 days of the request.

5.11.4 Continuation of Benefits

- The City will continue health insurance coverage under the same conditions as if the employee were actively working.
- Employees must continue paying their portion of insurance premiums.
- Employees who do not return from FMLA leave may be required to reimburse the City for employer-paid health premiums.
- An employee is officially considered to have "returned to work" for the purposes of these policies if they return to duty for at least 30 calendar days.
 - Note: An employee who retires immediately at the end of their FMLA leave, or who retires within the first 30 days of returning, is still legally deemed to have "returned to work," and the City will not seek reimbursement for premiums in those instances.

5.11.5 Return to Work & Fit-for-Duty Requirement

- Employees must provide a fit-for-duty certification before returning to work if the leave was for their own medical condition.
- The City will restore the employee to their original position or an equivalent role with the same pay and benefits.
- _____

5.12 Military Leave

The City of Willard fully complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and protects the job rights of employees absent for military service.

5.12.1 Eligibility & Leave Benefits

Employees are eligible for military leave if they are:

- A member of the Armed Forces, Reserves, or National Guard and called to active duty, training, or military service.

5.12.2 Duration of Leave & Reemployment Rights

- Military leave may last up to five (5) years.
- Employees returning from military leave will be reinstated to the same or equivalent position as required by federal law.
- The City will continue paying its portion of health insurance premiums for military leaves under 30 days.
- For military leave exceeding 30 days, employees may continue health insurance coverage at their own expense.

5.12.3 Requesting Military Leave

- Employees must provide a copy of military orders and a written leave request to the City Administrator.
 - Additional details regarding reemployment rights are available through the HR Department.
-

5.13 Jury Duty Leave

Employees summoned for jury duty or as a court witness shall receive leave with pay.

5.13.1 Pay & Time Off

- Employees will receive their regular salary for the duration of jury service.
- Employees must provide a copy of the jury summons to their supervisor.

5.13.2 Court Witness Leave

- Employees subpoenaed to testify in a work-related case will receive paid leave.
 - Employees appearing in court for personal matters must use vacation, comp time if available, or take unpaid leave.
-

5.14 Unpaid Leave of Absence

Employees may request an unpaid leave of absence for special and extraordinary circumstances.

5.14.1 Approval & Duration

- Requests must be submitted in writing to the City Administrator.
- The maximum unpaid leave granted is 40 hours per calendar year (in no less than 8-hour increments).

- Employees must exhaust all accrued vacation and sick leave before an unpaid leave request is approved.
- Notwithstanding the 40-hour limit above, the City Administrator may, at their sole discretion, authorize additional unpaid leave. Such extensions shall only be granted upon a written finding of exigent circumstances where the strict application of the limit would result in undue hardship or where the leave is deemed to be in the best interest of the City. Any additional leave granted under this provision is subject to the same "exhaustion of benefits" requirements of other leave types and does not establish a precedent for future requests.

5.15 Witness and Crime Victim Leave

Under Missouri law, eligible employees may take unpaid time off from work to comply with a criminal proceeding by honoring a subpoena to testify, attending the proceeding, or participating in the preparation for the proceeding.

Employees are eligible for time off under this policy if they are: (1) the victim of a crime, (2) a witness of a crime, (3) an immediate family member of the victim of a crime. An immediate family member is defined as a spouse, child, sibling, parent or grandparent, or legal guardian. When possible, employees should provide advance written notice to HR for such compliance. This leave will not run concurrently with other leave.

5.16 Victims of Domestic Abuse

Employees who are victims of domestic or sexual violence, or have a family or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence, may take up to two (2) weeks of unpaid leave within any 12-month period to:

- A. Seek medical attention for, or recover from, physical or psychological injuries caused by the domestic or sexual violence to the employee or the employee's family or household member;
- B. Obtain services from a victim services organization for the employee or the employee's family or household member;
- C. Obtain psychological or other counseling for the employee or the employee's family or household member;
- D. Participate in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or employee's family or household member from future domestic or sexual violence or to ensure economic security; or
- E. Seek legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

When feasible, 48 hours' notice of the need for such time off is required. Documentation to support the need for leave may also be required prior to the employee taking leave, which may include a police report, protection order, or court order. Vacation can be used to the extent available, and leave may be taken intermittently. This leave generally does not run concurrently with any other leave. The City will keep all submitted information in conjunction with this leave confidential to the extent possible.

5.16.1 Domestic Violence in the Workplace

The City recognizes that domestic violence can spill over into the workplace. We are committed to supporting employees by providing reasonable safety accommodations. If you are experiencing domestic violence, please contact HR to discuss available resources or flexible scheduling to assist in your safety planning.

5.16.2 Protective and Restraining Orders

Employees who have obtained a Protective Order or Restraining Order that lists City property as a protected location are strongly encouraged to provide a copy to the HR Department and the Police Department. This allows City leadership to take necessary precautions to ensure the employee's safety while at work.

5.17 Bereavement Leave

Employees may be granted paid leave following the death of an immediate family member.

5.17.1 Duration of Bereavement Leave

- **Up to 5 working days** for the death of:
 - Spouse or significant other
 - Child or stepchild
 - Parent or stepparent
- **Up to 3 working days** for the death of:
 - Sibling or stepsibling
 - Grandparent or grandchild
 - Parent-in-law or sibling-in-law
 - Aunt, uncle, or dependent relative residing with the employee

5.17.2 Documentation Requirement

- Documentation (e.g., obituary or funeral notice) should be provided for the personnel record.
-

5.18 Volunteer Firefighter Job Protection

Employees will be provided with unpaid time off to perform duties as a volunteer firefighter with a municipal, volunteer, rural, or fire protection association, MO-1 Disaster Medical Assistance Team, MO Task Force One, Urban Search and Rescue Team, or when activated to a national

disaster response by FEMA. When possible, employees should provide advance written notice to the City Clerk of such service. In addition to the written notice, a certification should be provided at the end of leave and include the date and time that the emergency was responded to. This leave does not run concurrently with other leave.

5.19 Retirement Plan (LAGERS)

1. The City of Willard participates in the Missouri Local Government Employees Retirement System (LAGERS) to provide retirement benefits to full-time employees.
2. Enrollment in LAGERS is mandatory for all full-time employees upon completing six (6) months of continuous employment with the City.
1. Employee contributions to LAGERS are set at four percent (4%) of gross wages, which typically is deducted automatically from each paycheck. Effective 1/1/2024 the City has been paying the employee contribution in full. If budget constraints arise, the City reserves the right to limit the employee contribution it covers, or temporarily/permanently suspend the City's payment of the employee contribution.
3. The City contributes to the retirement plan at a rate determined by LAGERS, in accordance with the City's agreement with the system.
4. This program is not optional, and participation is a condition of employment for all full-time employees.
5. Employees with questions regarding their retirement benefits, vesting requirements, or contribution rates should contact the Human Resources or Finance Department for additional information.

5.20 Leave Buyback Policy *(Updated Section)*

5.20.1 Purpose

The Leave Buyback Program allows eligible employees to sell back a portion of their accrued but unused Sick, Comp or Annual leave in exchange for a lump-sum payment. The program is designed to provide employees with flexibility in managing their leave while ensuring operational and financial sustainability for the City.

Employees who have completed at least one (1) year of service may request a quarterly leave payout of up to 40 hours, provided they maintain a minimum balance of 40 hours of sick leave and vacation leave after such payout.

Requests for leave buyback may be made incrementally, or on one single request, and may be for one or a combination of leave types. However, the employee shall not request, nor be entitled to, a total leave payout of more than 40 hours per quarter.

5.20.2 Eligibility

Employees must meet the following criteria to participate in the Leave Buyback Program:

1. Must be a full-time employee with at least one (1) year of continuous service.
2. Must retain a minimum balance of 40 hours (1 week) each of sick and vacation leave after selling back leave.
3. Must not have received a performance-related disciplinary action in the past 12 months.

5.20.3 Conditions of Buyback

1. Employees may sell back a maximum of 40 hours (1 week) per calendar quarter.
2. Buyback payments will be processed at the employee's base hourly rate at the time of the request.
 1. Non-exempt employees compensatory time shall be processed as indicated above (Section 5.5.2)
3. Leave hours sold back will not count as hours worked for overtime calculation purposes.

5.20.4 Request & Approval Process

1. Employees must submit a Leave Buyback Request Form to HR.
2. HR and the Finance Department will review requests to ensure compliance with eligibility criteria and available budget.
3. Approved requests will be processed in the next payroll cycle following approval.
4. If budget constraints arise, the City reserves the right to limit the number of buyback requests, reduce the approved amount of the buyback requests or temporarily suspend the program.

5.20.5 Financial Considerations & Limitations

1. The City reserves the right to adjust buyback periods, limits, or eligibility based on budgetary constraints at any time with or without advance notice.
2. Employees are encouraged to utilize their vacation leave for rest and recovery, and the program should not be relied upon as a substitute for taking time off.

5.20.6 Example Scenario of Leave Buyback

- **Employee A** has accrued 160 hours (4 weeks) of vacation leave and wishes to sell back 40 hours.
- After the buyback, Employee A will retain 120 hours (3 weeks) of vacation leave.
- If their hourly wage is \$25, the buyback payment will be:
 - 40 hours × \$25/hour = \$1,000 (before taxes and deductions)

- The payment will be included in their regular paycheck following approval.
 - The leave buyback payment will be subject to all applicable federal, state, and other withholdings, as well as any other required deductions which are due at the time of the buyback. Employees should understand that this payment may increase the total taxable wages for the pay period, potentially resulting in higher-than-anticipated withholdings. The City will not modify, reduce, or make temporary adjustments to any tax or deduction requirements related to the leave buyback payment. Employees are responsible for any tax liabilities incurred as a result of their participation in the program.
 - **Employee B** has accrued 80 hours (2 weeks) of vacation leave and 48 hours (1 week and 1 day) of sick time and wishes to sell back 40 hours of sick time.
 - After the buyback, Employee B would have less than 40 hours of sick time so they can either be approved for 8 hours of sick time only, or take an additional 32 hours from their vacation time.
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5.21 Insurance Benefits

The City of Willard provides a benefits package to eligible full-time employees. Benefits and coverage levels are subject to change, and employees should refer to the official plan documents for specific eligibility requirements and coverage details.

5.21.1 General Eligibility

- To qualify for City-sponsored benefits, employees must be classified as full-time employees.
- Employees separating from employment may continue certain benefits at their own expense, subject to applicable policies and laws.

5.21.2 Health & Life Insurance

- The City currently provides individual health and life insurance benefits to all eligible full-time employees.
- The City fully covers the cost of individual health and approved limit life insurance premiums for eligible employees.
- Employees may elect to:
 - Purchase additional coverage for dependents.
 - Participate in optional vision and dental plans at their own expense through payroll deduction.

- The City reserves the right to adjust the portion of premiums covered based on future financial conditions.

Effective Date of Coverage

- Health and life insurance coverage becomes effective on the first day of the month following the first month of employment.
- Enrollment details and necessary forms are available through the Human Resources Department.

5.21.3 Social Security, Medicare, and Medicaid Contributions

- The City of Willard fully complies with federal Social Security, Medicare, and Medicaid requirements.
- Employees will have Social Security (FICA) and Medicare contributions deducted from each paycheck at the federally established rate.
- The City will contribute to these programs in accordance with federal law and applicable wage bases.

5.21.4 Workers' Compensation & Unemployment Insurance

A. Workers' Compensation Insurance

- The City of Willard provides workers' compensation coverage as required by state law to protect employees who experience work-related injuries or illnesses.
- Coverage includes medical, surgical, and hospital treatment, as well as compensation for lost wages due to an approved work-related injury.

Employee Responsibilities in the Event of a Work-Related Injury

1. **Immediate Notification:** Employees must immediately report any work-related injury or illness to their Department Head.
 - The Department Head must notify HR and the City Administrator or, in the absence of the City Administrator, the Mayor.
 - If the injury occurs outside normal business hours, the employee should report the injury as soon as possible or request a family member or friend to do so.
2. **Medical Treatment:**
 - Employees requiring medical attention should visit a City-approved physician or medical facility.

- In emergencies, employees should seek care at the nearest emergency medical facility.

3. Mandatory Testing:

- Employees who receive medical attention for a work-related injury shall be subject to drug and alcohol testing where permitted by law.

4. Failure to Report Injuries:

- Employees who fail to report an on-the-job injury in a timely manner may jeopardize their eligibility for workers' compensation benefits.

B. Unemployment Insurance

- The City of Willard participates in the State of Missouri's Unemployment Insurance Program.
- Employees who become unemployed through no fault of their own may qualify for unemployment benefits, as determined by state regulations.
- Employees with questions about their workers' compensation or unemployment benefits should contact the Human Resources Department.

6. REIMBURSEMENT & TRAVEL EXPENSES *(New Section)*

6.1 Expense Maximums

- When an employee is required to travel more than 50 miles from the City Office for official City business, they shall not spend in excess of the per diem maximum set at the same rate paid to State of Missouri employees.
 - At the time of writing this is a \$59/day maximum
 - \$13 for breakfast
 - \$15 for lunch
 - \$26 for dinner
 - \$5 for incidentals
 - Tips shall not exceed 15%
- Employees must submit a request in advance, detailing the purpose of travel and estimated duration as well as the anticipated expenses where known.

6.2 Reimbursement

- Employees must attempt to use an available City vehicle for work-related travel before using a personal vehicle.
- If a City vehicle is not available, the employee may use their personal vehicle but must receive prior approval from the City Administrator or Director of Finance.
- If an employee fails to use an available City vehicle, mileage reimbursement may be denied at the discretion of the City Administrator.
- Mileage will be reimbursed at the standard rate set by the State of Missouri.
- Employees must submit a mileage log and itemized receipts for reimbursement.
 - Non-itemized meal receipts shall not be reimbursed.
 - Hotel receipts showing an unpaid balance shall not be reimbursed.
 - Alcohol purchases shall not be reimbursed.

6.3 Other Business-Related Expenses

- Employees required to purchase work-related items (e.g., tools, office supplies, or meals while conducting City business) may request reimbursement.
- Purchases should be approved in advance and the employee must attempt to receive sales tax exemption from the purchase.
- All requests must include:
 - Original receipts.

- Explanation of the expense and how it relates to City business.
 - Approval from a Department Head (or City Administrator for Department Heads).
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7. GENERAL PROVISIONS

7.1 Hours of Work

1. A work hour is defined as any hour worked, recorded to the nearest quarter-hour.
 2. A workday is a 24-hour period beginning at 12:00 a.m. and ending at 11:59 p.m.
 3. A workweek consists of seven (7) consecutive days, beginning on Sunday at 12:00 a.m. and ending on Saturday at 11:59 p.m.
 4. The standard workweek for City of Willard employees is 40 hours.
 5. The normal work schedule for City Hall employees is Monday through Friday, 8:00 a.m. to 5:00 p.m., with a one-hour unpaid lunch.
 6. Department Heads, with City Administrator approval, may modify individual work schedules to better meet operational needs.
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7.2 Attendance and Punctuality

1. Employees are expected to maintain regular attendance and punctuality.
 2. Absences, tardiness, or early departures (whether excused or unexcused) may result in disciplinary action, up to and including termination.
 3. Employees must notify their Direct Supervisor or Department Head of any planned absence, tardiness, or early departure as far in advance as possible, and no later than one (1) hour before the scheduled start time.
 4. In cases of emergency, employees must notify their Direct Supervisor, Department Head, or as a last resort HR or the City Administrator as soon as possible.
 5. If an absence extends beyond one (1) work day, employees must inform their Direct Supervisor and provide an expected return date.
 6. A physician's statement may be required for any illness-related absence, regardless of duration.
 7. Employees absent for three (3) consecutive days without notification will be deemed to have voluntarily resigned (job abandonment).
 8. Employees with excessive absences or tardiness may be subject to progressive disciplinary action.
-

7.3 Meal Breaks

1. Unpaid meal breaks are provided for employees at the discretion of the Department Head.

2. The minimum meal break length is 30 minutes, but Department Heads may adjust the length as needed.
 3. Employees on call during their entire shift may be granted a paid meal break, provided they:
 - Remain on work premises unless authorized otherwise, and
 - Are available to respond to duty calls during meal breaks.
 4. Failure to respond to duty calls during a paid meal break may result in disciplinary action.
-

7.5 Voluntary At-Will Employment

1. Employment with the City of Willard is at-will, meaning:
 - The City may terminate employment at any time, with or without cause.
 - Employees may resign at any time, with or without cause.
 2. No oral or written statements made by City employees or officers alter this at-will status unless:
 - The statement is in writing, and
 - Signed by the Mayor and approved by the Board of Alders.
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7.6 Equal Employment Opportunity (EEO)

The City of Willard expressly prohibits any form of unlawful employee discrimination based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. The City of Willard complies with applicable state and local laws governing nondiscrimination in employment. Improper interference with the ability of City of Willard employees to perform their expected job duties because of any of these characteristics will not be tolerated.

1. The City of Willard provides equal employment opportunities (EEO) to all employees and applicants, without regard to:
 - Race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty, or military/veteran status.
2. The City complies with all applicable federal, state, and local anti-discrimination laws.
3. This policy applies to all aspects of employment, including:

- Hiring, placement, promotion, termination, layoffs, transfers, compensation, and training.
4. Discrimination or harassment is strictly prohibited, and employees should report concerns to:
 - The City Administrator, or Human Resources
 - If the City Administrator is involved, an Alder or the Mayor or Human Resources.
 5. Employees who report in good faith, and employees who cooperate with investigations into, alleged violations of this policy will not be retaliated against.
 6. If the City of Willard determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party in accordance with disciplinary policy up to and including termination and/or loss of merit eligibility.
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7.7 Pregnancy Accommodation

The City will provide reasonable accommodations to female employees related to pregnancy, childbirth, or related medical conditions, to the extent the accommodation can be made without imposing an undue hardship on the City.

When an employee provides a request for a reasonable accommodation to their supervisor or to HR. The City will explore with the employee the possible means of providing the reasonable accommodation requested, which may include, but are not limited to:

- allowing more frequent breaks or periodic rest;
- assisting with manual labor;
- modifying job duties;
- modifying work hours/schedules;
- temporary transfer to a less strenuous or less hazardous position; or
- providing a leave of absence.

The City shall require the employee to provide a medical certification in connection with a request for reasonable accommodation that includes the following:

- the date the reasonable accommodation became medically advisable.
- the probable duration of the reasonable accommodation; and
- an explanatory statement as to the medical advisability of reasonable accommodation.

If leave is provided as a reasonable accommodation, such leave may run concurrently with any leave where permitted by state and federal law.

For more information, or if you require an accommodation, please contact your supervisor or the HR department.

7.8 Policy Against Workplace Harassment

All City employees have a right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive. Consistent with this philosophy, employees of the City are always expected to treat others with dignity and respect. Civility in the workplace is a major principle of our culture. Harassment based on citizenship status, age, race, religion, color, sex, pregnancy, gender identity or sexual orientation, disability, genetics, national origin or ancestry, veteran service or status or any other characteristic protected by laws applicable to the City will not be tolerated. Discrimination includes, but is not limited to, making employment decisions, providing employment opportunities or privileges, or taking employment related action based on any of these protected statuses.

This policy applies to all applicants and employees, whether related to conduct engaged in by fellow employees, managers, supervisors, co-employees, or someone not directly connected to the City but who does work with the City such as by clients, customers, vendors, or other non-employees. Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside of the City premises, including business trips, business-related meetings, and business-related social events.

We encourage bystanders to become involved when they can possibly mitigate a situation in violation of this policy. Effective communication is an important tool in the effort to prevent or cease escalation of bad behavior, or to stop repeated abusive behavior.

7.8.1 Sexual Harassment

Sexual harassment of any form or nature constitutes discrimination under the law and is not permitted in our workplace. The City defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. The following examples of sexual harassment are intended to be guidelines, and are not an exclusive listing, when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes sexual innuendoes; sexually suggestive comments; jokes of a sexual nature; sexual propositions; repeated unwelcome requests for dates; lewd remarks and threats; comments about a person's body; comments about an individual's sexual experiences, prowess or preferences; and requests for any type of sexual favors.
- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters or notes, email, photos, text messages, tweets, internet postings; or other form of communication that is sexual in nature and offensive.
- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, pinching, patting, brushing up against, hugging, cornering, kissing, fondling and physical assault of a sexual nature.

