

# CITY OF JACKSONVILLE PERSONNEL POLICY MANUAL



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## **SECTION 1 GENERAL POLICIES**

### **1.1 PURPOSE**

This Policy Manual (hereinafter referred to as “Manual”) contains policies, practices, and procedures necessary to implement and administer the City of Jacksonville’s (hereinafter referred to as “City”) personnel system. By adopting this Manual, the City Council endeavors to achieve consistent treatment for all employees through the establishment of standardized guidelines and systematic procedures. This Manual does not represent an employment contract or any aspect of an employment contract and should not be construed as such. The City is an at-will employer under the law and nothing in this Manual shall waive the City’s at-will status.

### **1.2 POLICY STATEMENT**

The City possesses the sole right to operate and manage the affairs of the City. All employees of the City are subject to the application of the personnel policies and procedures in this Manual.

### **1.3 AMENDMENTS AND REVISIONS**

This Manual may be amended and revised periodically as necessary at the direction of the Mayor and/or City Council. Since personnel practices and procedures are in a constant state of change, the City will continuously review this Manual for amendments or revisions which might better serve the needs of the City and its employees. As such, this Manual has been designed to be routinely updated and amended as the need arises.

The City shall have the exclusive right to change, alter, delete, add, or modify any provision of these personnel policies at any time, with or without notice. Final approval of all changes to personnel policies shall be approved by the City Council. Changes made to these policies shall be communicated through standard communication channels and/or through revisions to this Manual, with all employees recognizing and acknowledging that advance notice may not always be possible.

This Manual supersedes all previous manuals, letters, memoranda, ordinances, resolutions, and understandings unless otherwise noted.

### **1.4 DISTRIBUTION LIST**

A copy of this Manual and all subsequent revisions or amendments shall be distributed to all employees, elected and/or appointed City officials.

### **1.5 CONFLICTS**

The policies in this Manual will be followed unless they are found to conflict with local, state, or federal laws.

### **1.6 SEVERABILITY**

Should any of the provisions contained in the Manual be found contrary to federal, state, or local law, remaining provisions of this Manual shall continue in full force and effect. To the extent that any law provides additional or different benefits or rights to employees, the provisions of this Manual shall be deemed to include those provisions of law.

### **1.7 POLICY CHANGES**

The City reserves the right to suspend, revoke, or revise any of the policies contained in this Manual at any time.

## 1.8 DEFINITIONS

- Employee- Regardless of the number of hours of work performed during any given time period or the length of the term of employment, employee is an individual who is compensated by, and provides a service to, the City. The term “employee” shall not include any elected official, any voluntary, appointed member of any City Board, Commission or Authority, or any person performing services for the City on the basis of a service contract, retainer, or prescribed fee.
- Exempt Employee- An employee who is not eligible for overtime compensation as defined by the Fair Labor Standards Act (FLSA).
- Non-Exempt Employee- employee who is eligible for overtime compensation as defined by the Fair Labor Standards Act (FLSA).
- Immediate Family Member- For purposes of this Manual, this shall mean mother, father, brother, sister, son, daughter, stepmother, stepfather, stepson, stepdaughter, stepbrother, stepsister, grandparents, son-in-law, daughter-in-law, spouse, or spouse’s parents. (See FMLA section for immediate family member definition under FMLA).
- Overtime- Hours worked in excess of 40 hours in a regular work period (calendar week) with the following exceptions: Uniform Fire Department employees working 24-hour shifts will receive overtime pay for hours worked in excess of 53 hours in a regular work period; Uniform Police Department employees working 12-hour shifts will receive overtime pay for any hours worked in excess of 85 hours in a regular work period.
- Full-Time Employee- An employee who is regularly scheduled to work in a position which has daily, weekly, and monthly hours as established by the City for full-time work.
- Part-Time Employee- An employee who is regularly scheduled to work in a position whose daily, weekly, or monthly hours are less than the hours established for full-time employees.
- Seasonal/Temporary Employee- An employee hired for an intermittent or specified period of time; for a season, for a job of limited duration, or for a non-recurring work project.
- Uniformed Employee- Defined as an employee with the Police or Fire Departments who has been certified by the Civil Service Commission.
- Work Period- Seven day period beginning at 12:00 am on Sunday, except for police officers in the Patrol Division whose work week is a 14 day period, and any other employees specifically excluded from this provision by the terms of this Manual.
- Youth Employee- An employee who is at least 16 years of age. Youth Employees are governed by Department of Labor (DOL) Youth Employment Laws, which vary from other employment laws. They may work in a position within the City as long as it is not one that is declared hazardous by the Department of Labor. See the Human Resources Department for a listing of jobs declared hazardous.

## **SECTION 2 EQUAL EMPLOYMENT OPPORTUNITY**

### **2.1 EQUAL OPPORTUNITY EMPLOYER**

The City provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability unrelated to job requirements, genetic information, status as a veteran or member of the military or national guard; or any classification or activity protected by the equal protection clause or other provision of the United States or Arkansas Constitution, in accordance with applicable federal, state, and local laws. The City's commitment in this regard extends to all employment related decisions and terms and conditions of employment, including hiring, placement, promotion, termination, layoff and/or recall, leaves of absence, compensation, discipline, training and transfer.

### **2.2 AMERICANS WITH DISABILITIES ACT (ADA)**

The City abides by the requirements of the Americans with Disabilities Act and other laws governing employment of individuals with disabilities. Qualified individuals with disabilities may be entitled to accommodations in the application process and/or in the workplace. Any qualified individual with a disability who requires reasonable accommodations in the employment process and/or in the workplace shall notify the Director of Human Resources.

### **2.3 UNLAWFUL DISCRIMINATION AND HARASSMENT POLICY**

The City expressly prohibits its officials and employees from engaging in any form of unlawful harassment or discrimination due to race, color, religion, sex, national origin, age, disability unrelated to job requirements, genetic information, status as a veteran or member of the military or national guard or the presence of any physical, mental, or sensory handicap. Harassment or discrimination of any employee is a serious violation of City policy and will not be tolerated; neither will workplace retaliation against someone for having complained of harassment.

### **2.4 PROHIBITED CONDUCT DEFINED**

For the purposes of this policy, "harassment" refers to any annoying, persistent act or actions that single out an employee to that employee's objection or detriment because of the employee's protected class or for some other trait the employee was born with or the presence of any physical, mental, or sensory handicap. Harassment may be considered a violation of federal and/or state law.

Employees should know that they should not participate in (and do not have to tolerate) the following types of protected class harassment regardless of whether the harassed is a co-worker, supervisor, citizen, or any other person with whom the employee's job brings him/her into contact:

- Racial harassment
- Harassment due to religion or views concerning religion
- Harassment due to national origin
- Sexual harassment (gender neutral)
- Harassment due to age (40+)
- Harassment because of disability or perceived disability
- Harassment based on color and/or
- Harassment based on other protected categories.



## **2.5 DISCRIMINATION AND HARASSMENT GENERALLY**

Discrimination or harassment can take many forms and can include slurs, comments, jokes, innuendoes, unwelcome compliments, pictures, cartoons, pranks, or other verbal or physical conduct including, but not limited to, the following actions:

- Verbal abuse, ridicule, derogatory comments, jokes, threats, or other inappropriate actions
- Interference with an employee's work
- Displaying or distributing sexually offensive, racist, or other derogatory materials, such as posters, emails, calendars and/or magazines
- Unwanted intentional physical contact, whether it be sexual or otherwise
- Making protected status innuendos
- Making offensive sexual, racial, or other derogatory hints or impressions
- Requesting favors (sexual or otherwise) as a condition of employment, promotion, transfer, or any other term or condition of employment
- Gender based harassment, including sexual harassment and harassment based on pregnancy, childbirth, or related medical conditions
- Overtly using one's title or position to sexually or otherwise harass employees
- Retaliation for having reported harassment.

Discrimination or harassment based upon a person's protected status is prohibited by state and federal anti-discrimination laws and violates City policy where it:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working environment
- Has the purpose or effect of unreasonably interfering with an individual's performance.
- Unreasonably affects an individual's employment opportunity or circumstance.

## **2.6 SEXUAL HARASSMENT**

Sexual harassment is illegal and is a serious form of misconduct. Sexual harassment of employees, non-employees, and/or citizens with whom the City has a business, service, or professional relationship, including vendors and clients, is prohibited and will not be tolerated. The City is committed to maintaining a working environment free from all forms of sexual harassment.

Sexual harassment occurs when the verbal and physical conduct described above is sexual in nature or gender-based (directed at a person because of their gender). Sexual harassment does not refer to casual conversation or occasional compliments of a socially acceptable nature.

Sexual harassment violates state and federal law and is prohibited under the City's harassment policy when:

- Submission to the conduct is either explicitly or implicitly a term or condition of employment.
- Submission to or rejection of the conduct is used as a basis for an employment decision affecting such individual.
- The conduct unreasonably interferes with the individual's job performance or creates a work environment that is intimidating, hostile, or offensive.

Sexual harassment includes, but is not limited to:

- Inappropriate physical contact including blocking of movement, brushing against the body, coercive sexual involvement, cornering, grabbing, touching, hugging, kissing, patting, pinching, poking, stalking, and any form of sexual assault.
- Inappropriate visual contact including leering, obscene gestures, and staring.
- Posting of sexually suggestive or derogatory pictures, cartoons, or drawings, even at one's individual work station.
- Unwelcome verbal behaviors such as comments, suggestions, jokes, or derogatory remarks.
- Unwelcome or invasive flirting.
- Continued requests for dates and propositioning an individual.
- Unwanted sexual advances, requests, or pressure for sexual favors and/or basing employment decisions (such as an employee's performance evaluation, work assignments, or advancement) upon an employee's submission to sexually harassing behavior in the workplace.

