

CHAPTER 12

EMPLOYEE PERSONNEL CODE

ARTICLE I – GENERAL REGULATIONS

12-1-1 **PURPOSE OF THE ORGANIZATION.** Our objective is to provide an infrastructure, laws, and ordinances necessary to promote the health, safety, welfare and prosperity of our citizens. To maintain an attractive community that promotes civic pride and economic development.

12-1-2 **PERSONNEL RECORDS.** Due to various payroll, insurance and income tax requirements, it is important that you keep the City Clerk informed of any changes in your name, address, telephone number, marital status, number of dependents claimed, and who to notify in case of an emergency.

12-1-3 **RESIDENCY REQUIREMENT.** All full-time employees are required to live within the corporate limits of the City of Griggsville. New employees who are not already residing within the City limits will have **six (6) months** to comply with this policy. This period may be extended, upon approval of the Mayor and/or City Council, if the employee is showing a good faith effort toward establishing residency.

12-1-4 **ADDITIONAL EMPLOYMENT.** In order to ensure that our full-time employees can give sufficient attention to their duties, and so that it does not conflict with the goals and purpose of the organization, outside employment requires the prior knowledge and written approval of the Mayor. If it appears that any additional employment is interfering with your ability to perform your duties, you will be notified and provided the opportunity to resign the outside employment.

12-1-5 **EQUIPMENT RETURN.** The City may provide you with and/or require you to have equipment, keys or other items to be used during your employment. When you leave employment, all items provided to you or represent you as an employee of the City will be returned. Any items required to perform your duties which were purchased by you will also be returned and the City will reimburse you for the expense of those items for which you have a receipt.

12-1-6 **CLASSIFICATION OF EMPLOYEES.**
(A) **Full-Time.** Full-time employees are classified as those employees who are hired for an indefinite period of time and are scheduled to work at least **forty (40) hours** per week.
(B) **Part-Time.** Part-time employees are classified as those employees who are hired for an indefinite period of time and are regularly scheduled to work less than **forty (40) hours** per week.
(C) **Temporary Employee.** Temporary employees are classified as those employees hired for a specific period of time or for a special event and/or project. Temporary employees may be scheduled to regularly work **forty (40) hours** per week or less. Temporary employees will not be eligible for any employee benefits (except those mandated by law) other than their agreed upon hourly wage.

12-1-7 **WORK SCHEDULE.** Work schedules are planned to meet the needs of the City and facilitate the completion of work assignments. Work hours are set by the Mayor and will not be changed/adjusted without the prior approval of the Mayor. The following hours will generally apply to all full-time employees except for Police Department employees.

Start time	8:00 a.m.
Morning break	10:00 a.m. – 10:15 a.m.
Lunch	12:00 p.m. – 1:00 p.m.
Afternoon break	3:00 p.m. – 3:15 p.m.
Finish time	5:00 p.m.

12-1-8 **POLICE DEPARTMENT WORK SCHEDULE.** The Mayor and/or City Council will provide the Police Chief with a work schedule for **six (6) weeks** at a time for the Police Department. The general policy will be **four (4) days** on duty **two (2) days** off. On Friday and Saturday, an officer will be scheduled to work until at least **3:00 a.m.** An officer may be scheduled to work a split shift during the day in order to monitor children and traffic traveling to and from school.

12-1-9 **BREAKS.** A morning and afternoon break of **fifteen (15) minutes** duration is authorized as outlined above. These breaks are to be taken on the job site. Breaks are not to be taken at your home or the coffee shop. No breaks will be taken while working on emergency situations.

12-1-10 **MEALS.** Hourly employees are entitled to a **one (1) hour** meal break during your regular work schedule. Salary employees may choose to work a straight **eight (8) hours** or work **nine (9) hours** with a **one (1) hour** meal break. This may be used at your discretion for eating and/or taking care of personal business.

12-1-11 **PERSONAL BUSINESS.** Personal business, such as, but not limited to, picking up your mail, paying bills, shopping, and other non-work related errands will not be tolerated during your work hours. City-owned equipment and vehicles will not be used to conduct personal business or errands. If you wish to conduct personal business, you may do so during your meal hour, after **12:00 p.m.** and before **1:00 p.m.** Any violation of this policy could result in either disciplinary action or termination.