Courteous, mutually respectful, pleasant, non-coercive interactions between employees, regardless of gender identity, that are appropriate in the workplace and welcomed by both parties are not considered to be harassment, including sexual harassment.

7.8.2 Harassment Based on Other Protected Characteristics

Harassment based on other protected characteristics is also strictly prohibited. Under this policy, harassment includes verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual based on citizenship status, age, race, religion, color, disability, genetics, national origin or ancestry, veteran service or status or any other characteristic protected by applicable law and that 1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; 2) has the purpose or effect of unreasonably interfering with an individual's work performance; or 3) otherwise adversely affects an individual's employment opportunities.

This prohibited conduct shall include, but is not limited to, the following, whether occurring in the workplace or otherwise on City time, using the City equipment, or otherwise related to the City events:

- Epithets, hate words, racial or ethnic slurs;
- Negative stereotyping;
- Threatening, intimidating or hostile acts;
- Bullying;
- Denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their protected status and impairs an employee's ability to perform his or her job.

7.8.3 Reporting Procedure

Any individual who feels that he or she has been the subject of conduct or has witnessed conduct or been made aware of conduct prohibited by this, or any employee policy, whether it is conduct of another employee, client, vendor, or anyone else associated with the City, should bring the matter to the immediate attention of the HR department. The employee's report regarding a harassment or discrimination incident may be made by a verbal, emailed, or formal written complaint; a formal written and dated complaint is recommended. Please see our reporting procedure for clarification.

7.8.4 Investigation

The City will conduct a prompt, thorough and neutral investigation of any complaint and will act as appropriate based upon the outcome of the investigation. It will be necessary to discuss the complaint with the complainant, the alleged offender, and/or possibly other employees.

The City has a compelling interest in protecting the integrity of the investigation and endeavors to protect witnesses from harassment, intimidation, and retaliation, to keep evidence from being destroyed, to ensure that testimony is not fabricated, and to prevent a cover-up. Employees are expected to cooperate fully in any investigation. False and bad faith complaints of harassment,

discrimination or retaliation will be subject to disciplinary action up to and including termination.

7.8.4.1 Follow-up

Once the investigation is completed, the City will inform the employee making the complaint and the alleged offender of the results of the investigation. Any individual found to have engaged in any prohibited form of harassment or retaliation, either directly or indirectly, or to have engaged in behavior that is inappropriate or disruptive or otherwise prohibited by this or other City policies, regardless of whether that behavior constitutes harassment prohibited by law, may be subject to appropriate disciplinary actions. The City will thereafter take prompt and appropriate remedial action based on the outcome of the investigation, including but not limited to, disciplinary action, up to and including termination, loss of merit raise eligibility, formal training, and correcting any adverse employment action which may have been taken against the person making the complaint.

The City recognizes that in some cases, despite thorough investigation, it may be impossible to determine whether the alleged violations of its non-discrimination/non-harassment policy have occurred. In such cases, the City may act to reinforce the effectiveness of the policy and to prevent future violations.

7.8.5 Policy Coverage

All employees of the City (whether full time, part time, seasonal, contractual etc.), including supervisors and managers, are covered by this policy and are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No supervisor or other member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering (or refusing to enter into) a personal relationship with the supervisor or manager, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy. Such conduct is a direct violation of this policy.

Non-employees, such as clients, consultants, customers, and vendors, are also covered by this policy. The City prohibits harassment, discrimination, or retaliation of employees in connection with their work by non-employees. Immediately report any harassing or discriminating behavior by non-employees, including contractor or subcontractor employees. Any employee who experiences or observes harassment, discrimination, or retaliation should report it using the steps listed in section 7.8.3.

7.8.6 No Retaliation

The City forbids and will not tolerate any form of retaliation against anyone who has made a complaint, reported harassment, or who has cooperated in the investigation of discrimination or harassment complaints. The City may periodically monitor to ensure the person making a complaint of discrimination or harassment and any witnesses are not being subject to unlawful retaliation and that there is no repeat of the inappropriate conduct. However, if an employee feels that he or she has been retaliated against, the employee should file a complaint using the procedure set forth above and a prompt and an investigation will be conducted.

If you have any concern that the City's Non-Discrimination/Non-Harassment policy may have been violated by anyone, you must immediately report the matter. Due to the serious

nature of harassment, discrimination, and retaliation, you must report your concerns to the HR Department.

You should report any actions that you believe may violate the City’s policy no matter how slight the actions may seem.

The City will investigate the report and then take prompt remedial action where appropriate or necessary. The City will protect the confidentiality of employees reporting suspected violations to the extent possible consistent with the City’s investigation.

You will not be penalized or retaliated against for reporting improper conduct, harassment, discrimination, retaliation, or other actions that you believe may violate this policy.

The City is serious about enforcing our policy against harassment. Persons who violate this or any other city policy are subject to discipline, up to and including termination. The City cannot resolve a potential policy violation unless the City knows about it. You are responsible for reporting possible policy violations to us so that we can take appropriate actions to address your concerns.

7.9 Solicitation Policy

1. Employees may not solicit, distribute materials, or post notices on City property unless part of a City-approved event.
 2. Any postings must be pre-approved by the City Administrator or City Clerk.
-

7.10 Nepotism Policy

1. No employee may directly supervise a family member.
2. Family includes: parents, children, siblings, spouse, in-laws, grandparents, grandchildren, aunts, uncles, nieces, nephews, step-relatives, and foster children.
3. If a prohibited relationship is created (e.g., through marriage), the situation must be resolved within 30 days.
 - Resolution may include the transfer of one employee to a different department, a change in the reporting structure, or the voluntary resignation of one party.
 - If the parties cannot agree on a resolution within 30 days, the City Administrator reserves the right to determine the appropriate reassignment or termination based on the operational needs of the City.
4. If a prohibited relationship is found to have occurred and not been reported, or was always present (e.g. a supervisor knowingly hiring/supervising a family member), the nepotism cannot be cured and the supervisor shall be immediately terminated.

7.10.1 Employment of Relatives

Applicants will not be hired if they are related to a Supervisor or Department Head in the same department. The City Administrator may approve a hire, provided that hire does not at any time report to a related supervisor or department head. A related supervisor or department head may also not be involved in evaluating the employee's performance.

7.11 Dress Code

1. Each Department Head, with approval from the City Administrator, will establish dress code policies.
 2. Dress codes must be job-appropriate, professional, and prioritize safety.
 3. Dress codes must comply with Uniforms Policy where applicable.
-

7.12 Oath Requirement

Every police officer must take the legally prescribed oath of office before assuming duties.

7.13 Political Activities

1. Employees may not:
 - o Use City resources for political activities.
 - o Be coerced into political involvement.
 2. Employees are free to participate in political activities outside of work hours.
-

7.14 Residence Requirement

City employees are not required to live within Willard city limits but are encouraged to do so. This suggestion is intended to foster a greater interest in and concern for the welfare of the community on the part of the city's employees.

7.15 Disciplinary Policy

7.15.1 Purpose

The purpose of this policy is to establish a consistent, fair, and transparent disciplinary process for employees of the City of Willard. This policy is designed to:

- Promote accountability and adherence to workplace standards.

- Provide employees with clear expectations for behavior and performance.
 - Offer opportunities for corrective action and improvement before more severe disciplinary measures are imposed.
 - Ensure that all disciplinary actions are administered fairly and consistently across all departments.
-

7.15.2 Scope

This policy applies to all employees of the City of Willard, whether employed on a full-time, part-time or seasonal basis.

Nothing in this policy shall be construed to modify or alter the at-will employment status of any City of Willard employee, nor shall it create any contractual rights or guarantees of continued employment.

7.15.3 Guiding Principles

1. **Progressive Discipline** – The City believes in progressive discipline and requires all supervisors to utilize progressive discipline whenever possible. Unfortunately, some situations do not lend themselves to progressive discipline. Consequently, the City cannot and does not guarantee that progressive discipline will be used in all cases and reserves the right to discipline and discharge all employees at any time without advance notice. Furthermore, progressive discipline is less likely to be used for employees who have been employed with the City for less than 6 months.
 2. **Consistency & Fairness** – Disciplinary actions will be applied uniformly and fairly across all departments.
 3. **Documentation** – All disciplinary actions must be properly documented and retained in the employee’s personnel file.
 4. **Right to Respond** – Employees have the right to provide their perspective on any disciplinary action taken against them.
-

7.15.4 Types of Violations

Violations of City policies, procedures, and expectations fall into two broad categories:

1. **Performance-Related Issues**
 - Poor job performance
 - Failure to meet deadlines or assigned tasks

- Excessive absenteeism or tardiness
- Failure to follow reasonable job-related instructions or workplace procedures

2. Conduct-Related Violations

- Violations of City policies, including ethics and workplace behavior standards
- Disrespectful or inappropriate behavior toward supervisors, coworkers, or the public
- Misuse or unauthorized use of City property, funds, or resources
- Workplace harassment, discrimination, or bullying
- Substance abuse in the workplace
- Criminal activity or misconduct on or off duty that impacts the City’s reputation
- Acts of violence, threats, or workplace safety violations

These lists are not intended to be exhaustive and serve as examples of types of violations and where they may be categorized. The omission of a type of violation shall not be construed to mean that such a violation, when encountered, should not be addressed.

7.15.5 Disciplinary Process

Step 1: Verbal Warning (Informal Correction)

- A supervisor provides an initial verbal warning when an issue is identified.
- The supervisor clearly explains the problem, expected improvements, and potential consequences if the behavior or performance does not improve.
- While informal, the verbal warning should be documented internally.

Merit Raise Eligibility:

- Employees receiving a verbal warning (**Step 1**) *may* still be eligible for a merit increase, provided:
 - They correct the issue and do not receive a second correction for the same issue more than once during a rating period.
 - They do not receive multiple informal counseling sessions for separate issues within a rating period.
 - If multiple unrelated issues occur within the same rating period, or across rating periods, the **HR Department, with approval from the City Administrator**, may

determine that the employee is ineligible for a merit raise as part of the disciplinary action.

Step 2: Written Warning (Formal Notice)

- If the issue continues or is more serious, the supervisor issues a written warning that:
 - Clearly describes the violation.
 - Outlines the expected corrective actions and timeline for improvement.
 - Informs the employee of potential future disciplinary actions if the issue persists.
- The written warning is signed by the employee, supervisor, and HR, then placed in the personnel file.

Merit Raise Eligibility:

- Employees receiving a written warning (**Step 2**) will not be eligible for a merit raise for the performance rating period in which the warning was issued. Example, an employee whose 12 month rating period begins January 1 and ends December 31 who received a written warning in August shall not be eligible for a merit raise when their performance is evaluated.

Step 3: Performance Improvement Plan (PIP) or Suspension

- If an employee receives a rating of 1-1.99 (**Unsatisfactory**) rating on an evaluation or fails to correct behavior after a written warning, they may be placed on a Performance Improvement Plan (**PIP**) for 90 days, with:
 - Clearly defined goals and measurable expectations.
 - Regular check-ins with their supervisor.
- For serious policy violations, an employee may be placed on **suspension** (with or without pay) while an investigation is conducted.
- The HR Department and City Administrator must approve any suspension.
- The extension of a PIP may be permitted upon approval by the HR Department, City Administrator or Designee if it appears an employee is making progress towards satisfactorily completing the plan. Including approved extensions, no PIP may exceed 180 days.

Merit Raise Eligibility:

- Employees receiving a PIP or suspension (**Step 3**) will not be eligible for a merit raise in the performance cycle in which the disciplinary action was issued. Example, an employee whose 12 month rating period begins January 1 and ends December 31 who received a

written warning in August shall not be eligible for a merit raise when their performance is evaluated.

- **Exception:** If, upon completion of an investigation, an employee is found not to have committed any serious policy violation, they may remain eligible for a merit raise, provided that any resulting disciplinary action does not exceed Step 1.

Step 4: Final Disciplinary Action (Termination or Demotion)

- If the issue is not corrected during the PIP or the violation is severe enough, the City may proceed with termination or demotion.
 - **Immediate termination may occur for serious offenses**, including but not limited to:
 - Theft, fraud, or falsification of records.
 - Workplace violence or threats.
 - Severe policy violations, including harassment or discrimination.
 - Criminal activity, or other actions, that affect the employee's job performance or public trust.
 - The decision to terminate must be reviewed and approved by the HR Department and City Administrator.
 - **Exception:** Department heads shall not be terminated without Mayoral approval unless immediate action is necessary to prevent significant harm, such as criminal activity, ongoing violence, or other serious threats to the City's operations, safety or ability to uphold the public's trust.
-

7.15.6 Employee Rights & Appeals

1. **Right to Respond:** Employees may provide a written response to any disciplinary action, which will be kept in their personnel file.
2. **Appeals Process:**
 - Employees may request a review of any disciplinary action (step 2 or higher) within five (5) business days of receiving it.
 - The request must be submitted in writing to the HR Department.
 - The City Administrator or a designee will review the appeal and make a final determination within ten (10) business days.
3. The filing of an appeal does not "stay" (pause or delay) the implementation of the disciplinary action. The discipline imposed shall take effect immediately on the date

specified in the disciplinary notice and will remain in effect throughout the duration of the appeal process.

4. If an employee is suspended or terminated, they must remain away from City property and cease all City-related duties as directed, regardless of whether an appeal has been filed.
 5. If the City Administrator or their designee determines through the appeal process that the discipline should be modified or rescinded, the City will take appropriate corrective measures at that time.
-

7.15.7 Documentation & Recordkeeping

1. **All disciplinary actions** be documented and placed in the employee's personnel file at City Hall.
 2. **Supervisors are responsible** for ensuring documentation is accurate, factual, and submitted to HR.
 3. **Disciplinary records will be retained** in accordance with the City's record retention policy.
-

7.15.8 Administration & Oversight

1. The HR Department is responsible for ensuring disciplinary policies are applied consistently across all departments.
 2. The City Administrator will provide oversight to ensure fair and lawful disciplinary actions.
 3. Supervisors must complete annual training on administering discipline, proper documentation, and addressing performance concerns. This training shall be provided by the HR Department. Supervisors who have not completed the required training shall not administer disciplinary actions at Step 2 or above.
 4. The policy shall be reviewed annually to ensure compliance with best practices and labor regulations.
-

7.16 Use of Artificial Intelligence (AI)

A. Purpose and Scope The City of Willard encourages the responsible use of Artificial Intelligence (AI) to improve efficiency and service delivery. This policy applies to all employees using generative AI tools (such as chatbots, image generators, or data analysis tools) for City business.

B. Protection of Confidential and Closed Records To protect the privacy of our citizens and the integrity of City operations, no employee shall input, upload, or share any information into an AI tool that is considered a closed or confidential record pursuant to Section 610.021, RSMo, or any other local, state, or federal law. This includes, but is not limited to:

- Personnel records or personal identifying information (PII).
- Records related to legal actions, causes of action, or attorney-client privileged communications.
- Sensitive law enforcement or investigative records.
- Secure infrastructure or software vulnerability information.

C. Employee Responsibility and Accuracy AI tools are known to produce "hallucinations" or factually incorrect information. It is the sole responsibility of the employee to verify the accuracy, legality, and bias of any AI-generated output.

D. Compliance Unauthorized disclosure of confidential information via AI tools or the distribution of unverified, incorrect information may result in disciplinary action, up to and including termination.

7.17 Smoke-Free and Tobacco-Free Workplace

To ensure a healthy and productive work environment for all employees and visitors, the City of Willard maintains a smoke-free and tobacco-free workplace.

Prohibitions The use of tobacco products and electronic cigarettes is strictly prohibited in the following locations:

- All City-owned or leased buildings, offices, facilities, and common areas.
- All City-owned or leased vehicles, including heavy equipment and transit vehicles.
- Within 20 feet of any entrance, exit, or ventilation intake to a City-owned building.

Definitions

- **Tobacco Products:** Includes, but is not limited to, cigarettes, cigars, pipes, and smokeless tobacco (dipping, chewing, or snuff).
- **Electronic Cigarettes:** Includes all electronic nicotine delivery systems (ENDS), such as vapes, mods, and e-hookahs, regardless of whether they contain nicotine.

Compliance: This policy applies to all employees, contractors, and visitors. Employees who violate this policy may be subject to disciplinary action, up to and including termination.

7.18 Lactation/Breastfeeding Policy

Purpose and Scope

This policy establishes guidelines for lactation accommodations in the workplace in compliance with the Fair Labor Standards Act (FLSA) and applicable state laws. The City is committed to supporting employees who are nursing mothers by providing reasonable break time and appropriate facilities for the expression of breast milk.

This policy applies to all employees who are nursing mothers and require lactation accommodations during working hours.

7.18.1 Lactation Break Time

1. The City will provide reasonable break time for an employee to express breast milk for her nursing child for up to one year after the child's birth.
2. The frequency and duration of lactation breaks may vary depending on the individual needs of the employee. Employees are encouraged to discuss their specific needs with their supervisor or the HR Coordinator.
3. Break time for expressing milk will be provided each time the employee has a need to express milk.
4. To the extent possible, employees should use their regularly scheduled meal and rest breaks for expressing milk. If additional time is needed beyond the employee's regular breaks reasonable effort shall be made to provide time. If the employee is completely free of work during the break, the additional time will be unpaid for non-exempt employees.
5. Employees should work with their supervisors to establish mutually agreeable break schedules that minimize disruption to the employee's work and the operations of the City.

7.18.2 Lactation Location

1. The City will provide a private location, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, for employees to express breast milk.
2. The designated lactation location(s) will be designated upon request, and reasonable effort will be made to designate an area within that employees work area when possible.
3. The lactation location will:
 - Be clean and sanitary
 - Include a place to sit
 - Have access to electricity
 - Be in close proximity to the employee's work area when possible
 - Include a surface on which to place a breast pump and other personal items
 - Have access for storage of expressed breast milk.
4. If a dedicated lactation room is not available, the City will make reasonable efforts to identify and provide a temporary private space that meets the requirements above. This space does not have to be dedicated but will be available immediately as needed and will be free from view and free from intrusion.

7.18.3 Requesting Lactation Accommodations

1. Employees who anticipate the need for lactation accommodations should notify their supervisor or the HR Coordinator as far in advance as possible, preferably before

returning from parental leave, to allow the City sufficient time to make necessary arrangements.

2. Employees should submit their request for lactation accommodations in writing to the HR Coordinator, including:
 - The anticipated duration of the need for lactation accommodations
 - The estimated frequency and duration of breaks needed
 - Any specific accommodations requested
3. The City will make reasonable efforts to accommodate the employee's needs while balancing the operational needs of the city.
4. If an employee believes that their lactation accommodation needs are not being adequately addressed, they should contact the HR Coordinator immediately.

7.18.4 Non-Discrimination and Non-Retaliation

1. The City prohibits discrimination or retaliation against an employee for exercising their rights under this policy or applicable laws regarding lactation accommodations.
2. The City will not tolerate any form of harassment, ridicule, or negative comments directed at employees who are expressing milk or utilizing lactation accommodations.
3. Employees who believe they have been subjected to discrimination, retaliation, or harassment related to lactation accommodations should report such conduct immediately to the HR Coordinator or through the City's established complaint procedure (Refer to section 7.9.3).
4. All complaints will be promptly investigated, and appropriate corrective action will be taken if any violation of this policy is found.

7.18.5 Storage of Expressed Milk

1. Employees are responsible for the proper storage of their expressed milk.
2. If refrigeration is not available, employees may provide their own cooler or storage container for expressed milk.
3. All expressed milk stored in the workplace must be clearly labeled with the employee's name and date of expression.
4. The City is not responsible for the security or integrity of expressed milk stored in City's refrigerators or on City's premises.

7.18.6 Supervisor Responsibilities

1. Supervisors are responsible for:
 - Responding promptly and supportively to requests for lactation accommodations
 - Ensuring that employees are not penalized for utilizing lactation breaks
 - Maintaining the privacy and dignity of employees utilizing lactation accommodations
 - Addressing any concerns or complaints related to lactation accommodations promptly
2. Supervisors should contact the HR Coordinator for guidance if they have questions about implementing this policy or addressing specific accommodation requests.

7.18.7 Employee Responsibilities

1. Employees utilizing lactation accommodations are responsible for:
 - Providing advance notice of the need for lactation accommodations when possible
 - Maintaining the cleanliness of the lactation room after each use
 - Storing expressed milk properly and in labeled containers
 - Adhering to agreed-upon break schedules to the extent possible
 - Communicating any changes in lactation accommodation needs to their supervisor or the HR Coordinator.