## **2.7 COMPLAINT REPORTING AND INVESTIGATION**

The City is committed to diligently enforcing its discrimination and harassment policy by promptly and impartially investigating all complaints. When alleged discrimination or harassment is discovered, the City shall take appropriate disciplinary action up to and including termination of the offending employee. The complaint procedure is designed to deal with complaints in a fair, discreet, and timely manner to:

- Determine if the alleged conduct took place and constitutes discrimination and/or harassment which violates local, state, and/or federal law or constitutes harassment in the form of inappropriate or offensive behavior.
- Stop the offending behavior.
- Restore the complainant's working environment.
- Take steps to prevent retaliation and repetition of the discrimination and/or harassment.
- Educate, sanction, or discipline the offender consistent with the seriousness of the offensive.

## **2.8 COMPLAINT PROCEDURE**

It is every employee and elected official's responsibility to ensure that his or her conduct does not constitute discrimination or harassment in any form, however if discrimination and/or harassment, has taken place:

- An employee must immediately report this in writing to their Supervisor.
- If the Supervisor is the source of the alleged behavior, or is so closely associated with the source of the behavior that the employee does not feel comfortable reporting to that person, the employee may report the complaint to their Director,
- If the Director is the source of the alleged behavior, or is so closely associated with the source of the behavior that the employee does not feel comfortable reporting to that person, the employee may report the complaint to the Director of Human Resources.

Employees have a responsibility to report discrimination and/or harassment. Employees should not wait to report the discrimination and/or harassment until the acts become so pervasive or offensive that they create a hostile working environment. Employees should note that failure to report discrimination and/or harassment creates a situation where a harassed employee's situation is much more likely to remain unresolved. Discrimination and/or harassment situation is failed to report it the worst thing any employee can do or failure to act by reporting.

If the complaint involves sexual harassment and the complaining employee prefers to speak with a person of the employee's same gender, the City will make every effort to accommodate the request.

Any Supervisor who learns of, or receives a complaint of, discrimination and/or harassment through any means (including witnessing, overhearing, learning of a rumor, or otherwise become aware of alleged discrimination and/or harassment in the workplace) is obligated to report it to the Director of Human Resources. Each complaint shall be treated confidentially and be fully investigated internally. A determination of the facts and appropriate response will be made on a case-by-case basis.

If it is determined that discrimination and/or harassment has occurred, the City shall take appropriate corrective disciplinary action which may include, but is not limited to, a verbal or written warning, suspension, demotion, or termination.

If the investigation does not find that discrimination and/or harassment occurred or that the alleged incident(s) did not constitute discrimination and/or harassment, the matter shall be referred back to the Director for further appropriate action. For example, if workplace misconduct may have occurred but not discrimination and/or harassment, the Director shall determine the manner in which to act upon the findings set forth in the investigation report.

## **2.9 RETALIATION**

No employee shall be subject to any form of retaliation or discipline for pursuing a discrimination and/or harassment complaint and no witnesses shall suffer retaliation as a result of their involvement in the investigation. The City will not tolerate discrimination, harassment, or any form of retaliation against an employee who has either instigated or cooperated in the investigation of alleged discrimination and/or harassment. Disciplinary action will be taken against those who are found to have violated the City's policy against such retaliation.

## **2.10 FALSE ACCUSATION**

Employees who have genuinely been subjected to discrimination and/or harassment are encouraged to come forward and report it so the City can take action to stop the problematic behavior; this is because discrimination and/or harassment can be harmful to others and cannot be tolerated. Conversely, if false accusations are proven to have been intentionally made against others by an employee who knows (or has reason to know) the allegations are false, this would be considered equally harmful by the City and, as is the case of someone proven to be harassing others, would result in appropriate disciplinary action.

## **SECTION 3 GENERAL EMPLOYMENT POLICIES**

### **3.1 AT-WILL EMPLOYER**

The City is an at-will employer, meaning the City or any of its employees may discontinue the employment relationship at any time for any reason with the understanding neither has an obligation to base the decision on anything but his/her intent to discontinue the employment relationship. No policies, comments, or writings made herein, or during the employment process, shall be construed in any way to waive this provision.

This Manual is not intended to create any contractual or other legal rights. It does not alter the City's at-will employment policy nor does it create an employment contract for any period of time.

### **3.2 AUTHORITY TO HIRE, PROMOTE, DEMOTE AND TERMINATE**

Directors are authorized to make the final decision regarding hiring, promoting, demoting, and terminating employees except as otherwise provided by Arkansas state law.

### **3.3 JOB POSTING AND ADVERTISING**

An application for employment will be accepted from anyone who wishes to apply for employment. Applications are available on the City's website, [www.cityofjacksonville.net](http://www.cityofjacksonville.net) or in the Human Resources Department. All applications must be turned into the Human Resources department with complete and accurate information.

In the event of a job opening, the position will be posted on the City's website and a packet of all open positions will be available at City Hall; copies of the job announcement will be distributed to City departments and as appropriate, to public and private employment agencies, local newspapers, and other sources who might recruit applicants at least fourteen days prior to the deadline for receiving applications.

### **3.4 EMPLOYMENT APPLICATIONS AND RESUMES**

The City relies upon accuracy of information contained in the employment applications and resumes submitted by prospective employees, as well as other information provided throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, in termination or other disciplinary measures.

### **3.5 TRANSFERS AND REASSIGNMENTS**

When a vacancy occurs, other than uniformed fire and police vacancies, employees wanting to apply must submit a new application to the Human Resources Department.

Transfers must be mutually beneficial to the employee and the City; any request to transfer from a position with a higher salary to a position with a lower salary may result in a reduction of pay. Transfers from the Jacksonville Wastewater and Water Departments will not be considered a transfer due to there not being coordination between entities with regard to salaries and benefits.

### **3.6 REHIRES**

From time to time, employees may feel that the "grass is greener" elsewhere and leave employment with the City. Sometimes they realize that it's usually not greener and want to come back! If the former employee left employment in good standing and is interested in coming back to the City, the Director will make the decision to either rehire or not. If the Director decides not to rehire, no explanation to the former employee is required. If rehired within one year of the termination date, the seniority date will be adjusted

accordingly. For example, if the employee left employment for three months, upon rehire, their seniority date will be three months less than their original hire date. If the employee returns within one year of the termination date, they will receive credit for all accrued sick leave and vacation pay will be calculated based on the adjusted seniority date.

### **3.7 SECONDARY (OUTSIDE) EMPLOYMENT**

If an employee is considering additional employment, the employee must discuss this with their supervisor for approval. If, as an employee of the City, an employee participates in additional employment, it must not interfere with the performance of their job with the City. An employee's outside employment must not be of a nature that adversely affects the image of the City, or of a type that may be construed by the public to be an official act of the City which in any way violates these policies. City uniforms shall not be worn during outside employment unless approved in advance by the Director.

Employees on paid sick leave status may not actively work secondary employment jobs during the time period they are on paid sick leave from the City.

### **3.8 NEPOTISM**

The City permits employment of qualified relatives of City employees as long as such employment does not, in the opinion of the City, create conflicts of interest and/or potential performance issues. For purposes of this policy "qualified relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law, "step" relation, or any member of the employee's household. Relatives within the same department may only be approved by the department's Director and the Mayor.

### **3.9 REMOVAL OF CITY PROPERTY**

No City-owned, leased or licensed equipment, vehicle or documents may be removed from City premises without prior approval from the Department Director.

### **3.10 CITY VEHICLES**

On occasion, the City may permit certain employees to use its vehicles to conduct City business. A valid driver's license must be in possession of the operator and maintained at all times. When using a City vehicle, the employee shall always exhibit care and comply with all federal, state, and local laws pertaining to operation of the vehicle. The use of City vehicles is restricted to City business purposes only. Employees using a City vehicle shall not transport private parties not directly involved with the work of the City without prior approval from the Department Director.

Employees using City vehicles are individually responsible for all fines or penalties assessed to the employee as a result of speeding tickets or other traffic offenses for which the employee is cited while using a City vehicle. Thefts or accidents involving City vehicles must be reported immediately to the police and Human Resources Department. The improper, careless, negligent, destructive, reckless, or unsafe use of City equipment or vehicles may result in disciplinary action including termination.

### **3.11 POST-OFFER PRE-EMPLOYMENT PHYSICALS**

Post-offer pre-employment physicals may be required for applicants to be hired by the City in certain positions which include but are not limited to police officer, firefighter, transport specialized officer, dispatcher, and CDL driver. The examinations are paid by the City and shall be performed by licensed physicians selected by the City. A summary report by the examining physician shall be provided to the Director as to whether the applicant can perform the job sought and what, if any, restrictions are necessary to determine any necessary work restructuring or accommodations. Although physicians may make the medical determination relative to physical/mental requirement and any direct safety threat determinations of the job, their determinations are only recommendations; final authority to hire rests with the City.

Only in cases of emergency may an applicant begin work prior to the post-employment job offer medical examination, however, continued employment is subject to the applicant passing such examination.

Reports and records of all physical, psychological, and mental exams shall be kept in the offices of the physicians or mental health practitioners with only a summary report provided to the Director of Human Resources or the Department Director, to be kept in a confidential file apart from the individual's personnel file. The City may share such information only in limited circumstances with supervisors, managers, and first-aid and safety personnel, government officials investigating compliance with ADA, state worker's compensation offices, worker's compensation carriers, and/or health care professionals when seeking advice in making reasonable accommodation determination and for insurance purposes.