12-1-12 **OVERTIME FOR HOURLY EMPLOYEES.** Hourly employees will be paid overtime compensation at the rate of **one and one-half (1 ½) times** their hourly rate for all hours worked in excess of **forty (40) hours** in a work week.

Salaried/managerial/supervisory employees will not be compensated for overtime worked.

12-1-13 **VACATION PAY.**

- 5 days vacation for employees of 1 year
- 10 days vacation for employees after 2 years
- 15 days vacation for employees of ten year and over

Vacation hours must be used by employee's anniversary date or the unused hours will be forfeited.

12-1-14 **SICK PAY.** Employees shall be allowed pay for sick time not compensable under Workmen's Compensation Act as follows:

- 5 days for employees of 1-2 years of employment
- 10 days for employees of 3-8 years of employment
- 15 days for employees after 8 years of employment

During any sickness Employer can request proof of sickness to determine benefit is not being abused. Signed proof of illness from the Doctor must be shown after **three (3) days** of sick time.

12-1-15 **HOLIDAY PAY.** Employees required to work on holidays will be compensated at a rate of **two (2) times** their regular hourly rate, or an equivalent of their hourly rate of salaried employees. Paid holidays shall include: ½ day New Year's Eve; New Year's Day; Martin Luther King's Birthday; President's Day; Memorial Day; Fourth of July; Labor Day; Veteran's Day, Thanksgiving Day and the Friday after Thanksgiving; ½ day Christmas Eve Day and Christmas Day.

12-1-16 **DEATH PAY.** When an employee is necessarily absent from duty due to a death occurring in his immediate family, the employee will be entitled to pay up to **three (3)** otherwise normal work days provided circumstances require that amount of absent time. The burden of proof will be on the employee. Immediate family shall be interpreted to include – grandfather, grandmother, father, mother, sister, brother, husband, wife, children, grandchildren, father-in-law, mother-in-law, brother-in-law and sister-in-law.

12-1-17 **PAY PERIODS.** Employees will be paid according to current payroll procedures, which at this time is once a week, on Friday. The City reserves the right to change pay periods upon the discretion of the City Council.

12-1-18 **SUPERVISION/SUPERVISORS.** Your supervisor is a manager with the responsibility of carrying out the City's objectives and policies, ensuring proper job performance and maintaining proper and safe working conditions. They should be the first person you seek out with any questions, suggestions or information concerning work.

12-1-19 **PERFORMANCE REVIEWS.** All non-elected employees' job performance will be reviewed once a year, on or before **April 1**. These reviews will be in writing with a copy kept in your personnel file and a copy made available to you. These reviews will use a grading scale of one to ten (1-10) to assess your performance. One (1) being unsatisfactory and ten (10) being superior. Any rating of less than three (3) in any review category on **three (3)** consecutive job performance reviews will be grounds of termination. Any **one (1)** job performance review with an overall rating of less than three (3) will be grounds for termination.

12-1-20 **RAISES/HOURLY AND SALARIED EMPLOYEES.** Raises will be reviewed once a year by the City Council on, or near, the beginning of the fiscal year, which is **May 1**. Generally, an indexed cost of living increase will be included in the Mayor's annual budget submitted prior to **May 1**. Merit raises may be considered, based upon job performance reviews, by the City Council and Mayor at any time during the year.

12-1-21 **TEAM CONCEPT.** The welfare of the citizens is the responsibility of each of you. To accomplish this, every employee must coordinate their activities with, and support, their fellow employees and supervisors.

12-1-22 **DRESS, GROOMING AND PERSONAL CLEANLINESS.**
(A) **Office Employees.** All office employees are required to wear casual business type attire.

(B) **Public Works Employees.** All public works employees are required to wear uniforms and/or name tags during their work hours. Uniforms will be provided by the City at no charge to the individual employee.

(C) **Police Department.** All police department employees are required to wear standard police issue uniforms. This is to consist of trousers and button type uniform shirts.

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the professional image the City presents to the citizens and visitors. While working, employees are expected to present a clean, neat appearance.