7.19 Workplace Violence Prevention

7.19.1 Zero-Tolerance Policy

- The City of Willard is committed to providing a safe, violence-free workplace for all employees, contractors, and visiting members of the public. The City maintains a zero-tolerance policy regarding workplace violence. Any employee who engages in threats, intimidation, or physical violence will be subject to immediate disciplinary action, up to and including termination of employment and potential legal prosecution.

7.19.2 Prohibited behavior includes, but is not limited to:

- Physical Assault: Hitting, pushing, tripping, or any intentional physical contact intended to cause harm or intimidation.
- Verbal or Written Threats: Any statement (expressed or implied) of an intent to cause physical harm to people or damage to City property.
- Intimidation and Bullying: Stalking, aggressive shouting, or "looming" over others in a way that creates a reasonable fear of injury.
- Property Damage: Intentional destruction or defacing of City property or the personal property of another employee.
- Weapon Possession: Bringing unauthorized weapons of any kind onto City premises, into City vehicles, or to any City-sponsored event, except as specifically authorized or by sworn law enforcement officers.

7.19.3 Reporting Procedures

Safety is everyone's responsibility. If you witness or are a victim of workplace violence:

- If there is an immediate threat to life or safety, call 911 or contact the Willard Police Department immediately.
 - Report all incidents, even those that seem "minor," to your Department Head or the City Administrator.
 - The City strictly prohibits retaliation against any employee who, in good faith, reports a violation of this policy. Reports will be handled with as much confidentiality as the investigation allows.
-

8. SUBSTANCE ABUSE POLICY

8.1 Purpose

The City of Willard is committed to maintaining a safe, productive, and drug-free workplace for all employees while ensuring compliance with federal and state regulations. This policy is designed to:

- Protect the safety and health of employees and the public.
- Prevent accidents, injuries, and property damage caused by impairment.
- Ensure compliance with the Drug-Free Workplace Act of 1988 and the Omnibus Transportation Employee Testing Act of 1991.
- Establish guidelines for drug and alcohol testing, rehabilitation, and disciplinary actions.
- In accordance with Article XIV of the Missouri Constitution, the City will not discipline or discriminate against an employee solely for their status as a medical marijuana cardholder or for a positive drug test. This protection does not apply to on-duty use, possession, or impairment. Furthermore, employees in safety-sensitive positions (e.g., Law Enforcement, Fire, equipment operators, CDL holders, etc.) or those subject to federal mandates remain prohibited from use to ensure public safety and federal compliance.

8.2 Prohibited Conduct

The following actions are strictly prohibited:

1. **Illegal Drug Use and Alcohol Consumption**

- No employee shall unlawfully manufacture, distribute, dispense, possess, or use controlled substances or alcohol while on duty, on City premises, or while operating City vehicles or equipment.
- Employees must not report to work or remain at work under the influence of alcohol, illegal drugs, or misused prescription drugs.
- The unauthorized possession, sale, or use of illegal drugs at any time (whether on or off duty) is strictly prohibited.

2. **Legal and Prescription Drugs**

- Employees who are taking prescribed or over-the-counter medications that may impair performance must notify the City Administrator before engaging in work-related activities. The City may require a fitness-for-duty certification from a healthcare provider.
- Employees may not use another person's prescribed medication under any circumstances.

3. Reporting Drug-Related Convictions and License Suspensions

- Employees must notify the City Administrator within five (5) calendar days of any drug- or alcohol-related criminal charge, conviction, plea, or loss of driving privileges if driving is an essential job function.
- Failure to report will result in disciplinary action, up to and including termination.

8.3 Drug and Alcohol Testing Requirements

As a condition of employment, all employees are subject to mandatory drug and alcohol testing, including:

1. Pre-Employment Testing

- All applicants must pass a pre-employment drug test before beginning work.
- A positive test result will disqualify the applicant for at least two (2) years.
- Applicants must submit to testing within 48 hours of notification.
- Failure to test or refusal to submit within the required timeframe results in automatic disqualification. A second refusal results in permanent disqualification from employment.

2. Reasonable Suspicion Testing

- Employees may be tested if there is objective evidence of impairment (e.g., odor of alcohol, slurred speech, erratic behavior, or other observable indicators).
- Testing must be ordered by a supervisor or department head and documented.
- Employees subject to reasonable suspicion testing must be transported by City personnel to the testing site.
- Testing must be conducted within two (2) hours of the observation but no later than:
 - Eight (8) hours for alcohol testing.
 - Thirty-two (32) hours for drug testing.
- Supervisors who fail to report reasonable suspicion observations may be subject to disciplinary action.

3. Random Testing

- The City may conduct unannounced, random drug and alcohol testing of employees upon the direction of the City Administrator or HR Department.

- Selection must be truly random, ensuring all employees have an equal chance of being tested.
- Employees must report immediately for testing when selected.
- Failure to report will result in disciplinary action.

4. Post-Accident Testing

- Employees involved in work-related accidents that result in injury to a person or damage to property shall be required to submit to drug and alcohol testing.
- Testing must occur within two (2) hours following the accident.

5. Return-to-Work & Follow-Up Testing

- Employees returning to work after a positive test result, rehabilitation program, or disciplinary action must undergo return-to-work testing.
- Follow-up testing will be conducted at the City's discretion.

8.4 Disciplinary Actions for Policy Violations

Employees who fail a drug or alcohol test, refuse to test, or violate this policy will face disciplinary action, including but not limited to:

1. First Violation

- Termination of employment or, at the City's discretion, a one-time rehabilitation opportunity (see Section 8.5).
- Employees must complete rehabilitation at their own expense before returning to work.

2. Second Violation

- Immediate termination of employment.

3. Refusal to Test

- Refusal to submit to a required test will be considered misconduct connected to work and result in immediate termination.

8.5 Rehabilitation Assistance

Employees are encouraged to seek professional help for substance abuse issues before violating this policy. The City offers a one-time rehabilitation opportunity under the following conditions:

1. The employee must complete an assessment with a rehabilitation professional approved by the City.

2. The employee must comply with the treatment plan.
3. The employee must provide medical documentation of rehabilitation progress.
4. The employee must pass a return-to-work drug and alcohol test before resuming job duties.
5. The employee must submit to unannounced follow-up testing for a minimum of 12 months.
6. The employee must not engage in any future substance abuse violations.

Important:

- Rehabilitation is only available once per employee.
- Failure to complete the treatment plan or comply with follow-up testing will result in termination and permanent disqualification.

8.6 Confidentiality

All drug and alcohol testing records will be kept confidential and stored separately from personnel files. Test results will only be disclosed:

- To the employee.
- To supervisors or managers who need to know for safety or disciplinary reasons.
- As required by law or in legal proceedings.

8.7 Employee Responsibilities

- Follow this policy and report any known violations.
- Notify the HR Department of any medication that may impair job performance.
- Report any suspected substance abuse in the workplace.
- Seek help voluntarily if struggling with substance abuse.

8.8 Supervisor Responsibilities

- Observe and document signs of impairment.
- Ensure employees comply with this policy.
- Report and document reasonable suspicion observations.
- Arrange for transportation of an impaired employee.
- Maintain confidentiality of test results and records.

8.9 Acknowledgment and Compliance

All employees must sign an acknowledgment stating they have received, read, and understood the City of Willard's Substance Abuse Policy.

Failure to comply with this policy will result in disciplinary action, up to and including termination and permanent disqualification from employment.

DRAFT

9. JOB PERFORMANCE EVALUATION – MODIFIED BY ORD 2/10/25

9.1 Performance Evaluation Policy

1. Annual Evaluations:

- All employees shall receive a formal annual performance evaluation to assess their individual contributions, performance outcomes, and alignment with organizational goals.
- The evaluation must be:
 - Completed, approved, and reviewed with the employee within 30 days of their employment anniversary date.
 - Documented and signed by both the employee and their supervisor, with an opportunity for employee comments.
 - Filed in the employee's personnel record.
- *If an employee is on extended leave (e.g., medical leave or FMLA) near their anniversary date, the evaluation may be delayed until their return, with approval from the HR Department.*

2. Evaluation Framework:

- Performance evaluations shall consider:
 - **Core Job Responsibilities:** Proficiency in assigned duties and adherence to job descriptions.
 - **Goal Achievement:** Progress toward established departmental and organizational goals.
 - **Behavioral Competencies:** Communication, teamwork, problem-solving, and adherence to city values.
 - **Professional Development:** Efforts toward skill-building and continuous learning.

3. Performance Rating Scale:

- Evaluations shall utilize the following standardized rating system:
 - **1 – Unsatisfactory:** Performance fails to meet minimum expectations; immediate action required.
 - **2 – Needs Improvement:** Performance meets some/most but not all expectations; improvement expected.
 - **3 – Satisfactory:** Performance meets expectations in all key areas.

- **4 – Above Average:** Performance consistently and clearly exceeds expectations in most areas.
- **5 – Role Model:** Performance significantly exceeds expectations; exemplary behavior and results with clear evidence and examples.
- *Supervisors must document specific examples of employee achievements or performance challenges to support each rating of 4, 5, or 1.*

4. Review of Ratings:

- Ratings of **4 (Above Average)** or **5 (Role Model)** shall be reviewed by the City Administrator (CA) and the Human Resources (HR) Department to ensure that similar standards are applied consistently across all staff and departments.
- Ratings of **1 (Unsatisfactory)** shall be reviewed by the HR Department, along with any supporting disciplinary documents or Performance Improvement Plans (PIP), prior to presenting the evaluation to the employee.
- *If a rating is downgraded during the review process, the supervisor is responsible for “owning” the revised score.* Supervisors shall not inform employees that a higher score was proposed but downgraded by HR or the CA. It is the responsibility of Supervisors to justify their proposed ratings during the review process, any failure to provide sufficient justification will result in a partial or completed scoring downgrade.

5. Expectations for Improvement:

- Employees receiving a **1 (Unsatisfactory)** rating:
 - Must be placed on a Performance Improvement Plan (PIP) detailing specific areas for improvement, clear performance metrics, and a 90-day timeline.
 - Supervisors shall provide consistent coaching and monitoring during the PIP period.
 - Failure to improve may result in disciplinary action up to and including termination.
- Employees receiving a **2 (Needs Improvement)** rating:
 - Shall receive targeted feedback and opportunities for growth within the next annual rating period.

6. Merit Raise Eligibility:

- Employees with a **2 (Needs Improvement)** or higher rating are eligible for consideration of a merit raise, contingent upon the availability of funds.

- Employees with a **1 (Unsatisfactory)** rating are ineligible for a merit increase until the next evaluation cycle provided performance improves to a satisfactory level or higher.
-

9.2 Midpoint and Ad Hoc Evaluations

1. Midpoint Evaluation (6-Month Check-In):

- Midpoint evaluations are encouraged and, while informal, should focus on the same areas assessed in the official evaluation form to ensure continuity and alignment with performance standards.
- Supervisors should document key discussion points to track progress and address areas for improvement. This documentation should be provided to HR for retention in the employee's personnel file.

2. Ad Hoc Evaluations:

- Supervisors may conduct evaluations at any time when performance issues arise or to provide additional guidance and support.
 - Ad hoc evaluations can serve as tools to document specific incidents or achievements, reinforcing accountability.
 - Documentation should be provided to HR for retention in the employee's personnel file.
-

Supervisor and Employee Responsibilities

1. Supervisor Responsibilities:

- Set clear expectations, goals, and measurable performance metrics at the start of the evaluation period.
- Provide ongoing feedback, coaching, and support throughout the year.
- Conduct fair and unbiased evaluations based on documented evidence and objective criteria.
- Engage employees in meaningful conversations during evaluations to foster understanding and growth.
- *Supervisors should receive annual training on conducting evaluations, setting measurable goals, and providing constructive feedback. This shall be the responsibility of the HR Department or designee to facilitate.*

2. Employee Responsibilities:

- Actively seek feedback and clarification on performance expectations.
 - Commit to professional development and skill enhancement.
 - Address any performance concerns or improvement areas identified by their supervisor.
-

9.3 Merit Raise Determination and Payment Timeline:

1. Eligibility and Timing:

- Merit raises are contingent upon satisfactory performance (rating of **2 or higher**) and the availability of funds.
- Raises, if awarded, shall be effective will be effective beginning in the first full payroll period following the annual performance evaluation.

2. Annual Timeline for Evaluations and Raises:

- **Midpoint Evaluation:** Conducted 6 months after the employee's annual employment anniversary to provide structured feedback.
 - **Annual Evaluation:** Conducted within 30 days of the employee's anniversary date, determining merit eligibility.
 - **Merit Raise:** If approved, will be effective beginning in the first full payroll period following the evaluation date.
-

9.4 Administration:

This policy shall be administered by department heads and overseen by the City Administrator (CA) and Human Resources (HR) Department to ensure consistency, transparency, and alignment with city values.

1. Notification of Evaluation Due Dates:

- The HR Department will notify department heads of upcoming evaluation due dates 30 days before the anniversary date of each employee.
- Department heads are responsible for:
 - Notifying subordinate supervisors of evaluations due within their teams.
 - Ensuring that all evaluations are completed and submitted on time.

2. Submission Timeline:

- Completed evaluations must be submitted to the HR Department no later than **7** days after review with the employee, and no later than 30 days after the

anniversary date to allow adequate time for review and approval by the HR and/or CA as appropriate to the rating.

3. Oversight of Ratings:

- Ratings of **4 (Above Average)** or **5 (Role Model)** will be reviewed by the HR Department and CA to ensure consistent standards are applied across all departments.
- Ratings of **1 (Unsatisfactory)** will be reviewed by the HR Department, along with any supporting disciplinary documentation or Performance Improvement Plans (PIPs), before presenting the evaluation to the employee.

Responsibility for Downgraded Ratings:

- If a rating is downgraded during the review process, it is the responsibility of the supervisor to "own" the revised score.
- Supervisors shall not inform employees that a higher score was proposed but downgraded by the HR Director or CA.
- It is the supervisor's responsibility to justify higher ratings during the review process. Failure to justify a higher proposed rating is the responsibility of the supervisor and shall not be attributed to others.

10. UNIFORMS – MODIFIED BY ORD 2/10/25

10.1 Police Department

Each officer of the Willard Police Department will receive a \$1,000.00 uniform allowance for the first year of employment. Each additional year they shall receive a \$650.00 uniform allowance issued once each year in January after showing proof of purchase. This allowance is to be used for dress uniforms and equipment required by the Department policy. A receipt will be required for all uniform purchases for the employee to be reimbursed.

Uniforms may be purchased at approved vendors under the City's name to be repaid by payroll deduction after the maximum allowance has been reached. Any deduction will be by the following schedule:

- \$100.00 or less will be deducted in one (1) pay period.
- \$101.00 to \$200.00 will be deducted a minimum of \$50.00 per pay period at a maximum of four (4) pay period deductions.
- \$201.00 or more will be deducted at a minimum of \$50.00 per pay period at a maximum of eight (8) pay periods.
- Maximum purchase through the City of Willard over and above the uniform allowance is \$500.00.

10.2 Public Works and Parks Maintenance Departments

Uniform Allowance – Revised Reimbursement and Purchasing Policy

Effective [4/27/2026], the uniform and boot allowance program for the Public Works and Parks Maintenance Departments will transition from a flat stipend model to a tracked reimbursement and city-purchasing model, aligning more closely with the accountability structure used in the Police Department.

Annual Allowance and Budget Control

- Each full-time employee in the Public Works or Parks Maintenance Department will be allocated an annual uniform allowance of **up to \$500**, the Chief Financial Officer is authorized to adjust the actual amount based on available budget, employee classification, and operational needs provided it does not exceed \$500 overall per employee.
- This allowance is for eligible work-related clothing and equipment such as safety boots, work jeans, cold-weather gear, safety yellow attire, and other job-appropriate items. Items should be approved by the department head before purchasing anything, failure to obtain approval may result in a reimbursement being declined by financial department.
- For administrative employees within these departments whose work duties do not require field apparel, department heads may instead provide a limited supply of City-branded apparel (e.g., polos or hoodies) without issuing the full allowance.

Purchase Options

Employees may utilize their uniform allowance by:

1. Purchasing Through the City:

- Preapproved items may be ordered by the department using city accounts (e.g., vendor accounts or city credit card) and shall be applied to the employee's annual balance.
- If a purchase causes the employee to exceed their annual balance, the overage shall be deducted from the employee's paycheck as specified above; if it is known in advance the purchase shall not be completed before obtaining the employee's written consent to deduct.
- The department will maintain individual records of purchases and balances of their employees and will provide those records regularly to the financial department.

2. Submitting for Reimbursement:

- Employees may purchase eligible items and submit itemized receipts to the department head for reimbursement, up to the remaining balance of their annual allowance.
- Reimbursements above the available balance will be capped at the remaining amount and the employee shall be responsible for the overage, including any taxes that may be due on the additional amount.

Tracking and Administration

- Allowances will be tracked by the department for each calendar year.
- Departments will split total uniform budget allocations across relevant divisions (e.g., Streets, Water, Sewer) as guided by the Finance Department.
- Department heads or their designees will maintain up-to-date logs of individual balances and purchase history by fiscal year; unspent allowances shall not carry over into future fiscal years.
- Department heads may carry a small contingency for department-wide purchases (e.g., seasonal gear, replacement items) as budget permits.

Remaining Funds and Budget Management

- Departments are encouraged to manage the uniform allowance budget to ensure equitable access for new hires and planned equipment needs (e.g., required hoodie purchases or washer/dryer procurement).
- Budget lines may be adjusted annually during the budget development process to reflect operational realities, staffing levels, and historical spending patterns.

The employee is expected to report to work in clean, well mended attire that is appropriate for the work to be accomplished. If, in the opinion of the Supervisor, Department Head or City Administrator, the employee fails to comply with this expectation, appropriate disciplinary action may be taken.

Uniform Issuance Provision

1. Annual Issuance:

- The City will provide per employee:
 - **3 City-branded T-shirts**
 - **2 City-branded hooded sweatshirts**
- These items will be issued to employees as needed to ensure each employee has a personal supply as indicated above. If not immediately required, uniforms will be retained in storage until a reasonable shelf supply is available.

2. Sizing:

- Employees are expected to provide their supervisor with accurate and current size information to ensure proper fit, comfort and safety.

Employee Responsibilities

1. Presentation:

- Employees must ensure their uniforms are tidy and well-maintained to present a professional appearance on the job.
- Clothing shall not be modified under any circumstances; e.g. removing sleeves, cutting holes, adding unapproved badges or logos etc.

2. Laundry:

- A washer and dryer has been provided at the Public Works building to support uniform care. Employees are encouraged to use this equipment to maintain their uniforms in good condition.
- **Personal laundry is prohibited.**

3. Jeans:

- Employees are responsible for providing their own work-appropriate jeans.
- The annual uniform allowance may be used to assist with this expense as noted above in this policy section.
- Employees may use City equipment to clean their work jeans.

Damaged Uniforms

1. Replacement of Damaged Shirts:

- Employees may turn in damaged City-branded shirts to their supervisor for replacement.

- If shirts are routinely damaged due to negligence, the employee may be required to pay for replacements.

Return of City Property

1. End of Employment:

- Upon termination of employment, all City-branded uniforms must be returned.
- Failure to return City property will result in the cost of replacements being withheld from the employee's final paycheck up to the limits permitted by law.

Acknowledgment

Employees must sign an acknowledgement to indicate their understanding and agreement to the terms of this policy

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11. SEVERE WEATHER CONDITIONS

In the event of severe weather or hazardous conditions, the City Administrator may authorize the full or partial closure of City Hall and other administrative operations. This policy applies to all non-essential employees assigned to City Hall and other administrative departments. Public safety and essential service personnel are expected to report to work unless otherwise directed by their department head.

11.1 Closure Authorization and Communication

- The City Administrator will determine whether conditions warrant a closure or delayed opening based on available information, including road conditions and forecasts.
- The Public Works Director shall provide timely updates on local road conditions and snow removal progress, in accordance with the City's road response plan, to assist the City Administrator in decision-making.
- Closure decisions will be communicated by the City Administrator via text message to department heads as soon as reasonably possible. In cases of uncertain or rapidly changing conditions, the decision may be made with limited notice.
- Department heads are responsible for promptly notifying their employees using a communication method appropriate to their department.