Should there be a dispute concerning the exam, or should a supervisor be informed as to the need of reasonable accommodation including job restructuring, the report shall be made available to the necessary legal and supervisory employees within the City.

### **3.12 FITNESS FOR DUTY EXAM**

Employees who, due to mental or physical disabilities, are rendered unable to perform their essential job functions, with or without reasonable accommodation, or who pose a direct safety threat to themselves or others, shall be subject to a fitness for duty examination. Based on the findings of the exam and other job restricting factors, the Department Director shall take such action that is necessary to ensure the requirements of the individual's position are satisfied.

### **3.13 THE OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT OF 1991**

It is the City's intent to comply with all regulations and requirements of the Omnibus Transportation Employee Testing Act of 1991. City employees required to have a Commercial Driver's License (CDL) must comply with all regulations in the 1991 Omnibus Transportation Act. The Act requires alcohol and drug testing for all City employees whose jobs require a CDL. These tests include pre-employment, post-accident, random, reasonable suspicion, return-to-duty, and follow-up testing. The City will not permit an employee who refuses to submit to requisite testing to perform, or continue to perform, any activity that requires a CDL. All CDL drivers must obtain the City's written substance abuse policy. CDL drivers are required to read the material and sign a statement acknowledging they have received a copy of the City's substance abuse policy.

### **3.14 DRUG AND ALCOHOL TESTING**

The City has a responsibility to ensure safe working conditions for its employees and a productive City workforce unimpaired by chemical substance abuse. To satisfy these responsibilities, the City is committed to maintaining a work place free from the effects of drugs, alcohol, or other performance-impairing substances. All employees are expected to obey all laws regarding the use of illegal drugs or alcohol. The City prohibits the possession, unlawful manufacturing, distribution of illegal drugs, or the abuse of alcohol or prescription drugs while on City premises during work hours.

The City policy provides for testing for drug and alcohol abuse by employees who hold safety or security sensitive positions which otherwise are not covered by the controlled substance screen requirements of the Federal Motor Carrier Safety Regulation.

### **3.15 FITNESS FOR DUTY**

Current abuse of drugs or alcohol is not a protected disability under the Americans with Disabilities Act ADA. The City will not hire anyone who is known to currently abuse drugs. Furthermore, all employees are expected to report to work in a fit condition to perform their duties. Employees on official business or representing the City on or off City premises are prohibited from purchasing, transferring, using or possessing illegal drugs, or from abusing alcohol or prescription drugs in any way that is illegal.

An employee reporting or returning to work whose behavior reflects the abuse of alcoholic beverages or drugs may be referred for a drug test or medical evaluation to determine fitness for work. Failure to report for a drug test, evaluation, or follow the recommendations of the City will result in appropriate disciplinary action, including termination, as allowed by federal, state, and local law.

### **3.16 NOTIFICATION**

As a condition of employment with the City, employees must abide by the terms of this drug and alcohol policy and report any convictions for violations occurring on or off City premises while conducting City business. A report of a conviction shall be made within five days after the conviction. Failure to report a conviction within the five day period may result in disciplinary action including immediate termination.

## **SECTION 4 COMPENSATION AND MATTERS AFFECTING EMPLOYMENT**

### **4.1 ATTENDANCE**

Employees shall attend their work stations in accordance with the rules and regulations established by their Director.

### **4.2 WORK HOURS**

Unless specified otherwise, the work period begins each Sunday at 12:00 a.m. and ends the following Saturday at 11:59 p.m. The standard work week consists of 40 hours per week within that seven-day period. twelve-hour police officers within the patrol division have a 14-day work period. Work hours for uniformed police and fire department employees shall be in accordance with state statutes and departmental regulations. Flexible work arrangements are dependent at the discretion of the director to allow for the scheduling of a 40-hour work week to meet specific departmental requirements.

The City reserves the right to adjust and change hours of work, days of work and schedule to fulfill its responsibility to its citizens. Previously-scheduled hours of work, days of work, and work arrangements may be altered at the discretion of the Director, when required. Changes in work schedules will be announced as far in advance as practicable, but can be changed with little or no notice.

Whenever possible, full-time employees work schedules shall provide a meal period/break. The meal period will be paid if it lasts for 30 minutes or less and not paid if it lasts for more than 30 minutes. During any unpaid meal period, employees are not authorized to conduct City business, i.e., sitting at one's desk and answering phones and/or working on the computer.

Breaks in addition to the meal period will be determined by each Director, dependent upon the department's needs which may change day-to-day.

### **4.3 PERSONNEL DATA CHANGES**

It is the responsibility of each employee to promptly notify their supervisor and the Human Resources Department of any changes in personnel data including, but not limited to:

- Name Change
- Address
- Phone number
- Banking information (for Direct Deposit only)
- Marriage/Divorce
- Emergency Contacts
- Name change, birth date and social security number of covered dependents.

For uniformed fire and police employees, each respective administrative assistant to the Chief has a packet that must be completed. These packets will be sent to the Human Resources Department, when completed.

All changes to the above information must be made in writing; email is acceptable.



#### **4.4 UNAUTHORIZED WORK TIME**

Because of FLSA regulations, non-exempt employees are not to commence work prior to the scheduled starting time, work during their meal break, or work past the scheduled end of their shift without prior approval of the immediate supervisor. Non-exempt employees who work unauthorized overtime hours may be subject to disciplinary action, including termination.

#### **4.5 REPORTING AND VERIFYING HOURS WORKED**

It is each employee's responsibility to monitor and record an accurate status of hours the employee works per payroll period to ensure the employee is properly paid for time worked.

All employees shall report their hours worked on the forms provided by the Human Resources Department or their supervisor. It is the responsibility of each employee to properly complete a timesheet recording the time the employee worked during every payroll period and to sign each time sheet. By signing the timesheets, each employee is verifying its accuracy. Each department shall have a set location and time of where and when they must be turned in. The supervisors shall forward the same to their Director for approval. Once approved, the timesheets shall be forwarded to the Human Resources Department no later than Monday of a payroll week.

#### **4.6 PAYROLL RECORDS**

The Human Resources Department shall keep and maintain a record of work attendance, vacation and sick leave earned, used and accrued, and other leave, whether with or without pay. These records shall be available to the Director, and individual employees shall be able to inspect their own records during normal business hours as the requirements of the employee's work duties permit.

#### **4.7 PAYROLL DEDUCTIONS**

It is our policy to comply with the salary basis requirements of the FLSA, therefore, we prohibit all supervisors from making any improper deductions from the salaries of exempt employees. Approval from the Director of Human Resources is required prior to any payroll deduction being made.

If you believe that an improper deduction has been made, you must immediately report this information to the Human Resources Department. Reports of improper deductions will be promptly handled. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

#### **4.8 PAYROLL PROCEDURES AND PAYDAY**

Employees are paid every two weeks on Thursdays. When a holiday falls on a regular payday, employees will be paid on the last working day prior to the holiday.

Each employee is responsible for monitoring the accuracy of each paycheck received. Any employee who believes their paycheck does not properly compensate them for all hours worked in a given payroll period should immediately report their concerns to their supervisor, who will provide instruction regarding how to proceed correct.

When an employee resigns, retires, or otherwise terminates their employment with the City, the final paycheck will be issued on the next regularly scheduled pay day. All final pay checks will be mailed to the last known address.

#### **4.9 SEASONAL EMPLOYEES**

The City may hire seasonal employees for a set duration (i.e., such as a lifeguard or a laborer during grass season); these employees are not intended to be employed on a regular basis and are employed at-will. Seasonal employees may be hired to work either full or part time hours and are paid for actual hours worked at a rate determined by the Director and the Director of Human Resources. Seasonal employees are eligible for overtime hours exceeding 40 hours per work week subject to all other overtime policies set forth in this Manual. A seasonal employee may be employed for up to eight months at which time the temporary status shall be reviewed before employment is continued. Seasonal employees do not qualify for vacation leave, sick leave, or other City benefits.

#### **4.10 NON-EXEMPT AND EXEMPT EMPLOYEES**

Nonexempt employees are subject to the FLSA overtime requirements and are subject to the overtime policies set forth in this Manual. Exempt employees are not subject to the FLSA overtime requirements. Certain employees are classified as exempt based upon the nature of the work, conditions of employment, and by the criteria set forth in the rules and regulations of the FLSA. Exempt employees shall not be eligible for overtime for hours worked in excess of the regular work week.

#### **4.11 OVERTIME AND COMPENSATORY TIME**

The City will pay overtime in accordance with the FLSA at one- and one-half times the hourly rate for all hours worked in excess of the hours per week set forth in the WORK HOURS section of this Manual. Overtime will be permitted only with approval of the Director, prior to the commencement of such work or when absolutely necessary due to emergency conditions. Failure to obtain prior approval before working overtime may result in disciplinary action, including termination.

Uniformed police officers and firefighters are subject to special exceptions under FLSA which permit the City to establish a work period which may vary from the regular work period of seven days and work week of 40 hours.

Uniformed 12-hour day police officers have a 14-day work period are paid OT for any time worked in excess of 85 hours within that 14-day period.

Uniformed 24-hour shift firefighters who work more than 53 hours within a 7-day work period are paid OT for all time worked in excess of 53 hours.

Contact your supervisor or the Human Resources Department if you have any questions.

