



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. Long', is written over a large, light gray 'DRAFT' watermark. The signature is fluid and cursive.

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.

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:

Commented [WC2]: is this an internal measure? It may be confusing with EEO Categories. I would suggest either using EEO definitions or not including them.

Executive/Senior Level Officials and Managers - Top-tier leaders who set organizational strategy and policy.

- Typically within two reporting levels of the CEO.
 - Examples: Chief Executive Officers, Chief Operating Officers, Chief Financial Officers, division presidents, managing partners legalclarity.org.

First/Mid-Level Officials and Managers - Managers who implement strategies set by senior leadership.

- Oversee departments, business units, or regional operations.
 - Examples: Department heads, plant managers, branch managers, first-line managers legalclarity.org.

Professionals - Roles requiring a four-year degree or equivalent specialized experience.

- Examples: Engineers, accountants, attorneys, physicians, scientists legalclarity.org.

Technicians - Positions requiring specialized technical knowledge, often supporting professional-level work.

- Examples: Lab technicians, IT support specialists, paralegals legalclarity.org

Sales Workers - Employees primarily engaged in direct, non-managerial selling.

- Examples: Retail associates, insurance agents, sales representatives legalclarity.org

Administrative Support Workers - Clerical and office support roles.

- Examples: Receptionists, bookkeepers, data entry clerks, secretaries legalclarity.org

Craft Workers - Skilled manual workers in trades requiring specialized training.

- Examples: Electricians, carpenters, machinists workable.com.

Operatives - Semi-skilled workers performing repetitive tasks under supervision.

- Examples: Assembly line workers, machine operators workable.com.

Laborers and Helpers - Unskilled or minimally skilled workers assisting higher-level employees.

- Examples: Warehouse laborers, construction helpers workable.com.

Service Workers - Employees providing personal or protective services.

- Examples: Janitors, security guards, food service workers workable.com.

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 HUMAN RESOURCES 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 Human Resources

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. HUMAN RESOURCES 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.

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 Reclassification:

- 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.

5.2.3 Merit-Based Salary Increase

- Under the 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

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 up to a 3% merit increase.
- Since Employee A cannot receive a salary increase, they instead receive a one-time merit payment up 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).

5.6 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, exempt employees receive a one-time front-load of up to 160 hours of ETO, prorated based upon how many pay periods remain in the Calendar Year. This front-load applies only during the employee's first Calendar Year.
- **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)
>1 year	160 hrs	104 hrs	4.00 hrs
1–4 years	160 hrs	184 hrs	7.08 hrs
5-9 years	160 hrs	224 hrs	8.62 hrs
10-12 years	160 hrs	244 hrs	9.38 hrs
12-14 years	160 hrs	264 hrs	10.15 hrs
15 + years	160 hrs	304 hrs	11.69 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 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 -

Salary employees will be paid for all unused ETO up to 160 hours upon separation, provided they meet the requirements of the City's separation policy.

Use of ETO

- ETO may be used in 15-minute increments.
- ETO must be approved in advance by the Department Head, or their designee, whenever the need for leave is foreseeable. For unexpected absences due to illness, emergency, or other unforeseen circumstances, employees must notify their Department Head, or their designee, as soon as practicable and follow departmental call-in procedures.

- ETO is not tied to hours worked and is not compensatory for time.

5.7 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	Additional Annual Accrual	Per-Pay Accrual (26 pays)
>1 year	104 hrs	4.00 hrs
1–4 years	184 hrs	7.08 hrs
5-9 years	224 hrs	8.62 hrs
10-12 years	244 hrs	9.38 hrs
12-14 years	264 hrs	10.15 hrs
15 + years	304 hrs	11.69 hrs

**These accruals include the former personal days and sick leave.*

PTO Carryover

- Hourly employees may carry over up to **500 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 in advance by the Department Head, or their designee, whenever the need for leave is foreseeable. For unexpected absences due to illness, emergency, or other unforeseen circumstances, employees must notify their Department Head, or their designee, as soon as practicable and follow departmental call-in procedures. PTO used for unexpected absences may be approved after the fact when timely notice is provided and the absence is otherwise consistent with this policy.
- PTO may be used for up to **80 consecutive hours** without additional approval. Requests exceeding 80 consecutive hours must 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 City's day-to-day operations.

Overtime

Hourly employees receive:

- 1.5× overtime pay for all hours worked over 40 in a workweek.
- Hourly employees may elect at the beginning of the Calendar Year to accrue compensatory time in lieu of overtime pay, up to a maximum of **40 hours**. Once an employee reaches the 40-hour compensatory time maximum, any additional overtime hours worked during the remainder of the Calendar Year will be paid as overtime.
- Any unused compensatory time remaining at the end of the Calendar Year will be paid out in December at the employee's regular hourly rate.

5.8 Holidays

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 Year's Eve**

Holiday Pay Rules

5.8.1. City closure on a regularly scheduled workday - Employees who are regularly scheduled to work on a City-recognized holiday and do not work because the City is closed will receive:

- **Up to 10 hours of holiday pay at the employee's regular rate, based on the employee's normal scheduled shift.**

5.8.2 Work performed on a holiday - Employees required to work on a City-recognized holiday will receive:

- **Two times their regular hourly rate for all hours worked on the holiday.**
 - **Example:** Employee whose regular pay is \$15.00/hr works 8 hours on the day designated as the holiday according to the City schedule will then be paid the equivalent of \$30.00/hr for 8 hours. Where it would normally be 8 x \$15/hr = 120/day it would be \$240.00 for the day.