11.2 Employee Responsibilities and Pay

- When City Hall is closed due to weather, affected employees will receive regular pay for their scheduled work hours without needing to use leave.
- If an employee was previously scheduled to use leave (e.g., vacation, personal, birthday, comp time), that leave will still be charged as originally submitted and approved. For example:
 - An employee scheduled for 8 hours of personal leave will still be charged 8 hours.
 - An employee scheduled to use 2 hours of comp time will still be charged for those 2 hours.
- In cases of partial-day closures (e.g., early dismissal or delayed opening), the same rules apply regarding pay and leave usage.

11.3 Remote Work Requirements

- If the nature of an employee's work allows remote access (e.g., finance, HR, administrative functions), the employee is expected to work remotely during any closure to ensure continuity of operations.
- When closures are anticipated, employees with remote-capable duties must take their assigned laptop and any necessary work materials home in advance of the anticipated closure.

11.4 Non-Closure Hazardous Conditions

- If City Hall is open, but an employee determines that travel to/from work is/is likely to become unsafe due to conditions in their specific area, the employee must notify their supervisor as soon as possible.
- Employees who choose not to report to work/leave early under these circumstances will be required to use an appropriate type of available leave (e.g., personal, vacation, birthday, or comp time) to cover their absence.
- If a closure is later determined, their earlier decision to use personal leave will remain unchanged.

12. MEETINGS, CONFERENCES, AND REIMBURSEMENT POLICY

12.1 Purpose

The City of Willard supports the professional development of full-time employees by authorizing their participation in relevant meetings, trainings, and conferences that enhance job performance and support the City's mission. This policy also outlines guidelines for reimbursement of related expenses.

12.2 Applicability

This policy applies to full-time employees only. Part-time and seasonal employees may not attend reimbursable activities unless approved in advance by the City Administrator. All attendance and reimbursement are subject to budget availability and administrative discretion.

12.3 Attendance and Approval

Employees may attend events directly related to their current or anticipated job duties, including but not limited to conferences, training programs, seminars, and association meetings. Events with anticipated costs exceeding \$1,000 should ideally be planned for during the annual budget process.

- Any proposed participation not already budgeted must be submitted to the employee's Department Head for review and, if supported, presented to the City Administrator for approval.
- Time spent at approved events will be considered regular work time and not charged to leave.
- The City Administrator may also grant time off with pay to attend educational opportunities, even if expenses are not reimbursed.

12.4 Reimbursement Guidelines

A. Eligible Reimbursable Expenses

Approved expenses may include:

- Lodging
- Mileage (if using a personal vehicle)
- Conference registration
- Meals (see below)
- Parking fees and tolls
- Business-related calls or communications

B. Meals

- Reimbursement for meals will follow established per diem rates.
- Alcohol is not reimbursable under any circumstances.

- Itemized receipts are required for all meal reimbursements; missing or non-itemized receipts will result in denial of reimbursement for that item.

C. Transportation and Mileage

- Employees must make a reasonable attempt to use an appropriate City vehicle for travel.
 - City Hall employees should not use Police Department or Public Works vehicles unless specifically authorized.
 - If a City vehicle is unavailable or unsuitable, mileage reimbursement for a personal vehicle may be approved.
- If a City vehicle is available but the employee chooses to use a personal vehicle without appropriate justification, mileage reimbursement shall be denied.
- Reimbursement for personal vehicle use will be calculated at the Missouri state-approved mileage rate using the shortest route from the employee's duty station or residence (whichever is shorter).
- Personal vehicle use must be documented with the date, destination, purpose, and total miles.

D. Optional Add-Ons and Upgrades

Optional upgrades (e.g., first-class airfare, premium lodging, add-on events or excursions) will not be reimbursed. Any upgrades must be clearly identified on the reimbursement request.

E. Non-Reimbursable Expenses

The following are examples of non-reimbursable costs (this should not be considered an exhaustive list):

- Alcohol
- Entertainment or sightseeing expenses
- Room service or minibar purchases
- Optional meals. This is defined as a meal expense incurred instead of eating a meal that was provided by the event/conference the employee attended.
- Snacks or travel supplies
- Unapproved guests' expenses
- Tips exceeding 15%

12.5 Submission Process

- Employees must submit all reimbursement requests within 30 days of the expense being incurred.
- Requests must include a completed reimbursement form, a description of the purpose, and all itemized receipts for which reimbursement is being sought.

- For attendance at a conference or multi-day event, a copy of the agenda must be provided showing the activities, dates and times.
- Approved reimbursements will be processed through accounts payable within two pay cycles and will appear on the employee's paycheck.
- The City does not issue travel advances of any kind.

12.6 Oversight and Accountability

- The City Administrator, or designee, will determine eligibility and approval.
- Department Heads are responsible for ensuring compliance within their departments.
- The submission of false or misleading reimbursement requests may result in disciplinary action up to and including termination in addition to any allowable remedies that may exist under law.

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13. WHISTLEBLOWER PROTECTION POLICY

13.1 Purpose

The City of Willard is committed to the highest standards of ethical, moral, and legal conduct. In line with this commitment, this policy is intended to encourage employees, volunteers, and contractors to report any suspected violations of law, city policy, or unethical conduct without fear of retaliation.

13.2 Scope of Policy

This policy applies to all City of Willard employees, including full-time, part-time, seasonal, and temporary staff, as well as volunteers and independent contractors.

13.3 Definition of Whistleblowing

A "whistleblower" is an individual who reports an activity that they consider to be illegal, dishonest, or a violation of City policy. Examples of "protected disclosures" include, but are not limited to:

- Violations of federal, state, or local laws or regulations.
- Gross mismanagement or waste of public funds.
- Abuse of official authority.
- Actions that pose a substantial and specific danger to public health or safety.
- Fraud, embezzlement, or theft of City property.

13.4 Reporting Procedure

Employees are encouraged to share their questions, concerns, or complaints with someone who can address them properly.

Initial Report: In most cases, an employee's supervisor is the best person to address an area of concern.

Escalation: If the employee is not comfortable speaking with their supervisor, or the supervisor is the subject of the concern, the employee should report the matter directly to the HR Department, the City Administrator, or the City Attorney.

Written Form: While reports may be made orally, employees are encouraged to provide a written statement detailing the specific facts, dates, and individuals involved to ensure a thorough investigation.

13.5 No Retaliation

The City of Willard strictly prohibits retaliation against any individual who, in good faith, reports a violation or participates in an investigation.

No employee shall be adversely affected in their employment (e.g., termination, demotion, suspension, harassment, or reduction in pay) because they made a protected disclosure.

Any employee who retaliates against a whistleblower is subject to disciplinary action, up to and including termination of employment.

13.6 Confidentiality

The City will treat all reports as confidential to the maximum extent possible, consistent with the need to conduct an adequate investigation and comply with the Missouri Sunshine Law. The identity of the whistleblower will be kept confidential unless disclosure is required by law or is essential for the investigation.

13.7 Good Faith Requirement

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation.

Any allegations that prove to have been made maliciously or with the knowledge that they were false will be viewed as a serious disciplinary offense and may result in termination.

13.8 Investigation and Resolution

All reports will be promptly investigated by the appropriate department (e.g., HR, Legal, or an independent third party).

The investigator will notify the sender and acknowledge receipt of the reported violation or suspected violation within [five] business days.

Appropriate corrective action will be taken if the investigation confirms that a violation has occurred.

The whistleblower will be advised that the investigation has been completed, though specific details regarding personnel actions may remain confidential.

14. SEPARATION AND RETURN OF PROPERTY

Every officer and employee of the City, upon the termination of their employment or appointment for any reason, shall promptly return all City property in their possession or control. Employees are responsible for safeguarding all City of Willard equipment, materials, and work products issued to them or otherwise entrusted to their care. This includes, but is not limited to:

- Credit cards
- Identification badges
- Office/building keys and security passes
- Uniforms and protective gear (see Section 5.12)
- City-issued vehicles, tools, or equipment
- Computers, phones, removable storage devices
- Electronic access credentials (e.g., voicemail, email, software)
- City-owned records, documents, or intellectual property

14.1 Offboarding Checklist

Upon notice of separation, Department Heads shall coordinate with HR to initiate a standardized offboarding checklist, which must be completed prior to the employee's final day. This checklist includes:

- Collection of all physical items
- Review of outstanding reimbursements, debts, or costs
- Reconciliation of final time records
- Verification of benefit continuation options
- Confirmation of return of all uniforms and related items as outlined in Section 5.12

14.2 IT Notification Requirements

Department Heads and/or HR must notify the City's IT provider within one (1) business day of a confirmed separation or transfer. In the event of an involuntary or emergency separation, IT must be notified within one (1) hour of the employee's departure to ensure prompt deactivation of access to City systems and data.

IT will conduct its own checklist procedure related to:

- Removal of access to all systems, software, and networks
- Retrieval of all electronic devices
- Review of data backup or transfer needs

14.3 Enforcement

Where permitted by law, the City may withhold from an employee's final paycheck the cost of

any unreturned property. The City also reserves the right to pursue additional remedies to recover or protect its property.

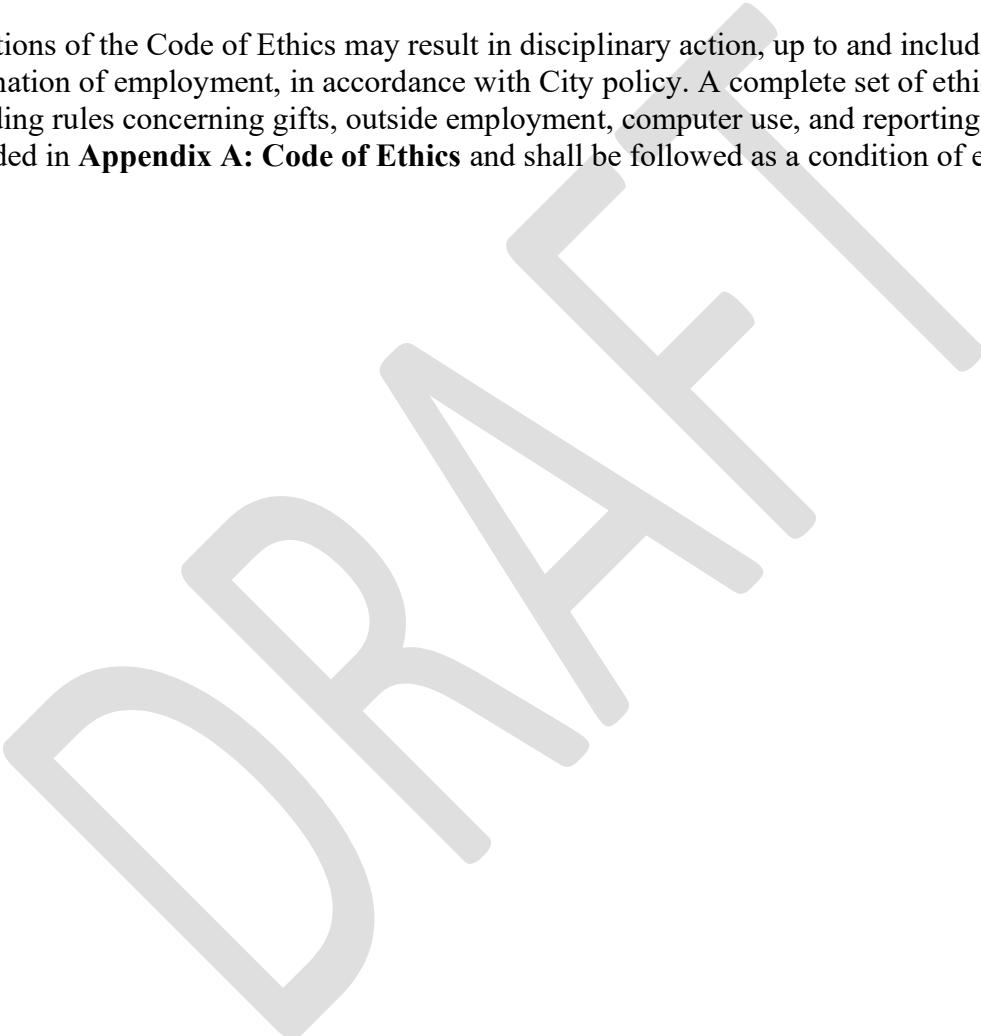
See Appendix B for the sample City of Willard Employee Offboarding Checklist.

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15. CODE OF ETHICS

The City of Willard expects all employees to uphold the highest standards of personal integrity, professionalism, and public service. All staff are entrusted with public resources and responsibilities and are expected to conduct themselves in a manner that reflects positively on the City at all times—both on and off duty. Core values guiding City conduct include integrity and excellence in all work, openness to diverse perspectives, and respect for others. Employees are expected to avoid conflicts of interest, refrain from any use of their position for personal gain, maintain confidentiality, use City resources appropriately, and treat the public and their colleagues with courtesy, fairness, and professionalism. Employees are also responsible for reporting misconduct, avoiding retaliation, and maintaining appropriate workplace relationships.

Violations of the Code of Ethics may result in disciplinary action, up to and including termination of employment, in accordance with City policy. A complete set of ethical provisions, including rules concerning gifts, outside employment, computer use, and reporting obligations, is provided in **Appendix A: Code of Ethics** and shall be followed as a condition of employment.



16. GRIEVANCE POLICY

The City of Willard is committed to providing full-time employees with a fair and transparent process to seek resolution for employment-related concerns. This grievance policy is intended to address significant issues in a constructive and timely manner, while ensuring that concerns are raised through appropriate channels.

16.1 Scope and Eligible Issues

This policy applies to full-time employees only, contracted, part-time, seasonal or other non-employee or less than full time status employees are not eligible to request grievances or appeals as denoted by this policy. A grievance may be filed only in response to the following employment actions:

- Disciplinary actions at the level of written warning or higher (including suspension, demotion, or termination)
- Unsatisfactory performance evaluations (i.e., an overall rating of 1, not an unsatisfactory rating in a duty area)
- Job reassignments not related to disciplinary action

Other workplace concerns may be addressed through informal discussions with supervisors or Human Resources but do not qualify for review under this formal grievance procedure.

16.2 Informal Resolution Requirement

Prior to submitting a formal grievance, employees are expected to make a reasonable, good-faith effort to resolve their concerns informally. This includes consultation with Human Resources and/or their Department Head. If informal efforts do not result in resolution, or if the situation reasonably precludes such steps, the employee may proceed with the formal grievance process.

16.3 Filing a Grievance

To initiate a grievance, the employee must submit a written grievance to the City Administrator. The grievance must:

- Clearly state the action being grieved
- Specify the date(s) of the event or decision
- Identify the desired resolution or outcome
- Be submitted within 14 calendar days of the action giving rise to the grievance, unless the City Administrator determines there are extenuating circumstances justifying a later submission.

Grievances that do not meet these conditions may be dismissed or referred back for informal resolution. **If an employee fails to make a reasonable effort to resolve the issue informally before filing and waits to submit a grievance, additional time to meet the informal resolution expectation will not be granted.** Employees are encouraged to act promptly and in good faith to preserve the opportunity for full review.

16.4 Review and Response

The City Administrator will acknowledge receipt of the grievance and will make every effort to **respond within 30 calendar days** of receipt. This may be extended if necessary, to permit additional fact-finding, meetings with involved parties, and consultation with legal or HR professionals as needed.

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17. PERSONNEL RECORDS

Personnel records are the property of the City of Willard and are considered confidential. The Human Resources department is responsible for maintaining accurate and secure personnel files for all employees, in accordance with applicable federal and state laws. These files are maintained centrally by the City and are not to be duplicated or separately maintained by departments, except as noted below.

A personnel file shall be maintained for each employee and should include, but is not limited to, the following:

- Job application and resume
- Offer letter and position description
- Pay grade and pay band documentation
- Performance evaluations
- Disciplinary actions
- Records of promotion or salary adjustments
- Training records
- Official correspondence
- Leave-related documentation, excluding protected health information

It is the responsibility of each employee to promptly notify Human Resources in writing of any changes to personal information, such as name, address, contact number, emergency contacts, or dependent status. Department Heads may assist in collecting this information but must ensure it is promptly routed to Human Resources.

The City will retain all personnel records in accordance with applicable state and federal laws, including but not limited to retention requirements established by the Missouri Secretary of State's Office, the Missouri Sunshine Law (Chapter 610, RSMo), the Fair Labor Standards Act (FLSA), and the Americans with Disabilities Act (ADA).

17.1 Centralized Recordkeeping

All official personnel records must be maintained by the Human Resources Department. Department Heads and supervisors are not permitted to maintain their own personnel files or shadow files. The City's official personnel file, housed within HR, is the sole repository for employment records. This practice ensures legal compliance, proper retention, confidentiality, and consistent documentation.

The only exception to this policy is for **working documents** maintained temporarily by supervisors during a performance evaluation period (e.g., notes regarding employee performance, examples of work, or informal documentation used in preparing a formal

evaluation). These documents are not considered part of the official personnel file and must be handled as follows:

- At the conclusion of the performance review period, any such materials should either be securely destroyed or submitted to HR as supplemental documentation to the official evaluation, if appropriate.
- Under no circumstances should these materials be used to maintain unofficial disciplinary records or files outside the HR structure.

Supervisors are responsible for notifying HR of any documents, positive or negative, that should be reviewed for potential inclusion in the official personnel record.

17.2 Maintenance of Separate and Restricted Files

Certain sensitive materials must be maintained in separate, restricted-access files. These include:

- **Medical Records:** All medical records, including doctor's notes, FMLA certifications, ADA documentation, and workers' compensation materials, must be maintained in a confidential file separate from the general personnel file in accordance with the Americans with Disabilities Act (ADA) and the Health Insurance Portability and Accountability Act (HIPAA).
- **Background Checks and Drug Test Results:** These documents must also be maintained separately from the main personnel file, accessible only to individuals authorized by law or policy.

The Human Resources Department is responsible for ensuring that these separate files are securely maintained and access is limited only to those with a legal or operational need.

17.3 Access to Personnel Records

Internal access to personnel records is limited to the Mayor, City Administrator, Human Resources, and other designated officials with a legitimate business need. Supervisors may request to review an employee's file when making employment decisions (e.g., evaluations, promotions, disciplinary action), but such access must be coordinated through Human Resources.

Employees may request to review their own personnel file by submitting a written request to Human Resources. Such review will be conducted in the presence of HR, and copies may be provided upon request in accordance with applicable laws.

17.4 Release of Information to External Parties

Personnel and employment records will not be released to external parties except as required by law (e.g., court order, subpoena) or with written authorization from the employee.

All inquiries from third parties regarding current or former employees (e.g., reference checks, employment verifications) must be directed to Human Resources. Unless authorized by the employee in writing, the City will confirm *only* the dates of employment and positions held.

If a current or former employee requests a reference or release of additional employment-related information, they must submit a written request and signed release to Human Resources. The City may provide additional information in writing, at its discretion, after obtaining the proper release and ensuring no legal liability exists.

Any employee found to have released confidential personnel information without proper authorization may be subject to disciplinary action, up to and including termination.

17.5 Subpoenas and Sunshine Law Requests

In the event of a subpoena or formal request for personnel records under the Missouri Sunshine Law (Chapter 610, RSMo), the City will respond in accordance with applicable legal requirements. The Human Resources Department is responsible for coordinating the review and response process in consultation with the City Administrator and legal counsel, as appropriate.

Records that contain personally identifiable information such as Social Security numbers, personal contact information, or medical records must be redacted or withheld from disclosure unless required by court order. Employees will be notified when their records are released, unless doing so would violate the law or compromise a legal process.

All such requests and responses shall be documented and securely retained by the Human Resources Department.

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18. AMERICAN WITH DISABILITIES ACT

The City of Willard complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAAA), and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, the City will provide a reasonable accommodation to disabled applicants and employees if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the City.

18.1 Requesting a Reasonable Accommodation

If you believe you need accommodation because of your disability, you are responsible for requesting a reasonable accommodation from your supervisor or the HR Department. You may make the request orally or in writing. The City encourages employees to make their request in writing and to include relevant information, such as:

- A description of the accommodation you request.
- The reason you need accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your oral or written request, the City will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. The City encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the City is not required to make the specific accommodation requested by you and may provide alternative effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the City.

18.2 Medical Information

The City may ask you to provide supporting documents from your health care provider(s) regarding the nature of your disability and the nature of your limitations, or take other steps necessary to help us determine viable options for reasonable accommodation. We will then work with you to determine whether your disability can be reasonably accommodated, and if it can be accommodated, we will explore alternatives with you and endeavor to implement a mutually agreeable accommodation.