#### **4.12 CHANGES IN EMPLOYMENT STATUS AND SENIORITY**

If an employee who is currently working for the City in a non-uniformed capacity is hired as a uniformed firefighter or police officer, then the employee accrues vacation and sick leave from that date forward. Longevity pay (if paid) and discretionary day accumulation will be determined by the employee's original hire date. Vacation and sick leave will be determined by the adjusted seniority date, which is the date of civil service employment. Any vacation leave available to the employee that is not used prior to beginning civil service employment will be paid out to the employee at their rate of pay for their current position, not their civil service position.

If an employee changes their employment from a regular part time or seasonal employee to a regular full time employee, the longevity date will be the effective date of the status change.

#### **4.13 EMERGENCY SITUATIONS**

It is the policy of the City to maintain hours of operation, which make the best use of employees and resources in serving the needs of the public. Emergency situations may from time to time necessitate the closure of City offices. Such situations shall be determined by the Mayor after consideration of all facts. Essential personnel required to be at work under an emergency situation shall receive their normal rate of pay.

At times it may be necessary to close individual offices due to limited staffing levels, special departments meetings, etc; arrangements shall be made with other departments to handle any emergency situations during the department's closure. A skeleton crew shall remain in each department to cover phones and assist the public when at all possible.

#### **4.14 INCLEMENT WEATHER**

In exceptional circumstances beyond the employee's control, such as weather causing hazardous conditions, the employee is required to contact the supervisor for instructions regarding job assignments for that particular work day. If an employee's department is open for business, the employee is expected to report for work. However, if in the employee's opinion, the conditions are too hazardous for the employee to get to work safely, the employee will have the option of taking the time off as vacation leave. Regardless of the situation, an employee is required to give the supervisor proper notice if the employee is unable to report for work.

If the Mayor makes the decision to close, open late, or close early, the decision will be posted on the City's website, [www.cityofjacksonville.net](http://www.cityofjacksonville.net). If an employee does not have access to the Internet, refer to a local television or radio program. Employees will receive a call or text from the on-call system. If you are still unsure please contact the supervisor.

In the event City offices open late, employees should report to work at or before the time the Mayor determines appropriate. Employees who report to work will be compensated at their normal rate of pay for the period prior to the City offices opening. For example, if the Mayor makes the decision to open City offices at 10:00 a.m., and the employee arrives to work at 10:00 a.m., the employee will still be compensated for a normal work day. However, if the employee determines it is not safe for them to drive and does not report to work that day, they must use their vacation, discretionary, or birthday for the entire day.

It may be necessary to work longer hours later in the week due to a closing or delayed opening. For non-uniform employees, overtime will be paid to employees who work more than 40 hours during that week. Paid time off for office closures and delayed openings does not count towards actual hours worked.

If an employee had already scheduled a vacation, discretionary day, birthday, or sick day for the day of the inclement weather, that time off will still be used and not an inclement weather day.

#### **4.15 VACANCIES AND PROMOTIONS**

It is the intent of the City to hire and promote the most qualified applicant for all vacant positions. To give the employees of the City an opportunity to apply for job vacancies, announcements will be posted on employee bulletin boards. In accordance with equal employment opportunity guidelines and this Manual, notice of vacancies will be sent to the appropriate news media and employment agencies throughout the relevant labor market. The final decision regarding promotions shall be made by the Director.

#### **4.16 TRAINING**

The City is committed to continued training for all employees; if an employee feels additional training is needed, the employee is responsible for notifying the Director. Expenses incurred for on-the-job training should be assumed by the City.

#### **4.17 JOB SAFETY**

The City strives to provide a healthy and safe working environment. Safety is largely the use of good judgment and careful work habits. If an employee is unsure of how to perform a task safely, the supervisor should be asked how to perform the correct method. Unsafe conduct constitutes misconduct. The following safety rules should always be observed:

- Follow all departmental safety rules
- Use all mechanical safeguards for equipment
- Immediately cease using any faulty or potentially faulty equipment
- Immediately report any unsafe, or potentially unsafe, working conditions or equipment
- Immediately report incidents to the supervisor
- Violence or threats of violence are strictly prohibited and, if confirmed, may be grounds for termination. Examples of such conduct include:
  - Harassing or threatening phone calls, email or written communication directed toward an employee or his/her friends/family members
  - Stalking
  - Destruction of personal and/or City property
  - Dangerous items of any nature, such as weapons, explosives, or firearms, will not be permitted on City property or in an employee's possession while conducting City business offsite.

#### **4.18 REFUSAL TO WORK**

A City employee's commitment is to public service; any work stoppage, slowdown, strike or other intentional interruption of City operations shall cause the employee to forfeit his/her employment and result in termination of employment.

#### **4.19 RETIREMENT/RESIGNATION/INVOLUNTARY TERMINATION**

Employees who wish to terminate employment with the City are urged to provide a two-week advanced written notification to their supervisor.

Employees who plan to retire are urged to provide the City with a minimum of two months' notice. This will allow ample time for the processing of appropriate retirement forms to ensure retirement benefits to which an employee may be entitled commence in a timely manner.

It is the employee's responsibility to contact the Human Resources Department to discuss final paycheck, benefits, and other miscellaneous items. An employee leaving employment with the City is responsible for returning all City property entrusted to them, prior to their final paycheck being issued. If the

employee fails to return all City-owned property, this may result in the cost of said equipment being deducted from the employee's final paycheck.

#### **4.20 JOB DESCRIPTIONS**

The Human Resources Department will obtain a signed job description from the employee during new hire orientation, which will be included in the personnel file. However, it is the responsibility of the Director, as well as the employee, to ensure a complete understanding of the job description.

#### **4.21 PERSONNEL FILES**

Confidential personnel files are kept for all employees and are located in the Human Resources Department. Personnel files contain pertinent information including, but not limited to, application for employment, tax information, commendation letters, reference checks, letters of commendation and/or recognition, and any disciplinary actions. Personnel files will remain restricted access and in compliance with all local, state, and federal laws. Employees may review their personnel file by requesting such from the Human Resources Department. No document shall be removed from an employee's personnel file, unless authorized in writing by the Director of Human Resources and the Director.

## **SECTION 5**

### **PROGRESSIVE DISCIPLINE POLICY**

#### **5.1 PURPOSE**

The City's progressive discipline policy is designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. It has been designed consistent with our City's values, employment laws, and human resources best practices.

Outlined below are steps of our progressive discipline policy; the City reserves the right to combine, duplicate and/or skip steps depending upon the facts of each situation and the nature of the offense. The level of discipline intervention may also vary. Some of the factors also to be considered are whether the offense is repeated, despite coaching, counseling and/or training, the employee's work record, and/or the impact the conduct and/or performance issues have on our City or the workplace.

Behavior that is illegal may be reported to local law enforcement; theft, intoxication at work, fighting at work, and other acts of violence are some, but not the only, violations that may result in immediate termination.

#### **5.2 PROCEDURE**

##### **Step 1 Counseling/Verbal Warning**

This step creates an opportunity for the supervisor to schedule a meeting with the employee to bring attention to the existing issue. The supervisor will discuss the nature of the issue, as well as expectations and steps the employee should take to improve performance or resolve the issue. Within five business days of the discussion, the supervisor will prepare written documentation of the meeting. The employee will be asked to sign the documentation to show the employee understands what was discussed. By having this meeting documented, it does not negate the "verbal" portion of this step; it is simply to have a record showing it was discussed with the employee. Most times, the supervisor will document this was a verbal warning.

##### **Step 2 Written Warning**

While it is the goal of Step 1 to assist the employee in addressing performance and/or conduct issues, the City recognizes improvement is not always the case. A written warning involves a more formal discussion and documentation of the performance and/or conduct issues and consequences. The supervisor will meet with the employee and review any additional incidents or information about the performance and/or conduct issues as well as any prior relevant corrective actions plans. If immediate and sustained improvement fails, the employee may receive further discipline action, to include termination.

##### **Step 3 Suspension(s)**

There may be performance and/or conduct issues so problematic and harmful the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary, the Director may suspend the employee as a form of discipline or pending the outcome of an investigation. Depending upon the situation, the employee may be suspended with or without pay. If the suspension is unpaid, the employee may not use their sick, vacation, or any other pay benefit in lieu of being unpaid. The Director of Human Resources will provide guidance so the discipline is administered without jeopardizing the FLSA exemption status. Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee. Only the Director or Director of Human Resources has the authority to suspend an employee.

#### **Step 4 Termination of Employment**

The last and most serious step in the progressive discipline policy is a recommendation to terminate employment. Generally, the City will try to exercise the progressive nature of this policy by first providing warnings, final written warning, and/or suspension from the workplace before proceeding to termination of employment. However, the City reserves the right to combine, duplicate, and/or skip steps depending upon the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action. Only the Director or Director of Human Resources has the authority to terminate an employee.

Nothing in the Progressive Discipline Policy provides any contractual rights regarding employee discipline or counseling nor should anything in this Policy be read or construed as modifying or altering the employment-at-will relationship between the City and its employees.

Pursuant to ACA 14-51-308, civil service employees (uniformed police and fire) may request, in writing, a trial before the civil service commission on the charges alleged as the grounds for a termination, demotion, or suspension of three or more days. The request must be made within 10 calendar days of the date of the termination, demotion, or suspension. All requests for trials must be made to the Civil Service Commission Secretary located in the City Clerk's office.

The employee will be provided copies of all progressive discipline documentation. The employee will be asked to sign the document attesting to their receipt and understanding of the document. The document, or copy of the document, will be placed in the employee's official personnel file located in the Human Resources Department.

## **SECTION 6 BENEFITS**

### **6.1 VACATION LEAVE**

#### **FIRE DEPARTMENT- UNIFORMED ONLY**

All vacation is granted to regular full-time employees after one year of continuous full-time employment with the City. Vacation is given on the employees' anniversary each year while employed. Vacation leave does not accrue per pay period.