12-1-23 **CITY HALL PARKING.** Employees and elected officials are to reserve the parking spaces in front of City Hall for citizens paying their utility bills and tourists seeking information. No City vehicles or employees personal vehicles should be parked in front of City hall. It is preferred that you park in the municipal parking lot north of City Hall. Up to **two (2) vehicles** may park in the alley on the south side of City Hall, but the alley should not be blocked for normal vehicular traffic.

12-1-24 **TELEPHONE USAGE.** You should use the telephone in a professional, businesslike manner. When answering the phone, a proper greeting is: "Griggsville City Hall, how may I help you?" Hold time should be kept at a minimum. City telephones are not to be used for personal business, except for emergencies.

12-1-25 **PUBLIC IMAGE.** Employees represent the City in the community and, as such, have liaison responsibilities. This requires courtesy and appropriate behavior from you toward citizens, visitors, and elected officials. Anyone you come in contact with will be treated with courtesy and respect.

12-1-26 **COMPLAINTS.** If you are confronted by an angry or complaining person while performing your duties, you are to respectfully instruct them to contact the City Clerk at City Hall. Continue with your work until instructed otherwise by your supervisor.

12-1-27 **LEAVE OF ABSENCE.**
(A) **Jury Duty.** Upon receipt of a summons for jury duty you should notify your supervisor and the City Clerk immediately. You will be given time off and receive the difference between basic pay and amount received for performance of Jury Duty. Employees engaged in Jury Duty shall, while temporarily excused from attendance in court, report for duty during his normal work day.

(B) **Military Leave.** Military reservists or National Guardsmen will be granted a leave of absence *without pay* during annual training or call to active duty.

12-1-28 **WORK RULES.** The following work rules are hereby published so that all of our employees will know what is considered unacceptable conduct and to insure the consistent application of disciplinary actions for violations of these rules. Listed below are specific rules and discipline for

violations which are designed to insure a smooth-running City in the best interest of all citizens and employees.

The offenses and disciplines listed below are not all-inclusive. Unacceptable conduct not specifically covered by these rules may result in disciplinary action, depending upon the circumstances. Repeated violations of the same rule, violations of more than one rule in a single act, or violations of different rules may result in accelerated or compound disciplinary actions at the discretion of the City Council.

Any disciplinary action based on the first, second, or third infraction shall remain in effect for **one (1) year** from the date of infraction.

12-1-29 VEHICLE USE. City vehicles will only be permitted to be driven by licensed drivers for official use only. Vehicles are to be kept clean and maintained with logs stating work done. No unauthorized personnel or animals will be allowed in the vehicles. All traffic laws must be obeyed at all times including seat belt use. Driver must report any citations received in a City vehicle.

12-1-30 GROUP A INFRACTIONS. A violation of any "Group A" rule is considered so serious that such a violation will result in IMMEDIATE SUSPENSION and pending investigation, DISCHARGE.

- (A) Theft from the City, its employees or citizens.
- (B) Possession or use of alcoholic beverages on City property at any time. This includes **all** City-owned property.
- (C) Possession, use or sale of illegal drugs, including marijuana, on **all** City property at any time.
- (D) Engaging in any unlawful conduct on any City property, or engaging in any unlawful conduct off City property which affects the employee's relationship to his/her job or his/her fellow employees.
- (E) Clocking in or out any other employee's time card or permitting another employees to clock in or out for you.
- (F) Falsifying work or attendance records, falsifying employment applications, or falsely claiming to be sick.
- (G) Possession of weapons, including but not limited to firearms on any City property at any time.
- (H) Reporting to work with alcohol in the employee's system.
- (I) Reporting for work with illegal drugs, including marijuana, in an employee's system.
- (J) Entering place of employment outside of working hours without permission from management. Possession of a key does not constitute permission.
- (K) Being the aggressor in any fight on City property.
- (L) Using threatening or abusive language toward any City employee.
- (M) Refusal or failure to perform job assignments.
- (N) Harassment.
- (O) Sleeping during working hours.
- (P) Leaving place of employment during working hours without permission of the appropriate supervisor.
- (Q) Smoking or use of smokeless tobaccos including chewing tobacco or snuff on any City-owned property and in any City-owned vehicles.
- (R) Intentionally misusing, destroying, or damaging any City property, equipment, or the property of any employee or citizen.
- (S) Unauthorized removal of City records or copies of such from the property.
- (T) Unauthorized release of any confidential information which directly affects the business of the City.
- (U) Failure to utilize or wear required safety apparatus or safety equipment. This includes shoring support systems and any other safety equipment when digging. Failure to JULIE

resulting in either a fine or damages to the City will result in supervisor or employee in charge incurring those fines or damages.