The City will keep confidential any medical information obtained in connection with your request for reasonable accommodation and pursuant to 17.2 any such records shall be separately maintained in the personnel record.

18.3 Determinations

The City makes determinations about reasonable accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation. The City strives to make determinations on reasonable accommodation requests expeditiously and will inform the individual once a determination has been made. If you have any questions about a

reasonable accommodation request you made, please contact your supervisor or the HR Department.

18.4 No Retaliation

Individuals will not be retaliated against for requesting accommodation in good faith. The City expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting an accommodation in good faith.

The City is committed to enforcing this policy and prohibiting retaliation against employees and applicants who request accommodation in good faith. If employees or applicants feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately to their supervisor, the HR Department or the City Administrator; a dated written report is strongly recommended. Please refer to 7.9.3 for additional information about making a complaint

18.5 Administration of This Policy

The HR Department is responsible for the administration of this policy. If you have any questions regarding this policy or questions about disability accommodations that are not addressed in this policy, please contact your supervisor or the HR Department.

19. OUTSIDE EMPLOYMENT

Full-time employees of the City of Willard must obtain written approval from the City Administrator prior to engaging in any outside employment. This approval must be renewed whenever there is a material change in the nature, scope, or schedule of the outside work.

Outside employment will not be approved if it:

- Occurs during the employee's scheduled City work hours,
- Requires the use of City equipment, vehicles, resources, uniforms, or confidential information,
- Creates a real or perceived conflict of interest with the duties of the employee's City position,
- Reflects poorly on the integrity, professionalism, or reputation of the City,
- Results in excessive fatigue or otherwise impairs the employee's ability to perform their City duties effectively and safely.
- Other concerns arise in the nature, duration, applicability or the additional employment being sought.

Employees are prohibited from receiving compensation, honoraria, or material gain from individuals or organizations for work performed as part of their official City duties or during City-paid time. Any personal or outside business activity must remain clearly separate from City responsibilities.

Employees found to be engaging in outside employment without required approval or in violation of this policy may be subject to disciplinary action, up to and including termination.

Please refer to Appendix E for Outside Employment Disclosure and Request Form

20: COMPUTER, TECHNOLOGY, AND SOCIAL MEDIA ACCEPTABLE USE POLICY

20.1 Purpose and Scope

This policy establishes rules for the responsible use of the City of Willard's computer systems, software, internet, email, mobile devices, and official social media platforms. It applies to all City-issued equipment and any system or platform accessed in the course of work by employees or officials.

Covered systems include but are not limited to: computers, laptops, servers, phones, tablets, software programs, voice mail, email, internet access, City social media pages, and all City-managed platforms. This policy also applies to use of personal devices and social media when used to perform City business or represent the City.

20.2 Acceptable Use of City Technology and Systems

City-owned technology and systems are provided to support official City operations. Incidental personal use is permitted during non-working hours (e.g., lunch breaks), provided such use does not interfere with City business, violate any laws or policies, or create additional cost or liability for the City.

Users must not:

- Use City systems for any illegal or unethical purpose, including fraud, harassment, defamation, or accessing obscene, hateful, or pornographic content.
- Install or use unlicensed software or unauthorized applications.
- Use City equipment for commercial gain or political activity.
- Attempt to bypass or disable security protocols.
- Download content that could introduce viruses or malware.
- Access another employee's files, email, or documents without authorization.

20.3 Passwords and Data Security

Users must protect login credentials and data. Passwords are not to be shared. If written down, they must be stored securely. IT shall be notified immediately in the event of suspected system compromise, breach, or virus infection. All data created or stored on City systems is the property of the City and may be accessed, audited, or retained in accordance with law and policy.

20.4 Monitoring and No Expectation of Privacy

Employees should have no expectation of privacy in the use of City-owned systems. The City reserves the right to monitor, retrieve, and review all communications, internet use, emails, and data created, transmitted, or received on City systems.

20.5 Department Responsibilities and High-Security Systems

Department heads are responsible for ensuring employees are informed about the use of specialized systems (e.g., law enforcement databases or federal access portals). Departments must follow any heightened standards or additional federal/state rules specific to those platforms.

20.6 Social Media Use

Social media usage, whether official or personal, must be consistent with City policy and the 2024 Social Media Ordinance. All official City pages, including those operated by departments, are subject to centralized oversight and must:

- Limit posting privileges to authorized individuals, except in emergencies where police, public works, or emergency management may post.
- Prohibit deletion of posts or blocking of users except by those expressly authorized under the ordinance.
- Represent the City in a professional and accurate manner.

Employees posting about the City or its operations using personal pages and/or profiles must clearly state that the views expressed are their own. An acceptable phrase includes:

“The views expressed here are my own and do not necessarily reflect the views of the City of Willard.”

Only individuals specifically and officially authorized under City policy or regulation may post, share, or transmit official communications on behalf of the City. While employees retain their First Amendment rights to comment, express opinions, or engage in discussion, unauthorized individuals are strictly prohibited from representing, advancing, creating, sharing, or issuing any official position of, for or by the City on any platform.

20.7 Violations

Violations of this policy may result in disciplinary action up to and including termination. Serious offenses, including those that violate state or federal law, may be referred to outside authorities as may be applicable by the circumstances.

21. EMERGENCY DECLARATION

In the event of a declared emergency, exempt employees who are required to work in response to the emergency may be eligible for overtime compensation as outlined in this policy.

Purpose

The purpose of this policy is to provide a fair and consistent mechanism to compensate exempt employees who are required to work extended hours during significant emergencies or disasters, and to ensure the City is positioned to recover those costs from eligible state or federal programs where applicable.

21.1 Applicability

This policy applies when the Mayor issues a local emergency declaration, which is automatically recognized under this section. Additionally, if a declaration is made by an external authority (such as the Governor, President, or FEMA) and the City of Willard or its operations are clearly impacted by the event, the Board of Alders may, by resolution, declare concurrence with the external declaration, thereby extending the applicability of this policy to that emergency.

21.2 Eligibility

All **exempt employees** who are required to work during the declared emergency may be eligible for overtime compensation. This includes all department heads, supervisory staff, and exempt personnel whose job duties are directly or indirectly involved in emergency response, coordination, restoration, or recovery activities during the emergency.

21.3 Compensation for Overtime

Eligible exempt employees will be compensated for all **hours worked in excess of forty (40) hours during a designated workweek at 1.5 times their regular hourly rate**. The regular hourly rate shall be calculated by dividing the employee's annual salary by 2,080.

21.4 Documentation Requirements

To qualify for overtime pay under this policy:

- Employees must complete and submit a detailed timesheet documenting all hours worked during the emergency.
- Timesheets must be submitted to the Chief Financial Officer or designee in a timely manner, as directed.
- Documentation should be sufficiently detailed to support the City's ability to seek state or federal reimbursement (e.g., FEMA reimbursement) for disaster-related costs. Incomplete or vague records may result in denial of compensation.

21.5 Retroactive Declaration

In some cases, it may be necessary to determine eligibility and compensation after the emergency has occurred. The City Administrator, in coordination with the Mayor and Board of Alders, may authorize the application of this policy retroactively, provided the emergency meets the conditions outlined in Section 20.1 and adequate documentation is available.

22. ADMINISTRATION

The City of Willard's organizational chart illustrates the relationships between positions within departments and across the organization. These relationships may include reporting structures such as the City Administrator to Department Heads, and Department Heads to Supervisors and employees. The chart also helps clarify the alignment of responsibilities, functions, and chains of command.

The official organizational chart is maintained by Human Resources and shall be reviewed and revised any time a new position is created, eliminated, or structurally reorganized. The organizational chart is provided as Appendix F to this manual. Appendix F may be updated administratively at any time to reflect current structure and assignments without requiring reapproval or readoption of the full personnel manual by the Board of Alders.

Employees should follow the organizational structure when seeking direction, resolving work-related issues, or escalating concerns. In most cases, an employee's immediate Supervisor or Department Head should be the first point of contact for guidance on tasks, clarification of responsibilities, or addressing challenges.

The City Administrator has the authority to hire, discipline, and discharge City employees in accordance with applicable laws, policies, and procedures.

23. ADMINISTRATIVE UPDATES TO PERSONNEL MANUAL

To ensure the City of Willard's personnel policies remain current with evolving legal requirements, regulatory standards, and industry best practices, the City Administrator is authorized to make administrative updates to the Personnel Manual, in whole or in part, without requiring reapproval or formal readoption of the entire manual by the Board of Alders.

Administrative updates must be reviewed and approved in advance by the City's legal counsel to ensure compliance with applicable laws and regulations. Upon legal review and approval, such updates shall be documented in the form of a memo titled *Personnel Policy Update*, issued by the City Administrator through Human Resources, and distributed to all staff.

The memo shall specify:

- The section(s) updated
- The reason for the update
- The effective date of the change
- Instructions, if any, for implementation

Nothing in this section shall permit administrative changes that materially alter the terms of employment for any employee or group of employees without consultation with legal counsel and, where appropriate, Board notification or approval.

APPENDICES

- A. CODE OF ETHICS
- B. OUTSIDE EMPLOYMENT DISCLOSURE AND REQUEST FORM
- C. ORGANIZATIONAL CHART
- D. EMPLOYEE RECEIPT AND ACCEPTANCE

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Appendix A – Code of Ethics

Overview and Values

City of Willard employees are expected to uphold the highest standards of ethics and professionalism, reflecting the trust placed in them by the community. This Code of Ethics outlines key responsibilities and behavioral expectations that support efficient operations, safeguard public trust, and ensure a respectful, inclusive, and legally compliant workplace.

In delivering public service, the City values:

- **Integrity** and excellence in all actions;
- **Transparency and openness** to diverse perspectives;
- **Respect for diversity** in people and approach.

This appendix covers general conduct expectations and specific ethical provisions.

Definitions

- **Appointing Authority:** A person authorized to make final hiring decisions and approve or deny personnel-related transactions.
- **Supervisor:** The employee responsible for directly overseeing another employee's work, including timekeeping, evaluations, and discipline.
- **Equipment, Materials, and Supplies:** City-owned or issued items such as phones, computers, vehicles, tools, keys, and office supplies.
- **Gratuity:** Any gift, favor, discount, service, or hospitality not paid for at fair market value.
- **Staff/Employee:** These terms are used interchangeably throughout this document.

1. Professional Conduct

City employees must demonstrate integrity, courtesy, and professionalism in all dealings with citizens, coworkers, and the public. They must refrain from conduct, on or off duty, that discredits the City or impairs job performance.

Employees must:

- Perform duties with honesty and impartiality;
- Avoid any real or perceived conflict of interest;
- Obey applicable laws, policies, and procedures;
- Conduct themselves in ways that promote public confidence in City government.

Unacceptable behaviors include:

- Profanity, abuse, threats, or discriminatory slurs;
- False or harmful gossip about employees or residents;

- Physical aggression or intimidation;
- Appearing at work in a condition unsafe for duty (e.g., intoxication);
- Harassment or discrimination based on any protected class;
- Retaliation against individuals reporting misconduct.

2. Arrests and Criminal Charges

Employees must notify their supervisor within five (5) days of any arrest, conviction, plea of guilty, or court-ordered sentence for a misdemeanor or felony offense. Incarceration does not justify use of leave. Absences caused by incarceration may be grounds for termination.

The City Administrator will review each case to determine if continued employment is appropriate.

3. Confidential Information

Employees must not disclose or use confidential information acquired in the course of employment except as authorized. Breach of confidentiality is grounds for discipline, including termination.

4. Gratuities and Gifts

Employees and their immediate households may not accept gifts, favors, or services from any person or entity:

- Doing business with the City;
- Regulated by the City; or
- Whose interests may be substantially affected by the employee's job duties.

Permitted exceptions include:

- Unsolicited promotional items (e.g., pens, notepads) valued under \$25;
- Public awards, trophies, or contest prizes;
- Meals offered to all attendees at conferences or public-interest events;
- Vendor-provided meals or training open to all clients.

All questionable gratuities must be reported to the employee's supervisor immediately.

5. Use of City Position

Employees must not use their role with the City to improperly influence, coerce, or pressure others for personal benefit. Authority must be exercised professionally, fairly, and respectfully.

6. Non-Retaliation

Retaliation against any individual who raises concerns, reports misconduct, or participates in an investigation is strictly prohibited.

The City will investigate all reports of retaliation. Verified retaliation will result in disciplinary action, up to and including termination.

7. Solicitation

Employees may not solicit or sell goods or services during working hours or at their work location. Exceptions may be made for charitable or educational efforts (e.g., Girl Scout cookies, school fundraisers), but must be discreet and non-disruptive.

8. Use of City Property and Resources

Employees must use City equipment, facilities, and supplies solely for City business. Examples include vehicles, phones, internet access, office equipment, and tools.

Misuse, theft, or negligent damage may result in discipline and personal liability.

Other key provisions:

- Employees must report all lost or stolen City property immediately.
- Personal phone calls must be minimal and non-disruptive.
- All work products created for the City belong to the City.
- Employees may not use their own personal devices or software for City work without supervisor approval.

Supervisors or the City Administrator may inspect workspaces and City-owned devices as needed for business or compliance purposes.

9. Staff Responsibilities

Employees are expected to:

- Read and understand City policies;
- Cooperate fully with investigations;
- Use time and leave appropriately and responsibly;
- Be punctual and meet performance standards;
- Follow lawful instructions from supervisors;
- Refrain from falsifying records (e.g., timesheets, expense reports);
- Not use personal devices to secretly record work conversations unless authorized by management.

10. Computer, Email, and Internet Use

All internet and system use must be work-related. Employees may not install unauthorized software or use systems for personal gain, illegal activity, or offensive content.

Prohibited uses include:

- Accessing or downloading obscene, hateful, or illegal content;
- Discrimination, harassment, or threatening communications;

- Using City systems for personal sales, chain emails, or political messages;
- Software or media piracy;
- Circumventing security or introducing malware.

The City may monitor computer use at any time.

11. Romantic Relationships

Romantic relationships between supervisors and their direct reports are strictly prohibited. Such relationships create a conflict of interest and must be disclosed and addressed immediately by HR.

Inappropriate conduct includes:

- Romantic emails or gifts in the workplace;
- Adult jokes or suggestive content;
- Unreported relationships within supervisory chains.

If you have questions or concerns about any portion of the Code of Ethics, contact the City Administrator or Human Resources immediately.

Appendix B – Employee Offboarding Checklist (Sample)

To be completed by HR in collaboration with Department Head and IT prior to employee's final day.

Employee Name: _____

Position: _____

Department: _____

Separation Date: _____

A. Property & Equipment Return

•

B. IT Notification and Access Control

•

C. Final HR Review

•

Prepared By: _____

Date Completed: _____

Checklist to be retained in personnel file. Contact HR for questions or updates.

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Appendix C – Outside Employment Disclosure and Request Form

City of Willard

Outside Employment Disclosure and Request for Approval

This form must be completed and submitted for approval prior to engaging in any outside employment. Approval must be renewed annually or upon any change in outside employment status. This form is required under Section 17 of the Personnel Manual.

Employee Information

- **Name:** _____
- **Department:** _____
- **City Position Title:** _____
- **Supervisor's Name:** _____

Outside Employment Details

- **Name of Outside Employer/Business:** _____
- **Type of Work Performed:** _____
- **Employer Address/Location:** _____
- **Schedule (Days/Hours):** _____
- **Start Date of Outside Employment:** _____
- **Is this employment expected to be:**
 - Temporary
 - Ongoing/Long-Term

Disclosure Questions (check all that apply):

- The outside work will occur only outside of scheduled City work hours.
- No City equipment, vehicles, resources, uniforms, or confidential information will be used.
- The outside employment will not impair my ability to perform City duties.
- The work is not with a vendor, contractor, or entity regulated by the City.
- There is no conflict of interest, real or perceived.
- I understand that any changes to this arrangement must be re-disclosed.

Please describe how you will ensure there is no conflict with your City responsibilities:

Employee Signature

I certify that the above information is true and complete. I understand that failure to disclose or obtain approval for outside employment may result in disciplinary action.

Signature: _____ Date: _____

Supervisor Review

I have reviewed this request and recommend:

- Approval
- Denial

Comments: _____

Supervisor Signature: _____ Date: _____

City Administrator Final Decision

- Approved
- Denied

Conditions (if any): _____

City Administrator Signature: _____ Date: _____

Appendix D – Organizational Chart

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Appendix E. EMPLOYEE RECEIPT AND ACCEPTANCE

I hereby acknowledge receipt of the City of Willard Employee Policy Manual. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Employee Policy Manual is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with the City of Willard that provides otherwise, I have the right to resign from my employment with the City of Willard at any time with or without notice and with or without cause, and that the City of Willard has the right to terminate my employment at any time with or without notice and with or without cause.

I have read, understand and agree to all of the above. I have also read and understand the City of Willard Employee Manual. I agree to return the City of Willard Employee Manual upon termination of my employment.

Signature _____

Print Name _____

Date _____

CONFIDENTIALITY POLICY AND PLEDGE

Any information that an employee learns about the City of Willard or its staff as a result of working for the City of Willard that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by the City of Willard or to other persons employed by the City of Willard who do not need to know such information to assist in rendering services. The disclosure, distribution, electronic transmission or copying of the City of Willard's confidential information is prohibited. Any employee who discloses confidential information will be subject to disciplinary action (including possible termination), even if they do not actually benefit from the disclosure of such information.

I understand the above policy and pledge not to disclose confidential information.

Signature _____

Print Name _____

Date _____

City Leave Policy – PTO & ETO System (Calendar-Year Based)

Definitions

- **Paid Time Off (PTO)** – A single leave bank for hourly (non-exempt) employees used for vacation, illness, personal needs, and other approved absences.
- **Exempt Time Off (ETO)** – A flexible leave bank for exempt (salary) employees that replaces compensatory time.
- **Calendar Year** – January 1 through the last pay period ending in December. All accruals, usage limits, carryover, and payout rules are based on the Calendar Year.
- **Years of Service (YOS)** – Continuous employment with the City, calculated from the employee’s most recent date of hire.

Salary (Exempt) Employee Leave – ETO

Eligibility

All full-time exempt (salary) employees are eligible for Exempt Time Off (ETO).

ETO Front-Load at Anniversary Date

Upon hire, and all anniversaries to follow, exempt employees receive:

- **160 hours of ETO**

ETO Accrual - ETO accrues each pay period based on Years of Service:

Years of Service	Front-Load (Jan 1)	Additional Annual Accrual	Per-Pay Accrual (26 pays)	Max Balance
0–1 years	160 hrs	104 hrs	4.00 hrs	240 hrs
1–2 years	160 hrs	144 hrs	5.54 hrs	280 hrs
3–5 years	160 hrs	184 hrs	7.08 hrs	320 hrs
6–9 years	160 hrs	224 hrs	8.62 hrs	400 hrs
10+ years	160 hrs	264 hrs	10.15 hrs	500 hrs

Accrual continues even when the employee reaches the maximum balance, up to the year-end payout threshold.

First Year Annual Usage Limit

Exempt employees may **use up to 160 hours** of ETO in their first Calendar Year.

Carryover

Exempt employees may carry over up to 500 hours of ETO into the next Calendar Year.

Year-End Payout for Hours Above 500

At the end of the last pay period in December:

- Any ETO hours above 500 will be paid out at the employee's regular hourly rate

Separation of Employment

ETO up to current Maximum Allowable Balance hours is not paid out upon separation. Only hours above your current Maximum Allowable Balance according to YOS that were eligible for payout at year-end may be paid.

Use of ETO

- ETO may be used in 15-minute increments.
- ETO must be approved by the Department Head.
- ETO is not tied to hours worked and is not compensatory time.

Hourly (Non-Exempt) Employee Leave – PTO

Eligibility - All full-time hourly (non-exempt) employees are eligible for Paid Time Off (PTO).

PTO Accrual - Hourly employees accrue PTO based on Years of Service:

Years of Service	Annual PTO Accrual	Per-Pay Accrual (26 pays)	Max Carryover
0–1 years	104 hours	4.00 hours	280 hrs
2–4 years	144 hours	5.54 hours	320 hrs
5–9 years	184 hours	7.08 hours	400 hrs
10+ years	224 hours	8.62 hours	500 hrs

**These accruals include the former personal days and sick leave.*

PTO Carryover

- Hourly employees may carry over up to **240 hours** of PTO into the next Calendar Year.
- Carryover is calculated at the last pay period in December.

PTO Payout at Separation

Hourly employees will be paid for all unused PTO up to 160 hours upon separation, provided they meet the requirements of the City's separation policy.