Pursuant to Ark. Code. Ann. §14-53-107, each uniformed employee shall be granted a minimum amount of annual vacation of not less than 15 days with full pay.

Vacation leave for 24-hour shift uniformed Fire Department employees is as follows:

- 144 hours or six duty days, after one year of continuous employment
- 216 hours or nine duty days, after five years of continuous employment
- 288 hours or 12 duty days, after 15 years of continuous employment.

Vacation leave for eight-hour shift uniformed Fire Department employees is as follows:

- 120 hours or 15 duty days, after one year of continuous employment
- 144 hours or 18 duty days, after five years of continuous employment
- 160 hours or 20 duty days, after 15 years of continuous employment.

#### **POLICE DEPARTMENT- UNIFORMED ONLY**

All vacation is granted to regular full-time employees after one year of continuous full-time employment with the City. Vacation is given on the employees' anniversary each year while employed. Pursuant to Ark. Code. Ann. §14-52-106, each uniformed employee shall be granted a minimum accrual of an annual vacation of not less than 15 days with full pay.

Vacation leave for 12-hour uniformed Police Department employees is as follows:

- 180 hours or 15 duty days, after one year of continuous employment
- 216 hours or 18 duty days, after five years of continuous employment
- 240 hours or 20 duty days, after 15 years of continuous employment.

Vacation leave for all other uniformed Police Department employees is as follows:

- 120 hours or 15 duty days, after one year of continuous employment,
- 144 hours or 18 duty days, after five years of continuous employment, and
- 160 hours or 20 duty days, after 15 years of continuous employment.

#### **NON-UNIFORMED EMPLOYEES**

All vacation is granted to regular full-time employees after one year of continuous full-time employment with the City. Vacation is given on the employees' anniversary each year while employed.

Vacation leave for all non-uniformed employees is as follows:

- 40 hours or five days, after one year of continuous employment
- 80 hours or 10 days, after two years of continuous employment
- 120 hours or 15 days, after five years of continuous employment
- 160 hours or 20 days, after 15 years of continuous employment.



## **CARRY-OVER VACATION LEAVE**

- Non-Uniformed employees may carry-over 80 hours of vacation leave to the next anniversary year
- Eight-hour shift (Staff) uniformed Fire Department employees may carry-over 80 hours of vacation leave to the next anniversary year
- 24-hour shift uniformed Fire Department employees may carry-over 144 hours of vacation leave to the next anniversary year
- 12-hour uniformed Police Department employees may carry-over 84 hours of vacation leave to the next anniversary year
- All other uniformed Police Department employees may carry-over 80 hours of vacation leave to the next anniversary year.

Unused vacation time in excess of the carry-over amount will be lost.

### **6.2 SCHEDULING OF VACATIONS**

Each full-time employee may take vacation leave with full pay at such time as is mutually agreed upon between the employee and their supervisor. All vacation leave must have advance approval by the employee's supervisor, so the leave fits in to the overall scheduling of the department. Employees should request their vacation leave from their supervisors at least 10 days in advance. The permissible number of employees taking vacation at a time will be determined by the supervisor based on departmental workloads. The City reserves the right to alter vacation schedules; maximum vacation leaves to be taken at any time is 15 working days, unless advance approval is granted by the Director.

### **6.3 VACATION PAY UPON RETIREMENT/RESIGNATION/TERMINATION**

Employees who resign, retire, or otherwise terminate employment will be paid for their available and unused vacation leave.

### **6.4 SICK LEAVE**

The City recognizes inability to work because of illness or injury may cause economic hardship. For this reason, the City provides paid sick leave to regular full-time employees.

An employee, uniformed or non-uniformed, may be eligible for sick leave for the following reasons:

- Personal illness or physical incapacity
- Quarantine of an employee by a physician or health officer
- FMLA qualified absence
- Necessity of medical, dental, and optical care
- An employee who is unable to report for work due to one of the previously listed sick leave reasons, shall report the reason for his/her absence to their supervisor, or someone acting for the employee's supervisor, within two hours of their expected report when possible. Sick leave with pay may not be allowed unless such report has been made as aforementioned.

Employees who are absent more than one day in a work week due to illness or injury are required to submit a physician's statement. Employees absent from employment due to illness and under a physician's care may be requested to present a certification of release to the Director before returning to work.

### **FIRE DEPARTMENT- UNIFORMED ONLY**

Pursuant to ACA §14-53-108, all firefighters shall accumulate sick leave at the rate of 20 duty days per year, beginning ninety days after the first date of continuous employment. If unused, sick leave shall accumulate to a maximum of:

- 1,680 hours or 70 duty days for 24-hour shift uniformed employees
- 720 hours or 90 duty days for eight-hour shift uniformed employees.

### **POLICE DEPARTMENT- UNIFORMED ONLY**

Pursuant to ACA §14-52-107, law enforcement officers, regardless of their titles, shall accumulate sick leave at the rate of 20 duty days per year beginning ninety days after the first date of continuous employment. If unused, sick leave shall accumulate to a maximum of:

- 90 duty days or 1080 hours for 12-hour shift uniformed employees
- 90 duty days or 720 hours for all other uniformed employees.

### **NON-UNIFORMED EMPLOYEES**

Sick leave will accrue at the rate of 13.33 hours per calendar month (6.13 per payday), or 20 days per calendar year beginning ninety days after the first date of continuous employment. If unused, sick leave shall accumulate to a maximum of:

- 90 days or 720 hours for all non-uniformed employees.

### **6.5 SICK LEAVE PAY UPON RETIREMENT**

If, at the end of the employee's service, either upon retirement or death, the employee has any available and unused sick leave, the employee will be paid for this sick leave at the regular rate of pay in effect at the time of retirement.

Non-uniformed employees will be paid for any available and unused sick leave at the time of retirement or death, not to exceed 480 hours or the equivalent of 60 day's salary.

Pursuant to ACA 14-52-107, Uniformed Police Officers will be paid for any available and unused sick leave at the time of retirement or death, not to exceed 480 hours or 60 duty-day's salary.

Pursuant to ACA 14-53-108, Uniformed Firefighters will be paid for any available and unused sick leave, at the time of retirement or death, not to exceed 728 hours or 30 duty-day's salary.

Employees who terminate employment voluntarily or involuntarily for reasons other than retirement or death will not be paid for any available and unused sick leave.

### **6.6 DISCRETIONARY DAYS**

All regular full-time employees are entitled to:

- One discretionary day after 3 years of continuous employment
- Two discretionary days after 5 years of continuous employment
- Three discretionary days after 10 years of continuous employment
- Four discretionary days after 15 years of continuous employment.

Discretionary days may not be broken into hours of time off; they must be taken in full increments. An employee may use their discretionary day along with their vacation or holidays. Discretionary days cannot



Birthdays cannot carry-over and employees will not be compensated for their unused birthdays upon leaving employment with the City.

## **6.9 FUNERAL/BEREAVEMENT LEAVE**

Bereavement leave with pay will be granted to all regular full time City employees in cases of death for an immediate family member only as defined in the definitions' section of this manual.

Bereavement leave is allotted in the following manner:

- Non-uniformed employees and uniformed eight-hour employees receive up to three duty days of bereavement
- Uniformed 24-hour Fire Department employees receive one duty day of bereavement
- Uniformed 12-hour Police Department employees receive up to two duty days of bereavement.

In the circumstance of the death of an employee's spouse or child, the employee is allotted bereavement leave in the following manner:

- Non-uniformed employees and uniformed eight-hour employees receive up to five duty days of bereavement
- Uniformed 24-hour Fire Department employees receive up to two duty days of bereavement
- Uniformed 12-hour Police Department employees receive up to three duty days of bereavement.

The maximum days of paid bereavement leave will not exceed eight per calendar year. If the employee desires additional leave, upon approval of the Director, the employee may use vacation, discretionary days, or their birthday. Upon approval of the Director, an employee may take unpaid time off for bereavement if other forms of paid leave are exhausted.

## **6.10 MATERNITY LEAVE**

Employees who become pregnant, have childbirth or similarly related medical conditions, will be treated the same for all employment-related purposes as persons with non-pregnancy related health impairments, illnesses, or injuries. An employee's sick leave and vacation leave will be granted for maternity use along with any discretionary days or birthday, after which leave without pay must be used, in accordance with the City's Family Medical Leave Policy.

## **6.11 LEAVE FOR WITNESS OR JURY DUTY**

Employees will be granted paid leave for witness (if subpoenaed) or jury duty. Employees will receive their regular rate of pay during a period of jury/witness duty as long as they timely relinquish the compensation received from the court or attorney to the Finance Department. To qualify for jury or witness duty leave, employees must submit a copy of the summons or other relevant court related paperwork as early as possible to their supervisor, who will then submit it to the Human Resources Department. In addition, proof of service must be submitted to the employee's supervisor when the employee's period of jury or witness duty is completed.

## **6.12 MILITARY LEAVE**

If you are a member of the National Guard or any of the reserve branches of the Armed Forces, you will be granted 15 work days annually, plus necessary travel time, for annual training requirements. Necessary travel time is not to be more than two additional days in any one calendar year. This leave will be granted without loss of pay and in addition to regular vacation time. As soon as the dates of military training are known you must notify your supervisor and request military leave. Any additional absences required for military training requirements that do not fall on your regular days off will be granted as leave without pay however, you may request the time be taken as vacation and/or discretionary leave (if available).