- (V) Falsifying reason given in requesting leave of absence or an extension thereof.

12-1-31 GROUP B INFRACTIONS. A violation of any "Group B" rule shall be handled on a four-step basis as follows:

- First infraction - Written warning
- Second infraction - Final written warning
- Third infraction - Three (3) work day suspension without pay
- Fourth infraction - Discharge

- (A) Leaving work area during working time without proper authorization.
- (B) Failure to obey specific working instructions.
- (C) Failure to follow safety rules.
- (D) Failure to promptly report any accident or injury to the appropriate supervisor.
- (E) Failure to properly perform assigned duties.
- (F) Negligence or carelessness including inferior workmanship.
- (G) Exceeding specified time for lunch or breaks.
- (H) Failure to wear required uniform.
- (I) Acting in a discourteous manner toward a fellow employee or citizen.
- (J) Inability or unwillingness to work harmoniously with others.
- (K) Failure to properly fill out City reports or records or failure to do so in a timely manner.
- (L) Any confidentiality violation that does not directly affect the business of the City.
- (M) Failure to notify the City in writing of change of marital status, name, address or telephone number within **seven (7) days** of same.

12-1-32 DRUGS AND ALCOHOL.

- (A) It is the policy of the City that employees shall not be involved in the use, consumption, possession, sale, distribution or transfer of mind or behavior-altering or illegal substances while on City property. Employees may not use alcohol, drugs (including marijuana) or narcotics in any manner which may impair their ability to safely perform assigned job duties or which otherwise adversely affects the City's business or reputation.
- (B) This policy does not prohibit the use of prescription drugs in a manner approved by the prescribing physician, but only if such use does not impair the employee's ability to safely perform his/her job duties. An employee taking a prescribed drug that could affect his/her mind or behavior while on City property should report this usage to their supervisor prior to commencing work.
- (C) Employees are hereby put on notice that they may be required to submit to urine, blood, or other screening tests or testing methods to determine if substances, including but not limited to, drugs, narcotics or alcohol are in the employee's system. These tests will be conducted when there is reason to believe a specific employee is in violation of paragraph (A) above. No employee will suffer loss wages while undergoing such tests, and all costs involving transportation to and from a clinic, hospital or laboratory, if any, and any and all costs examination and tests will be paid for by the City.
- (D) Any employee's refusal to submit to such tests for alcohol or mind or behavior-altering or illegal substances, including but not limited to alcohol, drugs, or narcotics, will be considered a refusal of a direct work order and will result in discipline, up to and including discharge.
- (E) If the clinic, laboratory or hospital's lab analysis report shows that any of the above-mentioned screening tests prove positive for any employee, the employee will subject to disciplinary action up to and including discharge.
- (F) Any evidence obtained by the City of the unlawful use, consumption, possession, sale, distribution, or transfer of mind or behavior-altering or illegal substances, including but not limited to drugs, narcotics, or alcohol, may be turned over to appropriate law enforcement agencies for prosecution.

(G) This policy in no way alters the City's encouragement that its employees voluntarily submit to a drug or alcohol rehabilitation program. It remains the policy of the City to encourage any employee with alcohol or drug dependency problems to seek professional assistance

before the problem leads to an incident requiring disciplinary action. Where a violation of the policy has occurred, the employee's request to submit to a drug or alcohol rehabilitation program shall not serve to waive the application of disciplinary action deemed appropriate for the policy violation.

12-1-33 RESIGNATION/RETIREMENT. Resignations should be submitted in writing to the Mayor. You are expected to provide advance notice of your resignation or retirement. **Six (6) weeks** for elected officials in mid-term, **four (4) weeks** for supervisory employees and **two (2) weeks** for hourly employees.

The company will enforce these policies in an unbiased, non-discriminatory manner.
Policy manual updated and approved by the City Council on **September 18, 2002.**

I, _____, having read the above policy manual agree to obey the policies stated in this manual. I understand that failure to obey these policies can result in termination of my employment with the City of Griggsville.

Employee

Date