PTO Usage

- PTO may be used in 15-minute increments.
- PTO may be used for any purpose: vacation, illness, personal needs, appointments, or family care.

- PTO must be approved by the Department Head.
- PTO may only be used up to 80 hours consecutively, any requests that exceed the allotted time will need to be approved in writing by the department head and/or the City Administrator. Approval will be based on business needs and potential disruption to the day-to-day ongoings for the City.

Overtime

Hourly employees receive:

- 1.5× overtime pay for all hours worked over 40 in a workweek.
- Hourly employees do not earn compensatory time.

Holidays (Updated)

Observed Holidays

The City observes the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Years Eve

Holiday Pay Rules

A. If the City is closed and you are not scheduled to work - Employees will receive:

- 8 hours of holiday pay at their regular rate, regardless of their normal schedule.

B. If you work on the holiday - Employees required to work on a City-recognized holiday will receive:

- 2× their regular hourly rate for all hours worked on the holiday

C. If you normally do not work that day and your schedule is unchanged - If the holiday falls on a day the employee is not normally scheduled to work, and the employee's schedule is not adjusted:

- The employee receives no holiday pay
- The employee receives no additional compensation

D. No schedule manipulation - Departments may not adjust an employee's schedule solely to avoid or increase holiday pay.

E. Overtime Interaction - Holiday hours do not count toward overtime calculations. Only hours actually worked count toward overtime thresholds.

Summary Table

Scenario	Pay Outcome
City closed, employee not working due to closure	8 hours at regular rate
Employee works on holiday	2× regular rate for all hours worked
Employee not scheduled that day, schedule unchanged	No holiday pay
Schedule changed to avoid or increase holiday pay	Not permitted

City Leave Policy – PTO & ETO System (Calendar-Year Based) with comp time

Definitions

- **Paid Time Off (PTO)** – A single leave bank for hourly (non-exempt) employees used for vacation, illness, personal needs, and other approved absences.
- **Exempt Time Off (ETO)** – A flexible leave bank for exempt (salary) employees that works alongside compensatory time.
- **Calendar Year** – January 1 through the last pay period ending in December. All accruals, usage limits, carryover, and payout rules are based on the Calendar Year.
- **Years of Service (YOS)** – Continuous employment with the City, calculated from the employee’s most recent date of hire.

Salary (Exempt) Employee Leave – ETO

Eligibility

All full-time exempt (salary) employees are eligible for Exempt Time Off (ETO).

First-Year ETO Front Load

- Upon hire, exempt employees receive a one-time front-load of 160 hours of ETO. This front-load applies only during the employee’s first Calendar Year.
- Beginning the following January 1, exempt employees transition to the standard accrual system described in Section 3.3.

ETO Accrual (Ongoing)

After the first year, exempt employees accrue ETO each pay period based on Years of Service:

Years of Service	Additional Annual Accrual	Per Pay Accrual (26 pays)	Max Balance
0–1 years	104 hrs	4.00 hrs	240 hrs
1–2 years	144 hrs	5.54 hrs	280 hrs
3–5 years	184 hrs	7.08 hrs	320 hrs
6–9 years	224 hrs	8.62 hrs	400 hrs
10+ years	264 hrs	10.15 hrs	500 hrs

Accrual continues even when the employee reaches the maximum balance, up to the year-end payout threshold.

First-Year Annual Usage Limit

Exempt employees may **use up to 160 hours** of ETO in their first Calendar Year.

Carryover

Exempt employees may carry over up to 500 hours of ETO into the next Calendar Year.

Year-End Payout for Hours Above 500

At the end of the last pay period in December:

- Any ETO hours above 500 will be paid out at the employee’s regular hourly rate.

Separation of Employment

ETO up to the employee’s Maximum Allowable Balance is not paid out upon separation. Only hours above the Maximum Allowable Balance that were eligible for year-end payout may be paid.

Use of ETO

- **ETO may be used in 15-minute increments.**
- **ETO must be approved by the Department Head.**
- **ETO is not tied to hours worked and does not replace compensatory time.**

Compensatory Time – Exempt Employees

Exempt employees may earn compensatory time (“comp time”) for extraordinary operational needs.

Comp Time Rules for Exempt Employees:

- Maximum balance: 160 hours
- Accrual rate: Straight time (1 hour worked = 1 hour comp time)
- Approval: Must be approved by the City Administrator
- Use order: Comp time should be used before ETO when practical
- Payout: All unused exempt comp time is paid out at separation at the employee’s regular hourly rate

Comp time is a separate bank from ETO and does not affect ETO accruals, balances, or usage limits.

Hourly (Non-Exempt) Employee Leave – PTO

Eligibility

All full-time hourly (non-exempt) employees are eligible for Paid Time Off (PTO).

PTO Accrual

Hourly employees accrue PTO based on Years of Service:

Years of Service	Annual PTO Accrual	Per Pay Accrual (26 pays)	Max Carryover
0–1 years	104 hours	4.00 hours	280 hrs
2–4 years	144 hours	5.54 hours	320 hrs
5–9 years	184 hours	7.08 hours	400 hrs
10+ years	224 hours	8.62 hours	500 hrs

These accruals include the former personal days, vacation sick leave.

PTO Carryover

Hourly employees may carry over up to **160 hours** of PTO into the next Calendar Year. Carryover is calculated at the last pay period in December.

PTO Payout at Separation

Hourly employees will be paid for all unused PTO **up to 160 hours** upon separation, provided they meet the requirements of the City’s separation policy.

PTO Usage

- PTO may be used in **15-minute increments.**
- PTO may be used for any purpose: vacation, illness, personal needs, appointments, or family care.
- PTO must be approved by the Department Head.

- PTO may only be used up to **80 hours consecutively**; requests exceeding 80 hours require written approval from the Department Head and/or City Administrator based on business needs and operational impact.

Overtime

Hourly employees receive:

- **1.5× overtime pay** for all hours worked over 40 in a workweek.
- Hourly employees **do not earn compensatory time**.

Section 5. Holidays (Updated)

5.1 Observed Holidays

The City observes the following holidays:

- New Year’s Day
- Martin Luther King Jr. Day
- President’s Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- **Christmas Eve**
- **Christmas Day**
- **New Years Eve**

5.2 Holiday Pay Rules

A. If the City is closed and you are not scheduled to work - Employees will receive:

- **8 hours of holiday pay at their regular rate, regardless of their normal schedule.**

B. If you work on the holiday - Employees required to work on a City-recognized holiday will receive:

- **2× their regular hourly rate for all hours worked on the holiday**

C. If you normally do not work that day and your schedule is unchanged - If the holiday falls on a day the employee is not normally scheduled to work, and the employee’s schedule is not adjusted:

- **The employee receives no holiday pay**
- **The employee receives no additional compensation**

D. No schedule manipulation - Departments may not adjust an employee’s schedule solely to avoid or increase holiday pay.

E. Overtime Interaction - Holiday hours do not count toward overtime calculations. Only hours actually worked count toward overtime thresholds.

5.3 Summary Table

Scenario	Pay Outcome
City closed, employee not working due to closure	8 hours at regular rate
Employee works on holiday	2× regular rate for all hours worked
Employee not scheduled that day, schedule unchanged	No holiday pay
Schedule changed to avoid or increase holiday pay	Not permitted

Monday Morning Clerk Verification *(To be completed every Monday at the start of shift)*

- Clerk Name: _____
- Employee Name: _____
- Date: _____
- Time: _____
- Equipment Inventory Verified:
 - Phone Yes No
 - Vehicle Yes No
 - Fuel Card Yes No
- Fuel Level Verified: ¼ ½ ¾ Full Refueled Yes No
- Millage out _____
- Millage return _____

Clerk Initials: _____ **Employee Initials:** _____

Notes _____

Monday Morning Clerk Verification *(To be completed every Monday at the start of shift)*

- Clerk Name: _____
- Employee Name: _____
- Date: _____
- Time: _____
- Equipment Inventory Verified:
 - Phone Yes No
 - Vehicle Yes No
 - Fuel Card Yes No
- Fuel Level Verified: ¼ ½ ¾ Full Refueled Yes No
- Millage out _____
- Millage return _____

Clerk Initials: _____ **Employee Initials:** _____

Notes _____

Standby, On-Call, and Take-Home Vehicle Policy

1. Purpose

This policy establishes the rules, responsibilities, and compensation structure for employees assigned to standby duty, called out after normal working hours, or issued a take-home vehicle. It ensures operational readiness, accountability, and consistent expectations across departments.

2. Standby Compensation

Employees assigned to standby duty will receive a flat daily rate as follows:

- **Regular workdays:** \$10 per day
- **Weekends and designated City holidays:** \$30 per day

Standby pay applies to employees required to remain available for immediate response outside their normal work schedule.

3. On-Call Compensation

3.1 Weekday Call-Outs

Employees called out during the regular work week will receive:

- A minimum of **two (2) hours at their overtime rate**
- Additional calls during the same call-out period are compensated **only for actual time worked** beyond the initial minimum.

3.2 Weekend & Holiday Call-Outs

Employees called out on weekends or designated holidays will receive:

- A minimum of **three (3) hours at their overtime rate**
- Additional calls during the same call-out period are compensated **only for actual time worked** beyond the initial minimum.

3.3 On-Call Period Definition

A On-Call period begins when the employee is contacted and ends when the employee returns home or their normal standby location. Multiple calls within this period do not trigger additional minimums.

4. Response Requirements

Employees assigned to standby duty must:

- Remain reachable by phone
- Respond within the required timeframe and live within 20 miles
- Remain fit for duty (no alcohol or impairing substances)
- Maintain possession of the assigned City phone/device

Failure to meet response requirements may result in disciplinary action.

5. Take-Home Vehicle Responsibilities

Employees issued a take-home vehicle must:

- Use the vehicle for **business purposes only**, unless otherwise approved
- Keep the vehicle clean, fueled, and in safe operating condition
- Report maintenance issues immediately
- Use assigned fuel cards only for the designated vehicle
- Secure the vehicle and all equipment at all times

6. Weekly Vehicle & Phone Check-In Requirement

All employees assigned a take-home vehicle or City-issued phone must report to the Public Works office **every Monday morning, or the next business day in instance of a holiday, at the start of the workday** to complete the following with a Public Works Clerk:

- Check in/out their assigned vehicle for the week
- Verify possession and condition of the assigned equipment
- Confirm fuel level, mileage, and equipment inventory
- Report any damage, missing equipment, or operational issues
-

Failure to complete the Monday check-in may result in loss of take-home privileges or disciplinary action.

7. Residency Requirement

Employees in roles supporting critical infrastructure (e.g., electric, water/wastewater operators, emergency response personnel) may be required to live within a **20 mile radius** of their designated reporting location to ensure timely response.

7.1 Grandfather Clause

Employees employed by the City prior to the adoption of this policy are exempt from the residency requirement and will not be required to relocate. The residency requirement applies only to new hires or employees who voluntarily move outside the required radius after the policy's effective date.

7.2 On-Call Assignment When No Employees Reside Within the Required Radius

If no actively employed staff members meet the residency requirement for on-call coverage, the next closest qualified employee will be assigned on-call duties. The assignment will be determined by Human Resources or the City Administrator, based on proximity, operational needs, and the employee's ability to respond in a timely manner.

8. Accidents, Damage, and Reporting

Employees must report any accidents, damage, or traffic citations involving a City vehicle as soon as safely possible. Employees must cooperate fully with investigations. Unsafe driving or repeated violations may result in loss of vehicle privileges.

9. Equipment & Confidentiality

Employees must protect all tools, documents, and electronic devices stored in City vehicles. Vehicles must remain locked when unattended.

10. Return of Vehicle and Equipment

Employees must return the take-home vehicle, keys, fuel cards, and all assigned equipment:

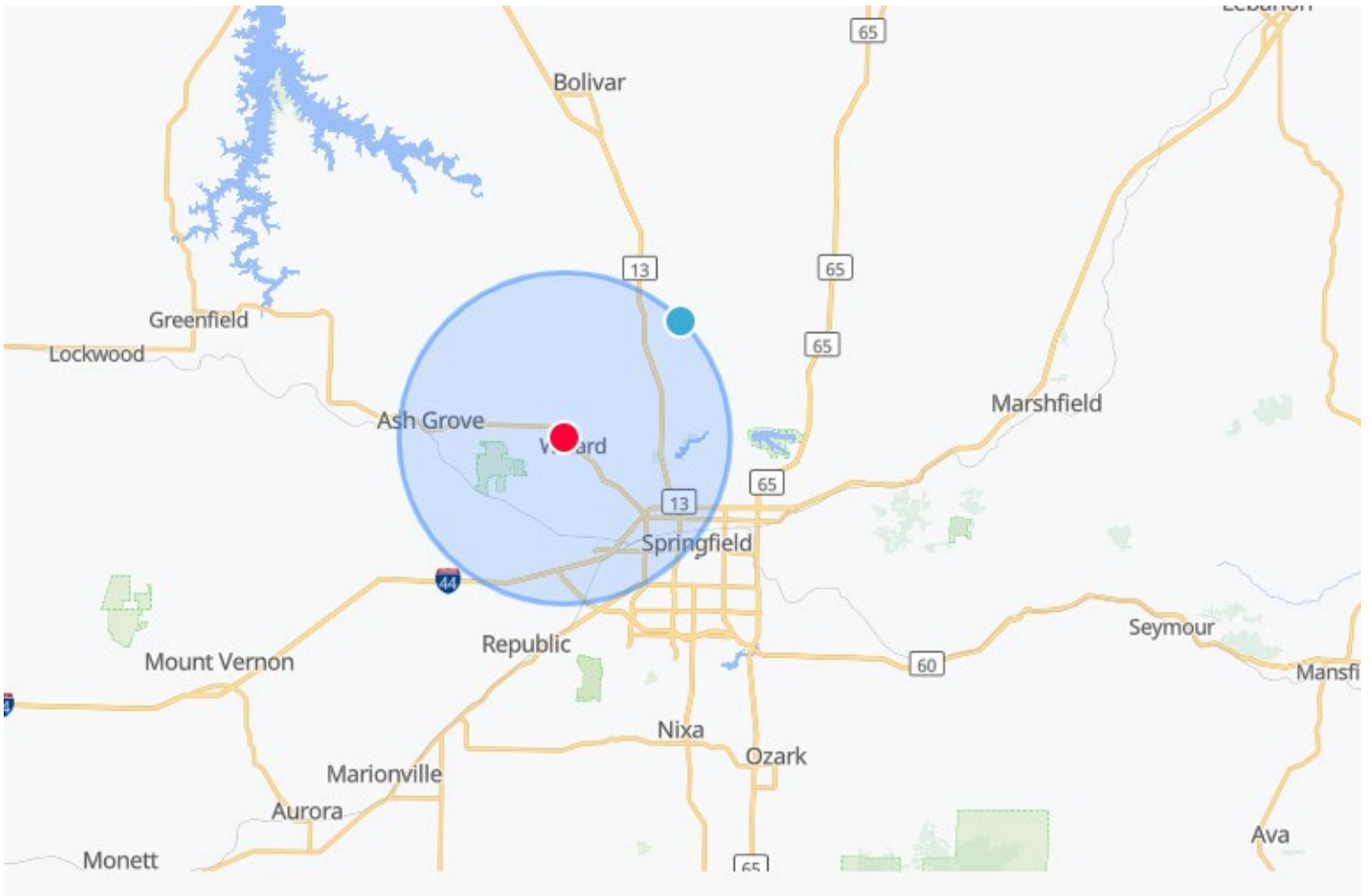
- Upon request
- When privileges are suspended
- When job duties change
- Upon separation from employment

All items must be returned in good condition.

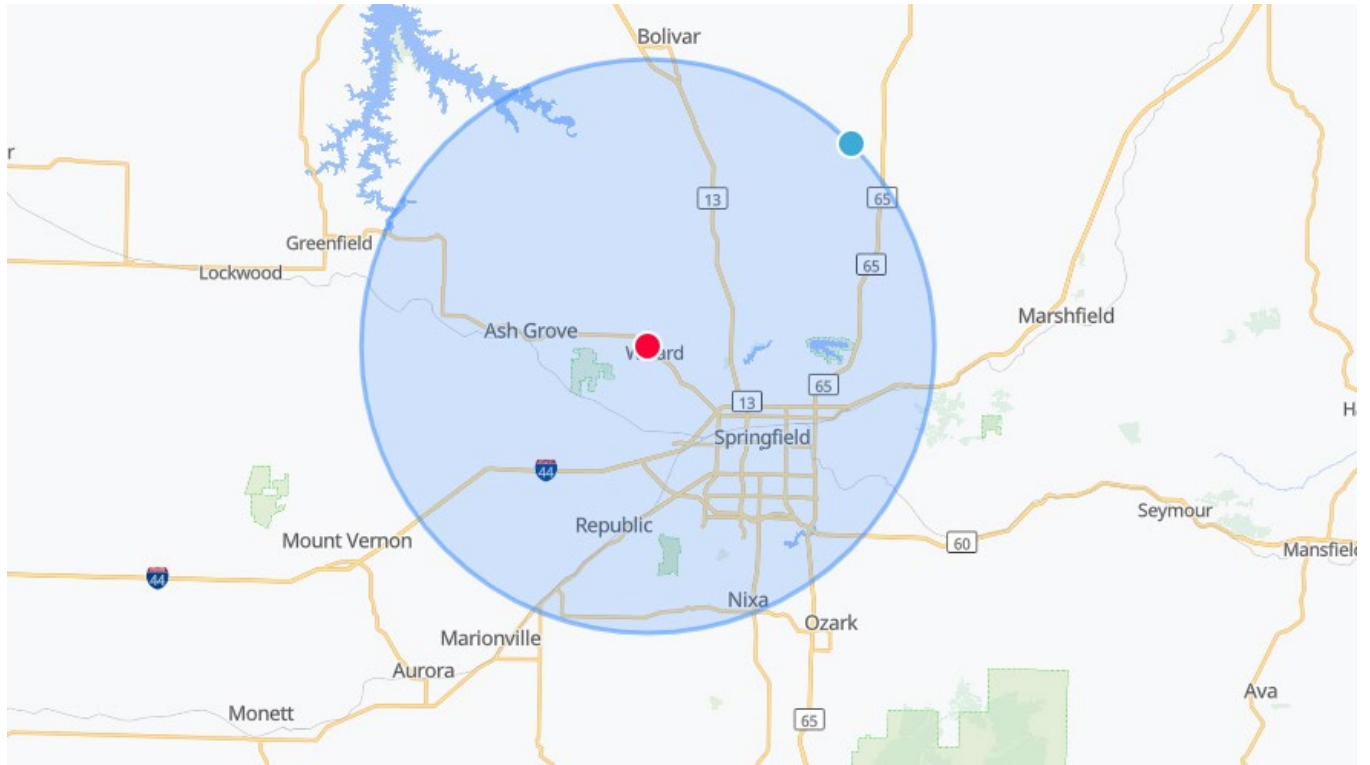
11. Policy Violations

Misuse of a take-home vehicle, failure to meet standby or On-Call expectations, or failure to comply with check-in requirements may result in disciplinary action up to and including termination. Employees may be held financially responsible for negligent damage