If you are called to duty in emergency situations by the Governor or by the President of the United States, you will be granted leave with pay not to exceed 30 working days. This leave will be granted in addition to regular vacation time.

## **6.13 FAMILY MEDICAL LEAVE ACT**

The Family Medical Leave Act (FMLA) of 1993 requires municipalities with 50 or more employees to offer up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. FMLA also allows an employee who is the nearest blood relative of an injured Armed Services Forces member to take the 12 weeks of unpaid leave, plus an additional 14 weeks, for a total of 26 weeks. Eligible City employees may take FMLA for the following reasons:

- The birth and care of the employee's child
- The placement of a child into an employee's family by adoption or by foster care arrangement and to care for the newly placed child
- For spouse, son, daughter or next of kin of an eligible service member to care for an injured service member that is seriously injured or ill in the line of active duty, up to 26 weeks during a single 12-month period
- The care of an immediate family member (spouse, child or parent, but not a parent "in-law") who has a serious health condition
- The inability of a City employee to work because of a serious health condition which renders the employee unable to perform the essential functions of his/her job
- For any qualifying exigency when the employee's spouse, son, daughter, or parent is a covered military member (on active duty or is notified of an impending call to active duty) in support of a contingency operation.

You must conclude leave for the birth of a child or for adoption or foster care within 12 months after the event. However, leave may begin prior to birth or placement, as circumstances dictate.

Leave entitlements for medical reasons are predicated upon the existence of a serious health condition suffered by an employee. A serious health condition is an illness, injury, impairment or physical or mental condition that involves:

- Inpatient care in a hospital, hospice, or residential medical care facility
- Continuing treatment by a health care provider for a chronic or long-term health condition that is so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days, and for prenatal care
- Generally, a condition will be considered a serious health condition if the condition or its treatment causes an employee to be absent from work on a recurring basis or for more than three calendar days.

FMLA requires the City maintain the health coverage of an employee eligible for FMLA under any group plan during the time the employee is on FMLA.

### **FMLA- ELIGIBILITY**

To be eligible for FMLA benefits, employees must be employed by the City for at least one year; and have worked at least 1,250 hours over the previous 12 months preceding the date of the leave being requested to begin.

Employees are required to use all sick, vacation, birthday, and discretionary leave which they have available, prior to going on leave without pay. Such paid leave status shall be included in the total of the 12 work weeks.

### **FMLA- CALCULATION OF LEAVE**

Employees eligible for FMLA may use up to 12 weeks of leave during a 12-month period measured forward from the date the employee's first FMLA leave begins. Therefore, the 12-month period will begin on the first day FMLA leave is taken after completion of any previous 12-month period. FMLA is calculated on a rolling 12-month basis.

### **FMLA- USE OF PAID TIME OFF BENEFITS**

When leave is taken under FMLA, employees are required to first use available sick, vacation, birthday, and discretionary leave during the 12-week family leave before becoming eligible for unpaid leave. Using paid time off benefits does not add to the total length of the maximum 12 week leave permitted.

For example, Employee A has two weeks of vacation leave and two weeks of sick leave. Employee A requests, and is granted, four weeks of FMLA. This leaves Employee A with eight remaining weeks of available FMLA.

### **FMLA- INTERMITTENT OR REDUCED LEAVE**

If you take FMLA leave for an eligible family member, you will be granted a maximum of two calendar weeks in each 12-month period as paid sick leave, provided you have accrued leave available (sick, vacation, or discretionary). Your accrued leave will be charged accordingly. Additional absences for eligible family members during any 12-month period will be unpaid; i.e., you can be paid no more than two weeks of FMLA leave during any rolling 12-month period unless the absence is for personal illness or injury.

Intermittent FMLA leave for an eligible family member for 24-hour shift uniformed Fire Department employees is 120 hours or 5 duty days.

Intermittent FMLA leave for an eligible family member for 8-hour shift uniformed Fire Department employees is 80 hours or 10 duty days.

Intermittent FMLA leave for an eligible family member for 12-hour uniformed Police Department employees is 120 hours or 12 duty days.

Intermittent FMLA leave for an eligible family member for 8-hour uniformed Police Department employees is 80 hours or 10 duty days.

Intermittent FMLA leave for an eligible family member for all non-uniformed employees is 80 hours or 10 work days.

In circumstances where FMLA is sought for the employee's own serious health condition or that of a family member leave may be taken intermittently or on a reduced work schedule, if medically necessary. In addition, when FMLA is used for the birth or adoption of a child, FMLA may be taken intermittently or on a reduced work schedule. However, this may only be done with prior approval of the Department Director. If the request is for intermittent or reduced leave status, the City may in its sole discretion temporarily transfer the employee to another job, with equivalent pay and benefits, if another position would better accommodate the reduced schedule of intermittent leave. Furthermore, if the need to use leave is foreseeable and based on pre-planned and pre-scheduled medical treatment, the employee must schedule the treatment in a manner that does not unduly disrupt the City's operations.

#### **FMLA- NOTIFICATION**

Employees are required to provide their Director and the Human Resources Department with 30 days' written notice of the need for FMLA when the need is foreseeable or predictable. The City will provide appropriate forms on which to make known the need to be absent. However, if emergency circumstances prevent 30 days' written notification, you must notify your Director and the Human Resources Department as soon as possible. The Director may waive the 30-day requirement, on a case-by-case basis depending on staffing needs at that time.

#### **FMLA- LEAVE PROVISIONS FOR SPOUSES BOTH WORKING FOR THE CITY**

In the event a husband and wife both work for the City, the maximum combined leave for both spouses is 12 weeks if FMLA leave is taken for the adoption or birth of a healthy child or to take care of a sick parent. In such circumstances said leave should be granted to only one parent at a time.

If FMLA is taken to care for an ill child, spouse, or the employee's own serious illness, then each spouse is entitled to 12 total weeks of leave.

#### **FMLA- JOB RESTORATION**

Employees granted FMLA will be returned to the same position held prior to the leave or one that is equivalent in pay, benefits, and other terms and conditions of employment. However, certain highly-compensated, salaried employees, although eligible for FMLA, are not guaranteed restoration to their positions if they choose to take leave. Such employees will be informed of this status when they request leave. If the City deems it necessary to deny job restoration for such employees while they are on FMLA, the City will inform the employee of its intention and will offer the employee the opportunity to return to work immediately.

#### **FMLA- EMPLOYEE BENEFITS**

During an employee's FMLA absence, his/her health care benefits will continue; both the City and the employee will be required to pay the customary portions of the monthly health premium. The employee's failure to pay his/her share of the premium may result in loss of coverage. The Human Resources Department will advise the employee of the payment due dates. If the employee's payment is more than 30 days overdue, the health care coverage will be dropped by the City. Prior to dropping an employee from coverage for non-payment, the Human Resources Department will provide the employee with at least 15 days written notice before the date coverage is to cease.

If the employee unequivocally informs the City that he/she does not intend to work at the end of the leave period, the City's obligation to provide health benefits ends. If the employee chooses not to return to work for reasons other than a continued serious health condition which would otherwise entitle the employee to FMLA or other circumstances beyond the employee's control, the employee is required to reimburse the City the amount which it contributed toward the employee's health coverage during the leave period.

For purposes of this section, an employee who returns to work from FMLA for at least 30 days is deemed to have returned to work. In addition, an employee who transfers directly from FMLA leave to retirement or who retires within the first 30 days after returning from FMLA is deemed to have returned to work.

Employees who fail to return to work on the first day following the end of the FMLA will be deemed to have terminated their employment with the City, unless the employee otherwise notifies their supervisor prior to the end of their FMLA.

#### **FMLA- CERTIFICATION**

Medical certification, by a qualified health care provider, of the need for FMLA for medical reasons is required. A certification form may be obtained from the Human Resources Department. This form should be filled out and returned to the Human Resources Department. When the leave is foreseeable and at least 30 days' notice has been provided, the employee must provide the certification before the leave begins. When prior notice of the leave is not possible, the employee must provide the requested certification within 15 calendar days of the employee's departure, unless it is not practicable under the circumstances to do so, despite the employee's diligent good faith efforts. Employees who do not provide certification within these 15 calendar days must provide a reasonable explanation for the delay along with the certification.

Qualified health care providers include but are not limited to: doctors of medicine or osteopathy; podiatrists; dentists; clinical psychologists; optometrists; chiropractors; nurse practitioners and nurse-midwives authorized to practice under state law and performing within the practice under state law. Qualified health care providers also include Christian Science practitioners listed with the First Church of Christ, Scientist, of Boston, Massachusetts.

Once the completed medical certification has been received by the Human Resources Department, it is the responsibility of the Director of Human Resources to review the certification and approve or deny the leave as FMLA. Once the decision is made regarding FMLA certification, the Director and the employee will be notified.

#### **FMLA- RELEASE TO RETURN TO WORK**

A medical release is required for all City employees who return to work from FMLA which is taken for the employee's own serious health condition. Such release shall be provided to the Director prior to returning to work.

#### **FMLA- DISPUTE RESOLUTION**

If a disagreement occurs over the medical opinion provided by the employee's physician, the City may require a second medical opinion from a qualified health care provider chosen by the City. The City will pay for a second or, if necessary, a third medical opinion. In the event a third opinion is deemed necessary, the City and the employee will jointly select the third qualified health care provider. The third opinion will be considered final.

#### **6.14 MEDICAL LEAVE OF ABSENCE**

The City recognizes that an employee may, because of medical reasons, be absent from their regular duties for a period in excess of the time periods covered by the leave allowance policy and FMLA. A request for medical leave must be completed in order to be eligible. The City, therefore, has developed the following policy to govern all requests for extended medical leave of absences.