- Police officers may elect to work the holiday at straight time and receive a floating holiday to be used within the same pay period. This election must be submitted in writing with payroll; otherwise, holiday pay as described above will apply.

5.8.3 Holiday falls on a day the employee is not normally scheduled to work - 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.

5.8.4 No schedule manipulation - Departments may not adjust an employee's schedule solely to avoid, reduce, or increase holiday pay.

5.8.5 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, employees not working due to closure	Up to 10 hours at regular rate
Employee works on holiday	2× regular rate for all hours worked
Employee is not scheduled to work that day and schedule is unchanged	No holiday pay
Schedule changed to avoid or increase holiday pay	Not permitted

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 HUMAN RESOURCES to discuss reasonable accommodations under FMLA or other applicable policies.

Commented [WC3]: This is clear for attendance issues but what about other infractions

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.

Commented [CA4]: Significantly modified, and provides a route for employees to donate leave to the bank. Makes it donation funded

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 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 80 hours of PTO/ETO
- Donations are voluntary and non-reversible.

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 HUMAN RESOURCES 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.
- If FMLA leave is unpaid, the employee must reimburse the City upon return for any employee portion of premiums or other amounts advanced by the City during the unpaid leave period. Reimbursement arrangements must be coordinated with Human Resources.
 - 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.

Commented [WC5]: Do we allow for employees to pay once they return to work or must it be while out on leave?

Commented [WC6]: How do we enforce this?

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.

Commented [WC7]: Will they need to reimburse or no?

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 HUMAN RESOURCES 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.
- Employees must exhaust all accrued vacation and sick leave before an unpaid leave request is approved.
- 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 HUMAN RESOURCES 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 HUMAN RESOURCES 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 HUMAN RESOURCES 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*) (UNKNOWN)

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 HUMAN RESOURCES.
2. HUMAN RESOURCES 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:
 - $40 \text{ hours} \times \$25/\text{hour} = \$1,000$ (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.

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 HUMAN RESOURCES 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.
-

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 HUMAN RESOURCES 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. If absent for three (3) consecutive days due to illness, employee will be required to return with a doctors note.
 8. Employees absent for three (3) consecutive days without notification will be deemed to have voluntarily resigned (job abandonment).
 9. 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.
-

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:
 - o Hiring, placement, promotion, termination, layoffs, transfers, compensation, and training.
4. Discrimination or harassment is strictly prohibited, and employees should report concerns to:
 - o The City Administrator, or Human Resources
 - o 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.

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 HUMAN RESOURCES. 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 HUMAN RESOURCES 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.

Examples of statements that clearly indicate an employee wants to file an official report include:

- "I want to file an official report about this incident."
- "I am making an official complaint under the City's harassment policy."
- "I want this matter formally investigated by Human Resources."
- "Please treat this as an official report of harassment, discrimination, or retaliation."
- "I am requesting that the City document and review this as a formal complaint."

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 HUMAN RESOURCES 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 HUMAN RESOURCES 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.
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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:
 - Use City resources for political activities.
 - 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 (Additional documents needed)

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.
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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 **HUMAN RESOURCES 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 HUMAN RESOURCES, 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 HUMAN RESOURCES Department and City Administrator must approve any suspension.
- The extension of a PIP may be permitted upon approval by the HUMAN RESOURCES 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 HUMAN RESOURCES 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 HUMAN RESOURCES 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.
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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 HUMAN RESOURCES.
 3. **Disciplinary records will be retained** in accordance with the City's record retention policy.
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7.15.8 Administration & Oversight

1. The HUMAN RESOURCES 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 HUMAN RESOURCES 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 HUMAN RESOURCES 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 HUMAN RESOURCES 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 HUMAN RESOURCES 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 HUMAN RESOURCES 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 HUMAN RESOURCES 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 HUMAN RESOURCES 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 HUMAN RESOURCES 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.
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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.

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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 HUMAN RESOURCES 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 HUMAN RESOURCES 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.

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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 HUMAN RESOURCES 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 HUMAN RESOURCES 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 HUMAN RESOURCES 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 HUMAN RESOURCES 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 HUMAN RESOURCES 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 HUMAN RESOURCES 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 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 HUMAN RESOURCES 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 HUMAN RESOURCES 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 HUMAN RESOURCES 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 HUMAN RESOURCES Department and CA to ensure consistent standards are applied across all departments.
- Ratings of **1 (Unsatisfactory)** will be reviewed by the HUMAN RESOURCES 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 HUMAN RESOURCES 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

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, HUMAN RESOURCES, 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.

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 HUMAN RESOURCES 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., HUMAN RESOURCES, 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 HUMAN RESOURCES 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 HUMAN RESOURCES 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 HUMAN RESOURCES 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 HUMAN RESOURCES, 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 HUMAN RESOURCES 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 HUMAN RESOURCES structure.

Supervisors are responsible for notifying HUMAN RESOURCES 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 HUMAN RESOURCES, 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.

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 HUMAN RESOURCES 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 HUMAN RESOURCES 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 HUMAN RESOURCES 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 HUMAN RESOURCES 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 HUMAN RESOURCES 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 HUMAN RESOURCES.

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 HUMAN RESOURCES 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 HUMAN RESOURCES for questions or updates.

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 _____