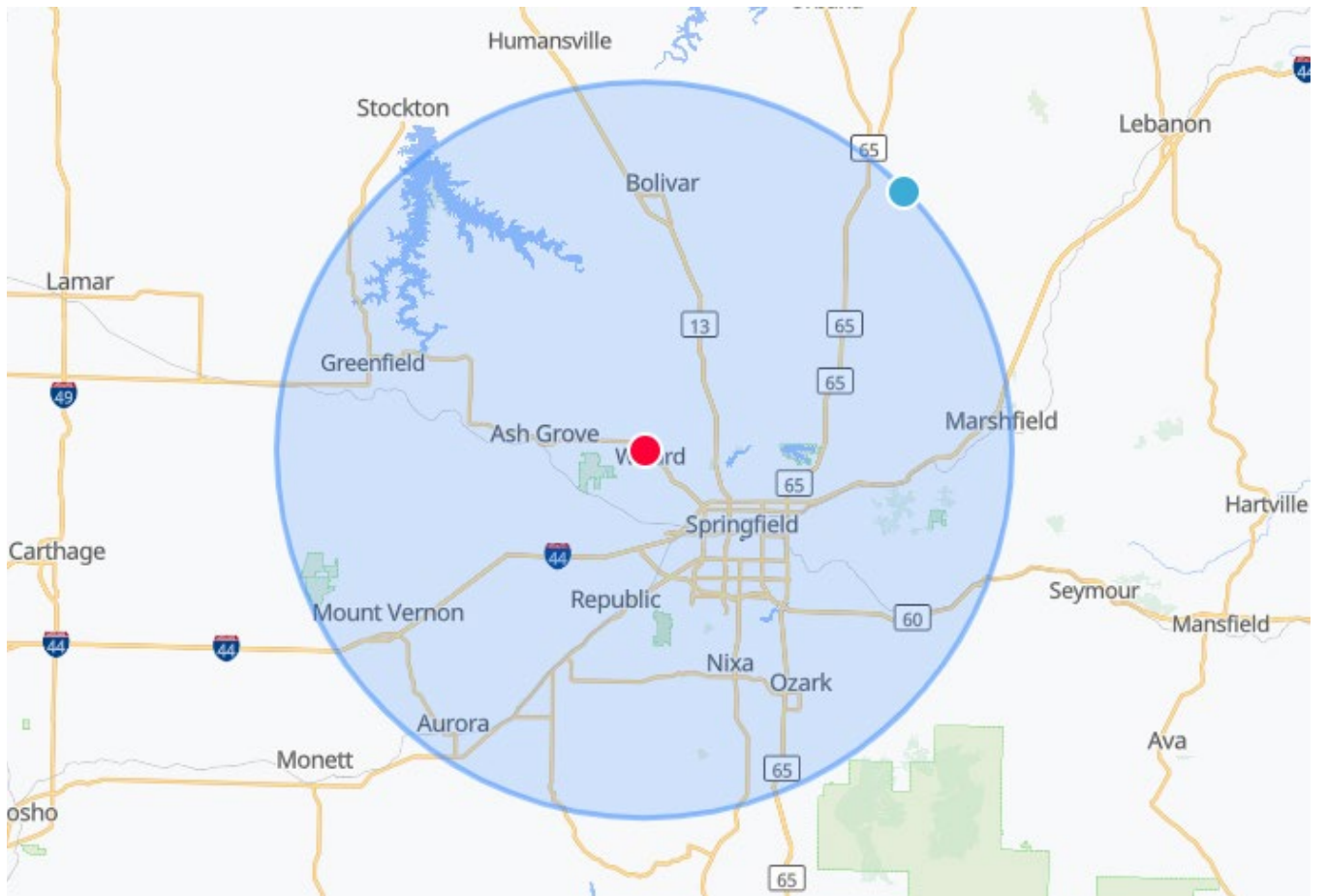
ON CALL 10 MILES



20 MILES



30 MILE



Fleet Vehicle Daily Log *(One sheet per vehicle, per day)*

Vehicle Number / Unit ID: _____ Date: _____

A. Start-of-Day Information

- Driver Name: _____
- Start Time: _____
- Starting Mileage: _____
- Fuel Level (Start): $\frac{1}{4}$ $\frac{1}{2}$ $\frac{3}{4}$ Full
- Passengers (if any): _____

B. End-of-Day Information

- End Time: _____
- Ending Mileage: _____
- Fuel Level (End): $\frac{1}{4}$ $\frac{1}{2}$ $\frac{3}{4}$ Full

C. Trip Details (Optional - if leaving the City of Willard)

Time Out	Time In	Purpose of Trip (Daily work, out of town assignment, call-out)	Passengers	Mileage Out	Mileage In
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

D. Vehicle Condition & Issues

Check all that apply:

- New Damage Noticed: Yes No
- Warning Lights On: Yes No
- Mechanical Issues: Yes No
- Tires OK: Yes No
- Interior Clean: Yes No
- Exterior Clean: Yes No

If **Yes** to any issues, describe below:

Issue Description: _____

E. Notes (Anything unusual, fuel purchases, equipment concerns, etc.)

F. Signatures

Driver Signature: _____

Clerk Initials: _____



CITY OF WILLARD

Human Resources | Job Description | City Administrator

Position: City Administrator/Chief Administrative Officer

Department: Administration

Status: Full-time Exempt

Reports to: Mayor & Board of Aldermen

Supervises : Department Directors, Department Heads, and assigned administrative staff

Position Summary –

The City Administrator serves as the Chief Administrative Officer of the City of Willard and is responsible for the efficient administration and coordination of all municipal operations, programs, services, and personnel in accordance with Missouri statutes, City ordinances, and policies established by the Mayor and Board of Aldermen.

The City Administrator provides executive leadership for City departments, oversees implementation of Board policies, develops and administers the annual budget, coordinates capital improvement and infrastructure projects, promotes economic development, manages risk and organizational performance, and serves as the primary administrative liaison between elected officials, City staff, residents, businesses, developers, and partner agencies.

The City Administrator is expected to exercise independent judgment, strategic leadership, sound fiscal management, and professional administrative expertise while advancing the City's mission, vision, and long-term goals.

Essential Duties and Responsibilities

Executive Leadership and Administration

- Directs and coordinates the daily operations of all City departments and functions.
- Implements policies, ordinances, resolutions, and directives established by the Mayor and Board of Aldermen.
- Establishes organizational goals, priorities, and performance expectations.
- Evaluates departmental effectiveness and recommends operational improvements.
- Develop and implement strategic initiatives to improve municipal services.
- Coordinates activities among City departments to ensure efficient service delivery.
- Advises elected officials on municipal operations, policy matters, and organizational needs.
- Prepares agendas, reports, recommendations, and supporting materials for Board meetings, work sessions, and special meetings.
- Attends and participates in Board meetings and other official functions.



Financial Management

- Prepares and administers the City's annual operating and capital budgets.
- Monitors revenues, expenditures, and financial performance.
- Develops long-range financial plans and budget forecasts.
- Recommends fiscal policies and financial strategies.
- Oversees purchasing, procurement, and contract administration activities.
- Identifies and pursues grant opportunities and external funding sources.
- Ensures compliance with applicable financial regulations, audit requirements, and internal controls.
- Reviews and recommends capital expenditures and infrastructure investments.

Personnel Administration and Human Resources

- Oversees personnel administration for all City departments.
- Recommends organizational structures, staffing levels, and workforce development initiatives.
- Directs employee recruitment, retention, training, and performance management programs.
- Administers personnel policies and procedures.
- Ensures compliance with federal, state, and local employment laws.
- Investigates or coordinates investigations involving employee concerns, grievances, or disciplinary matters.
- Promotes a positive organizational culture and professional work environment.

Public Works, Infrastructure, and Capital Improvements

- Oversees implementation of the City's Capital Improvement Program.
- Coordinates major public infrastructure and facility improvement projects.
- Reviews engineering studies, construction projects, and development-related infrastructure proposals.
- Works closely with Public Works staff, engineers, contractors, and consultants.
- Monitors project schedules, budgets, and regulatory compliance.
- Assists with long-range planning for transportation, utilities, facilities, parks, and public infrastructure.

Economic Development and Community Development

- Leads and coordinates economic development initiatives on behalf of the City.
- Works with developers, business owners, investors, and community organizations.
- Promotes commercial, industrial, residential, and mixed-use development opportunities.
- Assists with development agreements, incentives, and redevelopment projects.
- Represents the City in regional economic development activities and partnerships.
- Identifies opportunities to strengthen the City's tax base and economic vitality.



Public Relations and Community Engagement

- Serves as the City's chief administrative spokesperson unless otherwise directed by the Mayor.
- Responds to citizen concerns and inquiries that cannot be resolved at the departmental level.
- Maintains effective relationships with residents, businesses, community organizations, and media representatives.
- Oversees public information, communications, newsletters, social media, and public outreach efforts.
- Represents the City at public meetings, civic events, and community functions.
- Encourages transparency, public engagement, and customer service excellence.

Intergovernmental Relations

- Maintains cooperative relationships with federal, state, county, school district, utility, and regional agencies.
- Represents the City on boards, committees, commissions, and intergovernmental organizations as assigned.
- Coordinates municipal interests with partner agencies and regional stakeholders.
- Advocates for City priorities and interests at the regional and state level.

Risk Management and Legal Coordination

- Coordinates risk management activities throughout the organization.
- Works with legal counsel regarding litigation, claims, contracts, and regulatory matters.
- Ensures compliance with applicable laws, ordinances, and regulations.
- Monitors organizational risks and recommends corrective actions as necessary.
- Assists with emergency management planning and continuity of operations.

Boards, Commissions, and Special Projects

- Serves as staff liaison to assigned boards and commissions.
- Coordinates special projects, studies, and organizational initiatives.
- Conducts research, prepares reports, and presents recommendations.
- Assists elected officials with special assignments and community priorities.

Other Duties

- Performs all duties assigned by Missouri statutes, City ordinances, and policies.
- Safeguards City assets and promotes responsible stewardship of public resources.
- Performs other duties as assigned by the Mayor and Board of Aldermen.



Minimum Qualifications

Education

- Bachelor's degree in Public Administration, Business Administration, Political Science, Management, Finance, Planning, or a closely related field.

Experience

- Five (5) years of progressively responsible management experience in municipal government, public administration, or a related field, including at least three (3) years of supervisory responsibility.

Licenses

- Valid Missouri Driver's License or ability to obtain within thirty (30) days of employment.

Preferred Qualifications

- Master's Degree in Public Administration (MPA), Business Administration (MBA), Public Policy, Planning, or related field.
- Experience serving in a municipal executive leadership role.
- Experience in budgeting, capital improvement planning, economic development, grant administration, and infrastructure management.
- Professional credentialing through municipal management organizations.

Knowledge, Skills, and Abilities

Knowledge Of...

- Municipal government operations and administration
- Strategic planning and organizational development
- Municipal finance, budgeting, and accounting principles
- Economic development and community development practices
- Public works and infrastructure management
- Human resources administration and employment law
- Public procurement and contract administration
- Risk management and regulatory compliance
- Missouri municipal statutes and local government practices
- Public meeting procedures and governmental transparency requirements

Ability To...

- Provide effective executive leadership
- Build productive relationships with elected officials, staff, and the public
- Analyze complex organizational and financial issues
- Develop and implement strategic initiatives
- Manage multiple priorities and projects simultaneously
- Exercise sound judgment and independent decision-making



CITY OF WILLARD

Human Resources | Job Description | City Administrator

- Communicate effectively both orally and in writing
- Maintain confidentiality and professionalism
- Resolve conflict and facilitate collaboration
- Prepare and present reports, recommendations, and public presentations

Physical Requirements

- Ability to sit, stand, walk, bend, climb, and reach as necessary.
- Ability to operate standard office equipment and computer systems.
- Ability to travel throughout the City and surrounding region.
- Ability to communicate effectively in person, by telephone, and electronically.

Working Conditions

- This position requires regular attendance at evening meetings, community events, emergency situations, and special functions.
- The position involves both office and field work, including visits to construction sites, municipal facilities, and project locations.
- Work may be performed under varying weather conditions and may require extended hours during emergencies or major projects

Disclaimer - This job description is intended to provide a general overview of the position and does not represent an exhaustive list of all duties, responsibilities, or qualifications. The City reserves the right to modify or assign additional duties as necessary.

Print Name _____

Signature _____ Date _____



Position: Activities & Marketing Coordinator

Department: Parks and Recreation

Status: Full-Time, Exempt

Reports to: Director of Parks and Recreation

Position Summary –

The Activities & Marketing Coordinator is responsible for overseeing recreation programming, community events, public engagement initiatives, marketing efforts, website administration, social media management, and promotional activities for the Parks and Recreation Department. This position develops and implements programs and events that enhance quality of life, increase community participation, and support the department's mission while ensuring effective communication and public outreach.

Essential Duties and Responsibilities

- Develop, coordinate, implement, and evaluate recreation programs for youth, adults, seniors, and families.
- Plan, organize, and oversee community events, festivals, celebrations, camps, and special activities.
- Manage department marketing initiatives, public outreach efforts, and promotional campaigns.
- Maintain and update department websites, online registration platforms, and digital communication tools.
- Develop social media content, newsletters, flyers, brochures, press releases, and promotional materials.
- Coordinate sponsorship opportunities, partnerships, and community engagement initiatives.
- Conduct program evaluations and analyze participation trends to identify opportunities for growth and improvement.
- Maintain registration records, participation statistics, reports, and departmental documentation.
- Assist with budget preparation, revenue tracking, and program planning.
- Respond to citizen inquiries, participant concerns, and community feedback.
- Coordinate volunteers, instructors, vendors, and event support personnel.
- Assist department leadership with strategic planning, community outreach, and operational initiatives.
- Respond to emergencies, special event needs, and after-hours operational requirements as necessary.
- Perform related duties as assigned.



Minimum Qualifications

- High school diploma or GED required.
- Associate's degree in Parks and Recreation, Communications, Marketing, Public Relations, Event Management, or related field preferred.
- Minimum of 3 years of experience in recreation programming, event coordination, marketing, communications, or related field.
- Valid driver's license required.
- Computer literacy required, including proficiency with office software, website management tools, social media platforms, and data management systems.
- Experience with graphic design, content creation, or digital communications preferred.

Knowledge, Skills, and Abilities

- Knowledge of recreation programming, community engagement, event coordination, and marketing principles.
- Ability to manage multiple projects, programs, and events simultaneously.
- Strong written and verbal communication skills.
- Ability to develop creative marketing and promotional strategies.
- Strong organizational and project management abilities.
- Ability to communicate professionally with citizens, vendors, staff, and community organizations.
- Ability to analyze participation and marketing data to improve services and outreach.
- Strong customer service and public relations skills.

Physical Requirements

- Ability to lift, carry, push, or pull 50 pounds or more as needed.
- Frequent standing, walking, bending, and mobility during events and programs.
- Ability to work indoors and outdoors in varying weather conditions.
- Must be physically capable of assisting with event setup, operations, and program activities.
- Evening, weekend, and on-call availability required.

Working Conditions

- Combination of office, athletic facility, park, and event environments.
- Exposure to weather, athletic activities, crowds, and outdoor recreation conditions.
- May require evening, weekend, holiday, or emergency work.



CITY OF WILLARD

Human Resources | Job Description | Parks and Recreation

Disclaimer - This job description is intended to provide a general overview of the position and does not represent an exhaustive list of all duties, responsibilities, or qualifications. The City reserves the right to modify or assign additional duties as necessary.

Print Name _____

Signature _____ Date _____



Position: Aquatics & Facilities Coordinator

Department: Parks and Recreation

Status: Full-Time, Exempt

Reports to: Director of Parks and Recreation

Position Summary –

The Aquatics & Facilities Coordinator is responsible for overseeing aquatic operations, recreation facility scheduling, facility rentals, safety programs, risk management initiatives, and staff training activities. This position ensures the safe and effective operation of municipal aquatic facilities and recreation buildings while supporting departmental planning, facility utilization, compliance efforts, and operational improvements throughout the Parks and Recreation system.

Essential Duties and Responsibilities

- Oversee daily operations of municipal aquatic facilities, including pool programs, swim lessons, aquatic fitness programs, and special events.
- Recruit, train, schedule, supervise, and evaluate seasonal aquatic staff, lifeguards, instructors, and facility attendants.
- Coordinate facility reservations, rentals, scheduling, and public use of recreation facilities, pavilions, and community spaces.
- Maintain compliance with health department regulations, aquatic safety standards, and operational requirements.
- Oversee departmental safety programs, emergency action plans, and risk management initiatives.
- Coordinate CPR, First Aid, AED, lifeguard, and safety certification tracking for department staff.
- Conduct facility inspections to identify maintenance, operational, compliance, and safety concerns.
- Coordinate facility repairs, maintenance requests, and operational improvements with Parks Maintenance staff.
- Investigate accidents, incidents, and safety concerns and prepare related reports and documentation.
- Maintain facility utilization records, program statistics, inspection records, and operational reports.
- Assist with budget preparation, operational forecasting, and facility planning efforts.
- Assist department leadership with facility development, safety planning, and operational initiatives.
- Respond to emergencies, after-hours facility issues, and weather-related operational needs.
- Perform related duties as assigned.



Minimum Qualifications

- High school diploma or GED required.
- Associate's degree in Parks and Recreation, Recreation Administration, Facility Management, or related field preferred.
- Minimum of 3 years of experience in aquatics, recreation operations, facility management, or related field.
- Valid driver's license required.
- Computer literacy required, including proficiency with office software, scheduling systems, and data management tools.
- CPR, First Aid, AED, and Lifeguard certifications preferred or ability to obtain within one year of hire.

Knowledge, Skills, and Abilities

- Knowledge of aquatic operations, recreation facilities, safety procedures, and risk management practices.
- Ability to manage multiple operational responsibilities and facility schedules simultaneously.
- Knowledge of emergency response procedures and safety compliance requirements.
- Strong organizational, administrative, and problem-solving skills.
- Ability to communicate professionally with staff, participants, vendors, and the public.
- Ability to develop and implement operational improvements and safety initiatives.
- Strong leadership and staff development capabilities.
- Ability to work independently and make sound operational decisions.

Physical Requirements

- Ability to lift, carry, push, or pull 75 pounds or more as needed.
- Frequent standing, walking, bending, and mobility during events and programs.
- Ability to work indoors and outdoors in varying weather conditions.
- Must be physically capable of assisting with event setup, operations, and program activities.
- Evening, weekend, and on-call availability required.

Working Conditions

- Combination of office, aquatic facility, recreation facility, and outdoor environments.
- Exposure to weather, water environments, chemicals, recreation activities, and potentially hazardous conditions.
- May require evening, weekend, holiday, or emergency work.



CITY OF WILLARD

Human Resources | Job Description | Parks and Recreation

Disclaimer - This job description is intended to provide a general overview of the position and does not represent an exhaustive list of all duties, responsibilities, or qualifications. The City reserves the right to modify or assign additional duties as necessary.

Print Name _____

Signature _____ Date _____



Position: Sports Coordinator

Department: Parks and Recreation

Status: Full-Time, Exempt

Reports to: Director of Parks and Recreation

Position Summary –

The Sports Coordinator is responsible for overseeing youth and adult athletic programming, league administration, sports facility scheduling, tournament coordination, volunteer management, and athletic program development. This position ensures the effective operation of municipal sports programs while promoting community engagement, participant safety, program growth, and quality recreational opportunities. The position supports departmental planning, budgeting, facility utilization, and operational improvements throughout the Parks and Recreation Department.

Essential Duties and Responsibilities

- Develop, coordinate, implement, and evaluate youth and adult sports leagues, tournaments, clinics, and athletic programs.
- Schedule and coordinate the use of athletic fields, courts, gymnasiums, and other recreation facilities.
- Recruit, train, supervise, and support volunteer coaches, officials, instructors, and program staff.
- Coordinate league schedules, game operations, tournament logistics, and program administration.
- Monitor athletic facilities and coordinate maintenance needs with Parks staff.
- Ensure compliance with departmental policies, safety standards, and program regulations.
- Assist with sponsorship development, community partnerships, and program promotion.
- Maintain program records, registration data, participation statistics, and financial documentation.
- Assist with budget preparation, program forecasting, and operational planning.
- Respond to participant concerns, facility issues, and operational challenges.
- Prepare reports, recommendations, and administrative documentation.
- Assist with special events, community activities, and departmental initiatives as assigned.
- Respond to emergencies, weather-related events, and after-hours operational needs as required.
- Perform related duties as assigned.



Minimum Qualifications

- High school diploma or GED required.
- Associate's degree in Parks and Recreation, Sports Management, Recreation Administration, or related field preferred.
- Minimum of 3 years of experience in recreation, athletics, sports programming, event coordination, or related field.
- Valid driver's license required.
- Computer literacy required, including proficiency with office software, registration systems, and data management tools.
- CPR, First Aid, and AED certifications preferred or ability to obtain within one year of hire.

Knowledge, Skills, and Abilities

- Knowledge of athletic programming, league administration, recreation operations, and facility scheduling.
- Ability to coordinate multiple programs, events, and operational priorities simultaneously.
- Strong organizational and project management skills.
- Ability to communicate effectively with participants, volunteers, staff, officials, and community members.
- Ability to analyze participation trends and recommend program improvements.
- Strong customer service and conflict resolution skills.
- Ability to work independently while contributing to departmental goals

Physical Requirements

- Ability to lift, carry, push, or pull 50 pounds or more as needed.
- Frequent standing, walking, bending, and mobility during athletic events and facility inspections.
- Ability to work indoors and outdoors in varying weather conditions.
- Must be physically capable of assisting with program setup, event operations, and facility oversight.
- Evening, weekend, and on-call availability required.