The employee must notify the supervisor as soon as it becomes evident that time provided by the City's sick leave policy and FMLA will not be adequate for the employee's proper treatment or recovery time. This condition must be confirmed by presenting a letter to the supervisor from the diagnosing physician as soon



as possible, and said letter must contain information on the nature of the condition and anticipated dates of the leave of absence.

The City may request that any employee, whether or not specifically requesting a medical leave of absence, be examined by a physician chosen and paid for by the City before granting a medical leave of absence. This is in order to determine whether and when the employee's condition requires they cease active job duties. The opinion of the City's chosen physician, if any, shall in all cases be deemed determinative of the employee's ability or inability to continue to work for the duration of the leave of absence. If necessary, the City may require the opinion of a third healthcare provider. The Director, in conjunction with the Director of Human Resources, will determine whether such leave will be possible, contingent upon staffing levels, workloads, etc.

If necessary, the Director and Director of Human Resources may request the convening of an Extended Leave Committee. The Chairman of the Committee will be a City Council member, selected by the Mayor through random method. Additional Extended Leave committee members will consist of the employee's Director, the Director of Human Resources, and additional members will be two Directors from other City departments. The Extended Leave Committee will either approve or disapprove an extended leave of absence. Medical verification will be required prior to approval of any extended leave.

Re-employment upon return from Leave- It is the desire of the City to reinstate to their former position, or a position of like pay, any employee who desires to return to work after an authorized medical leave of absence. However, the City, at its own sole discretion and based upon its own determination of business necessity, may at any time, hire a replacement to fill the position of an employee who is on an extended medical leave of absence.

#### **6.15 EMPLOYEE HEALTH BENEFITS**

The City offers a group health plan for all its regular full-time employees and elected officials. Detailed information on the policy and coverage is given to employees at the time of hire. Additional information may be obtained from the Human Resources Department.

#### **6.16 WORKERS' COMPENSATION**

All City employees and elected officials are covered by the Arkansas State Workers' Compensation laws. Any employee injured on the job must notify their supervisor immediately, or as soon as possible, for initiating proper incident reports. All incident reports must be filed with Human Resources within one work day of the incident, unless the employee is incapacitated. The Director and the Human Resources Department are to be notified immediately of any such incident.

All compensation under this plan shall be in accordance with applicable laws and policies. Employees shall receive their regular rate of pay during the period(s) of a worker's compensation claim on the condition that they relinquish the worker's compensation pay to the City's Finance Department as received by an employee through the City's Workers Compensation plan. All appropriate claims for benefits must be processed through the Human Resources Department. It is the employee's responsibility to ensure the Human Resources Department has the original copy of the initial notifications, doctor evaluations, excuses from duty, and written return-to-duty.

## **6.17 RETIREMENT SYSTEM**

### **APERS- Non-Uniformed Employees**

All regular full-time, non-uniformed employees shall participate in the Arkansas Public Employees Retirement System (APERS). Regular part-time and seasonal employees may qualify if they meet certain criteria, to be determined by the Human Resources Department. The City will contribute at the rate determined by APERS.

### **LOPFI- Uniformed Employees**

All uniformed employees are covered by state statute, under the Arkansas Local Police and Fire Retirement System (LOPFI). The City will contribute at the rate determined by LOPFI.

Employees who plan to retire must notify their respective retirement system, either APERS or LOPFI. The City cannot process actual retirement paperwork. This is accomplished through meeting with a retirement counselor at either APERS or LOPFI.

For additional information regarding APERS, call 1.800.682.7377 or visit their website at [www.apers.org](http://www.apers.org).

For additional information regarding LOPFI call 1.866.859.1745 or visit their website at [www.lopfi-prb.com](http://www.lopfi-prb.com).

## SECTION 7 STANDARDS OF CONDUCT

### **7.1 COMMUNICATION WITH THE PUBLIC**

Employees of the City shall at all times be civil, orderly, and courteous in their conduct and demeanor towards the public. Each employee should treat members of the public with respect and efficiently provide responses to their inquiries or requests. This attitude or approach to public service cannot be overemphasized.

When an employee is uncertain of the correct response to an inquiry or request from the public, he/she should refer the inquiry to the individual or department that can provide the most satisfactory response to the inquiry. It is better to admit lack of knowledge than to provide erroneous information. If an employee is contacted by a member of the media, the employee should realize that it is not their responsibility to communicate with the media. The employee may advise the media that they will have their supervisor contact them as soon as they become available.

### **7.2 UNIFORMS AND PERSONAL APPEARANCE**

As authorized by the Director, uniforms or uniform allowance will be provided to employees of certain departments. Employees who are provided uniforms or uniform allowance shall wear such uniforms at all times while on duty. Uniforms shall be kept neat and presentable as working conditions permit. Employees who are not required to wear uniforms should dress in appropriate professional departmental attire. If an employee is unsure what constitutes appropriate attire, then the employee should check with the employee's supervisor. Each Director may establish a dress code in order to suit the needs of that department.

### **7.3 PROFESSIONALISM**

This Manual sets out basic principles and standards of conduct to guide all elected officials, appointed officials, employees, and volunteers who represent the City in any capacity. The manual is to promote public confidence in the integrity of City government and effective and fair operation. This manual is a means to employ independent, objective judgment in the performance of municipal duties. Municipal matters are to be based on merit, and free from avoidable conflicts whether real or apparent. This Section addresses standards for ethical behavior by municipal representatives. As with any policy, it is not possible to provide guidance for all improper business practices. If a situation arises which is ambiguous or is not specifically addressed by this manual, employees and elected officials should avoid the conflict of interest or compromising action. If an employee or elected official has questions or concerns, he/she may contact the Director of Human Resources, a Director and/or Mayor.

### **7.4 CONFLICTS OF INTEREST**

Municipal representatives must avoid conflicts of interest involving the City of its business. A conflict of interest occurs when an individual's private interest interferes in any way, or even appears to interfere, with the interests of the City as a whole. A conflict situation can arise when a municipal representative takes action or has interests that may make it difficult to perform his/her work for the City objectively and effectively. Conflicts of interest also arise when a municipal representative or their relatives receive improper personal benefits with the City.

In accordance with state laws, employees will disclose financial interests and they will abstain from participating in deliberations and decision making where conflicts may exist. In the event that a municipal representative considers that a personal association may cause or appear to cause a potential conflict of interest, he/she may declare such in writing and request the declaration is kept on file. Municipal representatives will perform their duties without regard for personal benefit.

A municipal representative is prohibited from engaging in a financial transaction for his/her private business purposes as it relates to City business. Furthermore, a municipal representative will not perform an official act to the economic benefit of a business or other undertaking in which he/she either has an interest or is engaged as counsel, consultant, representative or agent.

## **7.5 GUIDELINES FOR APPROPRIATE CONDUCT**

The City expects its employees to accept certain responsibilities, adhere to acceptable principles in matters of personal conduct, and exhibit a high degree of personal integrity and professionalism at all times. This not only involves a sincere respect for the beliefs, rights and feelings of others, but also demands that while at work and in their personal lives employees refrain from behavior that might be harmful to other employees, co-workers, citizens, and/or the City. Whether an employee is on-duty or off-duty, his/her conduct reflects on the City. Types of behavior and conduct the City considers inappropriate include but are not limited to:

- Participating in civil disobedience including disobeying the law and/or law enforcement
- Falsifying employment or other City documents or documents relied upon by the City
- Making intentional false reports of discrimination or harassment or other false statements regarding employees
- Retaliating against an employee who makes a good faith complaint
- Fraudulent reporting of travel expenses
- Being convicted of, or pleading guilty or no contest to a serious criminal offense
- Assigning work that clearly violate the City's safety policy or is illegal
- Insubordination and/or being flagrantly rude
- Disregarding safety standards
- Violating any City discrimination and/or harassment policy
- Soliciting or accepting gratuities from citizens
- Excessive absenteeism or tardiness
- Reporting to work intoxicated/under the influence of non-prescribed drugs
- Agitating or creating dissension in the department or attempting in any manner whatsoever to create dissatisfaction with any member or ill feelings against any member(s) of the department
- City Council members other elected City officials, Directors, or Civil Service Commission
- Public criticism of an official action of a member(s) of the department, City Council members other elected City officials, Directors, and/or Civil Service Commission
- Buying or using alcoholic beverage while on City property or time
- Failing to produce a valid prescription when testing positive for prescription drug use
- Refusal or failing to take a required drug test within the specified amount of time
- Failing to notify the supervisor of any medication that may inhibit the ability to work
- Fighting or using obscene, abusive or threatening language or gestures
- Theft of property from co-workers, citizens, or the City
- Excessive, unnecessary, or unauthorized use of City property
- Unauthorized possession of firearms on City premises or while on City business
- Excessive personal phone calls/text messaging while on City time
- Neglect or carelessness resulting in damage to City property or equipment
- No call/No show for assigned work
- Being dishonest untruthful
- Any action that is perceived by the Director as illegal, unethical, and/or immoral.

Should an employee's performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory and in violation of any of the above-referenced items or other City policies, rules, or regulations, an employee will be subject to disciplinary action, including termination.

#### **7.6 OUTSIDE COMPENSATION**

No reward, gift, or other form of compensation in addition to regular compensation shall be received from any source by employees of the City for the performance of their duties as employees of the City. If a reward, gift, or other form of compensation is made available to any employee, it shall be credited to a designated employee fund or shared with the entire department with approval of the Director.