Working Conditions

- Combination of office, athletic facility, park, and event environments.
- Exposure to weather, athletic activities, crowds, and outdoor recreation conditions.
- May require evening, weekend, holiday, or emergency work.



CITY OF WILLARD

Human Resources | Job Description | Parks and Recreation

Disclaimer - This job description is intended to provide a general overview of the position and does not represent an exhaustive list of all duties, responsibilities, or qualifications. The City reserves the right to modify or assign additional duties as necessary.

Print Name _____

Signature _____ Date _____



CITY OF WILLARD

Human Resources | Job Description | Public Works

Position: Water - Sewer Supervisor

Department: Public Works / Water - Sewer Division

Status: Full-Time, Exempt

Reports to: Director of Public Works or Assistant of Public Works

Position Summary –

The Water / Sewer Supervisor is responsible for supervising the daily operation, maintenance, and repair of the City's water distribution and wastewater collection systems. This position oversees utility crews, coordinates maintenance and infrastructure projects, ensures regulatory compliance, and promotes safe and efficient utility operations. The Water / Sewer Supervisor serves as a working supervisor who regularly performs field inspections and assists crews while providing leadership and direction.

Essential Duties and Responsibilities

- Supervise and coordinate daily activities of water and sewer personnel.
- Plan, assign, and inspect work related to water distribution and wastewater collection systems.
- Oversee maintenance and repair of water mains, service lines, valves, hydrants, sewer mains, manholes, lift stations, and related infrastructure.
- Respond to and coordinate emergency repairs involving water main breaks, sewer backups, service interruptions, and utility failures.
- Conduct field inspections to ensure work quality, efficiency, and compliance with established standards.
- Assist with utility infrastructure improvement projects and system upgrades.
- Monitor utility system performance and recommend maintenance or operational improvements.
- Coordinate utility locates and ensure compliance with Missouri One Call requirements.
- Maintain inventory of materials, parts, equipment, and supplies.
- Train, mentor, and evaluate utility personnel.
- Enforce safety procedures and conduct regular safety meetings and training.
- Prepare reports, maintenance records, and operational documentation.
- Assist with budget preparation, project planning, and equipment replacement recommendations.
- Coordinate with contractors, developers, engineers, regulatory agencies, and other city departments.



CITY OF WILLARD

Human Resources | Job Description | Public Works

- Participate in the development and implementation of departmental policies and procedures.
- Serve in an on-call capacity and respond to emergencies outside normal business hours.
- Perform related duties as assigned

Minimum Qualifications

- High school diploma or GED required.
- Minimum of five (5) years of experience in water distribution, wastewater collection, utilities, public works, or a closely related field.
- Supervisory, lead worker, or crew leader experience preferred.
- Valid driver's license required.
- CDL preferred or ability to obtain within a specified timeframe.
- Water Distribution and/or Wastewater Collection certifications preferred or ability to obtain within a designated timeframe.

Knowledge, Skills, and Abilities

- Knowledge of water distribution and wastewater collection systems, equipment, and maintenance practices.
- Knowledge of utility construction methods, repair techniques, and infrastructure components.
- Knowledge of applicable safety regulations, including excavation, trenching, confined space entry, and traffic control.
- Ability to supervise, motivate, and develop employees.
- Ability to diagnose utility system issues and recommend corrective action.
- Ability to read and interpret utility maps, plans, specifications, and technical documents.
- Strong organizational, communication, and problem-solving skills.
- Ability to prepare reports and maintain accurate records.
- Proficiency with computers, work order systems, and standard office software

Physical Requirements

- Ability to lift, carry, push, and pull up to 75 pounds.
- Frequent standing, walking, climbing, kneeling, bending, and working in confined spaces.
- Ability to inspect utility infrastructure in various weather and field conditions.
- Ability to operate vehicles, equipment, and tools used in utility operations.



CITY OF WILLARD

Human Resources | Job Description | Public Works

- Ability to respond to emergencies and after-hours callouts

Working Conditions

- Combination of office and field environments.
- Regular exposure to weather extremes, traffic, excavation sites, wastewater systems, chemicals, and construction hazards.
- Requires use of personal protective equipment (PPE).
- Subject to after-hours call-outs, emergency response, and on-call duties.

Disclaimer - This job description is intended to provide a general overview of the position and does not represent an exhaustive list of all duties, responsibilities, or qualifications. The City reserves the right to modify or assign additional duties as necessary.

Print Name _____

Signature _____ Date _____



Position: Sewer Technician 1

Department: Public Works / Sewer Division

Status: Full-Time, Non-Exempt

Reports to: Water – Sewer Supervisor

Position Summary –

The Sewer Technician 1 performs entry-level maintenance, inspection, repair, and operational duties related to the city's wastewater collection system. This position supports the installation, maintenance, and repair of sewer lines, lift stations, manholes, and related infrastructure to ensure safe and efficient wastewater services for the community. Work is performed under direct supervision and may include emergency response, preventative maintenance, and compliance with safety and environmental regulations.

Essential Duties and Responsibilities

- Assist with the inspection, maintenance, cleaning, and repair of sewer lines, manholes, lift stations, and related wastewater infrastructure.
- Operate and maintain equipment such as jet trucks, vacuum trucks, pumps, hand tools, and sewer maintenance machinery.
- Respond to sewer backups, overflows, blockages, and emergency service calls.
- Perform routine sewer line cleaning and preventative maintenance activities.
- Assist with locating sewer lines and diagnosing system issues.
- Support excavation, pipe replacement, and repair projects.
- Conduct basic inspections and document maintenance activities.
- Follow all safety procedures related to confined space entry, traffic control, trenching, and hazardous environments.
- Assist with after-hours, weekend, or emergency call-outs as required.
- Maintain equipment, tools, and vehicles in safe working order.
- Communicate with supervisors, team members, and the public in a professional manner.
- Perform related duties as assigned

Minimum Qualifications

- High school diploma or GED required.
- Valid driver's license required.
- CDL or ability to obtain is preferred but not required.
- Prior experience in construction, utilities, maintenance, or public works preferred but not required.
- Ability to obtain required certifications, including confined space and safety training



Knowledge, Skills, and Abilities

- Basic knowledge of sewer systems, maintenance tools, and equipment preferred.
- Ability to learn wastewater collection system operations.
- Ability to perform physically demanding labor in various weather conditions.
- Knowledge of workplace safety procedures.
- Ability to follow verbal and written instructions.
- Strong teamwork and communication skills.
- Basic recordkeeping abilities

Physical Requirements

- Frequent lifting of up to 50 pounds or more.
- Ability to stand, walk, bend, kneel, climb, and work in confined spaces.
- Ability to work outdoors in all weather conditions.
- Exposure to wastewater, chemicals, odors, and hazardous environments.
- Ability to work extended hours or respond to emergencies

Working Conditions

- Outdoor field environment with exposure to traffic, excavation sites, sewer systems, and adverse weather.
- May involve confined space entry, exposure to biological hazards, and use of personal protective equipment (PPE).
- On-call availability may be required.

Disclaimer - This job description is intended to provide a general overview of the position and does not represent an exhaustive list of all duties, responsibilities, or qualifications. The City reserves the right to modify or assign additional duties as necessary.

Print Name _____

Signature _____ Date _____



Position: Sewer Technician II

Department: Public Works / Sewer Division

Status: Full-Time, Non-Exempt

Reports to: Water/Sewer Supervisor

Position Summary –

The Sewer Technician II performs skilled maintenance, inspection, repair, and operational duties within the City's wastewater collection system. This position operates with greater independence than Sewer Technician I and is responsible for diagnosing issues, leading smaller projects, and assisting with training entry-level staff. Work includes maintaining sewer lines, lift stations, and related infrastructure to ensure safe, efficient, and compliant wastewater operations.

Essential Duties and Responsibilities

- Perform advanced inspection, maintenance, cleaning, and repair of sewer lines, manholes, lift stations, and related infrastructure.
- Operate and maintain specialized equipment such as jet/vac trucks, CCTV inspection systems, pumps, and heavy machinery.
- Diagnose system issues including blockages, inflow/infiltration, line failures, and structural defects.
- Lead or assist with excavation, pipe installation, and repair projects.
- Respond to sewer backups, overflows, and emergency service calls with minimal supervision.
- Conduct and document CCTV inspections and condition assessments of sewer lines.
- Train and assist Sewer Technician I employees and other staff as needed.
- Ensure compliance with safety procedures, including confined space entry, trenching, and traffic control standards.
- Maintain accurate records of maintenance, inspections, and repairs.
- Assist with mapping, locating utilities, and identifying system improvements.
- Perform preventative maintenance and support long-term infrastructure planning.
- Maintain tools, equipment, and vehicles in safe working conditions.
- Communicate effectively with supervisors, team members, and the public.
- Participate in on-call rotations and after-hours emergency response.
- Perform related duties as assigned.

Minimum Qualifications

- High school diploma or GED required.
- Minimum of 2–3 years of experience in sewer maintenance, utilities, construction, or related field.



CITY OF WILLARD

Human Resources | Job Description | Public Works

- Valid driver's license required.
- CDL required or ability to obtain within a specified timeframe.
- Experience operating sewer maintenance equipment preferred.
- Ability to obtain required certifications (confined space, safety, wastewater certifications)

Knowledge, Skills, and Abilities

- Working knowledge of wastewater collection systems and maintenance practices.
- Ability to operate and troubleshoot specialized sewer equipment.
- Knowledge of safety procedures related to confined spaces, excavation, and hazardous environments.
- Ability to read maps, locate utilities, and interpret basic system layouts.
- Strong problem-solving and troubleshooting skills.
- Ability to work independently and lead small crews or projects.
- Good communication and documentation skills.
- Ability to train and mentor entry-level staff.

Physical Requirements

- Frequent lifting of 50–75 pounds or more.
- Ability to stand, walk, bend, climb, kneel, and work in confined spaces.
- Ability to work outdoors in all weather conditions.
- Exposure to wastewater, chemicals, odors, and hazardous environments.
- Ability to work extended hours and respond to emergencies.

Working Conditions

- Outdoor field environment including roadways, excavation sites, and sewer systems.
- Exposure to traffic, biological hazards, and adverse weather conditions.
- Requires use of personal protective equipment (PPE).
- On-call availability may be required

Disclaimer - This job description is intended to provide a general overview of the position and does not represent an exhaustive list of all duties, responsibilities, or qualifications. The City reserves the right to modify or assign additional duties as necessary.

Print Name _____

Signature _____ Date _____



CITY OF WILLARD

Human Resources | Job Description | Public Works

Position: Water Technician 1

Department: Public Works / Water Division

Status: Full-Time, Non-Exempt

Reports to: Water – Sewer Supervisor

Position Summary -

The Water Technician I performs entry-level work in the maintenance, repair, and operation of the City's water distribution system. This position assists with installation, inspection, and maintenance of water mains, service lines, hydrants, valves, and related infrastructure. Work is performed under direct supervision and includes routine maintenance, emergency response, and adherence to safety and regulatory standards.

Essential Duties and Responsibilities

- Assist with installation, maintenance, and repair of water mains, service lines, hydrants, valves, and meters.
- Perform routine flushing of hydrants and distribution lines.
- Assist in locating water lines and identifying system issues such as leaks or pressure problems.
- Support excavation, pipe laying, and backfilling operations.
- Respond to water leaks, main breaks, and emergency service calls.
- Operate basic tools, equipment, and machinery used in water system maintenance.
- Maintain tools, equipment, and vehicles in safe working condition.
- Follow all safety procedures, including trenching, traffic control, and confined space protocols.
- Assist with meter reading, installation, and maintenance as needed.
- Document work activities and assist with recordkeeping.
- Participate in on-call rotations and after-hours emergency response.
- Communicate effectively with supervisors, team members, and the public.
- Perform related duties as assigned.

Minimum Qualifications

- High school diploma or GED required.
- Valid driver's license required.
- CDL or ability to obtain within a specified timeframe may be required.
- Prior experience in construction, utilities, or public works preferred but not required.
- Ability to obtain required certifications, including water operator certifications and safety training.



Knowledge, Skills, and Abilities

- Basic knowledge of water systems and maintenance tools preferred.
- Ability to learn water distribution operations and procedures.
- Ability to perform physically demanding labor in various weather conditions.
- Knowledge of workplace safety practices.
- Ability to follow verbal and written instructions.
- Strong teamwork and communication skills.
- Basic recordkeeping abilities.

Physical Requirements

- Frequent lifting of up to 50 pounds or more.
- Ability to stand, walk, bend, kneel, and perform manual labor.
- Ability to work outdoors in all weather conditions.
- Exposure to water, mud, chemicals, and hazardous environments.
- Ability to work extended hours and respond to emergencies.

Working Conditions

- Outdoor field environment including roadways, excavation sites, and utility systems.
- Exposure to traffic, weather, and construction hazards.
- Requires use of personal protective equipment (PPE).
- On-call availability may be required.

Disclaimer

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Print Name _____

Signature _____ Date _____



Position: Water Technician II

Department: Public Works / Water Division

Status: Full-Time, Non-Exempt

Reports to: Water – Sewer Supervisor

Position Summary –

The Water Technician II performs skilled work in the maintenance, repair, and operation of the City's water distribution system. This position operates with increased independence and responsibility, including diagnosing system issues, operating specialized equipment, and leading smaller projects. The Water Technician II also assists with training entry-level staff and ensuring compliance with safety and regulatory standards.

Essential Duties and Responsibilities

- Perform advanced maintenance, installation, and repair of water mains, service lines, hydrants, valves, and meters.
- Diagnose and repair leaks, pressure issues, and system failures.
- Operate specialized equipment such as leak detection devices, valve exercisers, and heavy machinery.
- Lead or assist with excavation, pipe installation, and infrastructure repair projects.
- Conduct hydrant flushing programs and system maintenance activities.
- Assist with system mapping, valve exercising, and infrastructure inspections.
- Respond to water main breaks, service interruptions, and emergency calls with minimal supervision.
- Train and assist Water Technician I staff as needed.
- Ensure compliance with safety procedures including trenching, confined space entry, and traffic control.
- Maintain accurate records of maintenance, inspections, and repairs.
- Maintain tools, equipment, and vehicles in safe working condition.
- Participate in on-call rotations and after-hours emergency response.
- Communicate effectively with supervisors, team members, and the public.
- Perform related duties as assigned.

Minimum Qualifications

- High school diploma or GED required.
- Minimum of 2–3 years of experience in water systems, utilities, construction, or related field.
- Valid driver's license required.
- CDL required or ability to obtain within a specified timeframe.
- Experience operating water system maintenance equipment preferred.
- Ability to obtain required water operator certifications and safety training.



Knowledge, Skills, and Abilities

- Working knowledge of water distribution systems and maintenance practices.
- Ability to operate and troubleshoot specialized equipment.
- Knowledge of safety procedures related to excavation, confined spaces, and hazardous environments.
- Ability to read maps and locate underground utilities.
- Strong problem-solving and troubleshooting skills.
- Ability to work independently and lead small crews or projects.
- Good communication and documentation skills.
- Ability to train and mentor entry-level staff.

Physical Requirements

- Frequent lifting of 50–75 pounds or more.
- Ability to stand, walk, bend, climb, kneel, and perform physically demanding tasks.
- Ability to work outdoors in all weather conditions.
- Exposure to water systems, chemicals, mud, and hazardous environments.
- Ability to work extended hours and respond to emergencies.

Working Conditions

- Outdoor field environment including roadways, excavation sites, and water systems.
- Exposure to traffic, weather, and construction hazards.
- Requires use of personal protective equipment (PPE).
- On-call availability required.

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Print Name _____

Signature _____ Date _____



Position: Streets Technician I

Department: Public Works / Streets Division

Status: Full-Time, Non-Exempt

Reports to: Streets Supervisor

Position Summary –

The Streets Technician I performs entry-level manual labor in the construction, maintenance, and repair of city streets, sidewalks, drainage systems, and related infrastructure. This position works under direct supervision and supports daily operations through routine maintenance, basic equipment operation, and emergency response.

Essential Duties and Responsibilities

- Assist with street, alley, sidewalk, curb, and gutter maintenance and repairs.
- Perform pothole patching, crack sealing, and asphalt/concrete repairs.
- Assist with maintenance of stormwater systems including ditches, culverts, and inlets.
- Support installation and repair of street signs and traffic control devices.
- Set up traffic control zones, including cones, barricades, and signage.
- Operate hand tools, power tools, and light equipment.
- Assist with snow and ice removal operations (if applicable).
- Load, unload, and transport materials and equipment.
- Perform general cleaning of streets, right-of-ways, and public areas.
- Respond to storm damage, debris removal, and roadway hazards.
- Maintain tools, equipment, and vehicles in safe working condition.
- Follow all safety procedures and work zone regulations.
- Participate in on-call rotations and after-hours emergency response.
- Perform related duties as assigned.

Minimum Qualifications

- High school diploma or GED preferred.
- Valid driver's license required.
- CDL or ability to obtain within a specified timeframe may be required.
- Prior experience in construction or public works preferred but not required.

Knowledge, Skills, and Abilities

- Basic knowledge of street maintenance methods and tools preferred.
- Ability to perform physically demanding labor in all weather conditions.
- Ability to follow instructions and work effectively in a team environment.
- Basic understanding of workplace safety practices.
- Willingness to learn equipment operation and maintenance techniques.



CITY OF WILLARD

Human Resources | Job Description | Public Works

Physical Requirements

- Frequent lifting of 50 pounds or more.
- Ability to stand, walk, bend, kneel, and perform manual labor for extended periods.
- Ability to work outdoors in all weather conditions.
- Exposure to traffic, dust, noise, and heavy equipment.

Working Conditions

- Outdoor field environment including roadways, construction zones, and public right-of-ways.
- Exposure to weather extremes, traffic hazards, and construction-related risks.
- Requires use of personal protective equipment (PPE).
- On-call availability may be required.

Disclaimer - This job description is intended to provide a general overview of the position and does not represent an exhaustive list of all duties, responsibilities, or qualifications. The City reserves the right to modify or assign additional duties as necessary.

Print Name _____

Signature _____ Date _____



Position: Streets Technician I

Department: Public Works / Streets Division

Status: Full-Time, Non-Exempt

Reports to: Streets Supervisor

Position Summary –

The Street Technician I performs entry-level manual labor in the construction, maintenance, and repair of city streets, sidewalks, drainage systems, and related infrastructure. This position works under direct supervision and supports daily operations through routine maintenance, basic equipment operation, and emergency response.

Essential Duties and Responsibilities

- Assist with street, alley, sidewalk, curb, and gutter maintenance and repairs.
- Perform pothole patching, crack sealing, and asphalt/concrete repairs.
- Assist with maintenance of stormwater systems including ditches, culverts, and inlets.
- Support installation and repair of street signs and traffic control devices.
- Set up traffic control zones, including cones, barricades, and signage.
- Operate hand tools, power tools, and light equipment.
- Assist with snow and ice removal operations (if applicable).
- Load, unload, and transport materials and equipment.
- Perform general cleaning of streets, right-of-ways, and public areas.
- Respond to storm damage, debris removal, and roadway hazards.
- Maintain tools, equipment, and vehicles in safe working condition.
- Follow all safety procedures and work zone regulations.
- Participate in on-call rotations and after-hours emergency response.
- Perform related duties as assigned.

Minimum Qualifications

High school diploma or GED preferred.

- Valid driver's license required.
- CDL or ability to obtain within a specified timeframe may be required.
- Prior experience in construction or public works preferred but not required

Knowledge, Skills, and Abilities

- Basic knowledge of street maintenance methods and tools preferred.
- Ability to perform physically demanding labor in various weather conditions.
- Knowledge of workplace safety practices, especially in traffic zones.
- Ability to follow verbal and written instructions.
- Strong teamwork and communication skills.
- Ability to learn operation of equipment and maintenance techniques.



Physical Requirements

- Frequent lifting of 50 pounds or more.
- Ability to stand, walk, bend, kneel, lift, and perform manual labor for extended periods.
- Ability to work outdoors in all weather conditions.
- Exposure to traffic, heavy equipment, dust, noise, and hazardous environments.
- Ability to work extended hours, including nights, weekends, and emergencies.

Working Conditions

- Outdoor field environment including roadways, construction zones, and public right-of-ways.
- Exposure to weather extremes, traffic hazards, and construction-related risks.
- Requires use of personal protective equipment (PPE).
- On-call availability may be required.

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