#### **7.7 DRUG-FREE WORKPLACE**

It is the policy of the City to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988 and its amendments. The use of controlled substances is inconsistent with the conduct expected of employees, subjects all employees and visitors to City facilities to unacceptable safety risks, and undermines the City's ability to operate effectively and efficiently. Therefore, the unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance in the workplace, while engaged in City business, or on City premises is strictly prohibited. Such conduct is also prohibited during non-working hours to the extent that, in the opinion of the City, it impairs an employee's ability to perform on the job or threatens the reputation and integrity of the City. Employees who violate any aspect of this policy may be subject to disciplinary action up to and including termination, as allowed by federal, state, and local law. At its discretion, the City may require employees who violate this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment.

#### **7.8 USE OF NARCOTICS, ALCOHOL, AND TOBACCO**

Employees of the City shall not use habit-forming drugs, narcotics, or controlled substances unless such drugs are properly prescribed by a physician. The consumption of alcohol or other intoxicants is prohibited while an employee is on duty. Employees are not to consume intoxicants while off duty to such a degree that it interferes with or impairs the performance of their duties on their next work day. Employees involved in any unauthorized use, possession, transfer, sale, manufacture, distribution, purchase, or presence of drugs, alcohol, or drug paraphernalia on or within City property or while on duty, or reporting to work with detectable levels of illegal drugs or alcohol will be subject to disciplinary action including termination. Each Department Director or Supervisor may establish smoking rules or guidelines for his/her departmental employees, as long as the rules or guidelines do not conflict with Arkansas State Law. The City prohibits the use of smokeless tobacco, e-cigs and vapor devices within City buildings.

#### **7.9 PRE-EMPLOYMENT DRUG TESTING**

Upon successful completion of the above requirements and after the decision has been made to hire, an offer of employment will be extended to the applicant conditioned upon the candidate successfully passing a pre-employment drug screen and physical examination. The Human Resources Department is responsible for arranging all such exams.

The applicant will be provided with a time and date of the exams along with directions to the collection site and the physical examination site. He/she must report to the collection site with a valid photo proof of identification within the time designated. Candidates failing to specifically follow the collection procedures or found to have altered a specimen in any way, will no longer be eligible for employment.

Employees receiving a recommendation for promotion or transfer to a position with heavier physical requirements, safety sensitive job duties, security sensitive job duties, driving requirements, will receive an offer of transfer or promotion conditioned on the City medical provider's determination that the employee can perform all the essential functions of the position with or without reasonable accommodation.

A safety sensitive position is one in which a momentary lapse of attention may result in grave and immediate danger to the public. The following positions are considered safety sensitive:

- Law enforcement officers who carry firearms or have detention responsibilities.
- Motor vehicle operators who carry passengers or transport other City employees, where the operation of a motor vehicle is not incidental to the employee's occupation.
- Fire department employees who directly participate in firefighting activities.
- Medical personnel with direct patient care responsibilities, including, but not limited to, physicians, nurses, physician's assistants, medical assistants, paramedics, emergency medical technicians and trainees.
- Mechanics, welders, and sheet metal workers who work on vehicles designed to carry passengers.
- Lifeguards, emergency service dispatchers, and rescue workers.
- Operators of heavy equipment, including front-end loaders, trucks, and riding lawn mowers, or other similar equipment, where the equipment is used around individuals, alongside the public rights of way, or on public roads.
- Crew leaders, linemen, apprentice linemen, ground assistants, meter men, Hydro plant maintenance operators and workers, street light technicians, tree trimmers, excavators, distribution designers, and any job classification that may involve working with high voltage electricity.

A security sensitive position includes any police officer, jailer, police dispatcher and police department employee, including clerical workers, having access to information concerning ongoing criminal investigations and criminal cases, which information could, if revealed, compromise, hinder or prejudice the investigation or prosecution of the case. The City also considers law enforcement officers as holding security sensitive positions by reason of their duty to enforce the laws pertaining to the use of illegal substances. Officers who themselves use such substances may be unsympathetic to the enforcement of the law and subject to blackmail and bribery.

Passing the pre-employment or pre-transfer/promotion drug screen and physical examination is a part of the employment process. If the candidate does not successfully pass either of these examinations, the offer of employment, transfer, or promotion is revoked.

Candidates for non-safety sensitive and non-security sensitive positions who are authorized to use medical marijuana under the Arkansas Medical Marijuana Amendment are not subject to revocation of an offer of employment, transfer, or promotion solely because of a positive test for marijuana.

Directors shall not permit a candidate for hire or promotion/transfer to begin work in the position before receiving a copy of the letter of hire from the Human Resources Department.

Employee drug screen and physical examination results are kept confidential. This information will be maintained in the employee's separate confidential medical file in the Human Resources Department. The results of post-offer transfer/promotion drug screen or physical examination may be discussed with the Director on a "need to know" basis.

### **7.10 POST-INCIDENT DRUG TESTING**

Employees may have to participate in drug screening for the presence of illegal drugs, controlled substances, and/or unlawful use of alcohol and/or stimulants under post-incident circumstances such as, but not limited to, the following:

- Any employee performing safety sensitive functions at the time of an incident resulting in death, irrespective of fault
- Any employee involved in an on-duty vehicular incident for which they receive a citation
- Any employee involved in an on-duty vehicular incident where there is damage to public or private property
- Any employee who seeks medical treatment beyond first aid as a result of an accident/incident.

Some exclusions to post-incident drug testing include, but are not limited to, the following:

- Employee(s) exposed to airborne or blood-borne pathogens through the course of performing their job duties, i.e., treatment of or contact with an open wound, needle-stick, spit, etc.
- Employee(s) stung/bitten by an insect, animal, snake, and/or person
- Employee(s) who, while operating City vehicle/equipment, collide with an animal or other such unexpected or unanticipated object(s)/item(s).

The City may require a post-accident drug test of all employees near the scene following an on the job accident or incident. If an accident or incident occurs and it is determined that the employee is at-fault, the employee must submit to a drug test. Employees may be suspended with/without pay until a full evaluation has taken place and an appropriate course of action is determined. The use of drugs or alcohol during working hours is strictly prohibited.

### **7.11 REASONABLE SUSPICION**

This test is required when a trained supervisor/employer has reasonable suspicion to believe the employee has used alcohol and/or controlled substances.

### **7.12 RANDOM**

This unannounced testing is based on a random selection of employees. The selection must be made by a scientifically valid method and all employees covered by this rule must have an equal chance of being tested. The names of employees who are selected for testing must be kept confidential until such time the Director and/or supervisor notifies the employee to take the test. Once the employee is notified, he/she must immediately proceed to the testing facility and undergo testing. Every employee's name selected for testing must be returned to the selection pool so that all employees have an equal chance of being selected at any time. An employee who is selected and refuses to submit to a test may be terminated.

### **7.13 DRUG ABUSE**

The use, sale, or personal possession (e.g., on the person or in a desk, or vehicle) of illegal drugs while on the job, including rest and meal periods, or on City property is a terminable offense and may result in criminal prosecution. Any illegal drugs found will be turned over to the appropriate law enforcement agency.

#### **7.14 ALCOHOL ABUSE**

The use or personal possession (e.g., on the person, in a desk, or in a vehicle) of alcohol during work time or on City property is a terminable offense. For all employees, alcohol consumption is prohibited during the workday, including rest and meal periods.

Any City employee who violates this substance abuse policy or who is arrested and/or convicted of an alcohol or drug violation will be subject to disciplinary action including termination.

#### **7.15 POLITICAL ACTIVITY**

No employee may seek or hold an elected or appointed position in the City which would constitute a direct conflict of interest. A direct conflict of interest is that which would interfere with regular work duties or is prohibited by law. An employee will not be allowed to actively campaign for any candidate during work hours (Hatch Act, USC Title 5, § 15). No Civil Service employee shall be connected with any political campaign or political management except to cast their vote and to express their personal opinion privately (Hatch Act, USC Title 5, §15).

#### **7.16 VOTING**

City employees are encouraged to exercise their legal right to vote and, if necessary and requested in advance, reasonable time will be granted for this purpose.



## **SECTION 8 ABSENTEEISM AND TARDINESS**

### **8.1 PURPOSE**

It is the policy of the City to establish sick leave guidelines that will prevent employees from suffering loss of pay when they are unable to work due to an injury or illness but in keeping with the mission and goals of each department allows provisions for the effective and efficient delivery of exceptional public services to its citizens.

Regular attendance by all employees is essential to effective business operations and the City expects all of its employees to report to work on time and on a regular basis. Unnecessary absences and tardiness are expensive, disruptive, and place an unnecessary burden on fellow employees, supervisors, City government as a whole, and the citizens receiving City services. Should an employee be unable to report to work on time because of illness or personal emergency, he/she should give proper notice to his/her supervisor.

Sick leave may be taken when an illness or injury renders the employee unfit for work or an illness is of a nature that the employee's presence would expose other members in the work place to a communicable disease.

Employees may use sick leave for necessary dental, medical, optical, and psychological appointments that cannot reasonably be scheduled during non-working hours of the employee. An employee shall notify their supervisor in writing or by email of the date and time of the appointment no less than five days in advance, except in cases of emergency. The scheduling of such time off shall be subject to reasonable needs of the department.

An employee may credit sick leave to personal health care appointments, illness, and injury. However, an employee absent from work for more than one work day must bring a signed statement from their physician to their supervisor to verify the cause for absence. A copy of the physician's statement must be attached to the employee's payroll time sheet in the appropriate pay period. The physician's statement must include the date of appointment(s) and when the employee may return to work full duty. If there are any limitations, the Director will determine if light/modified duty can be accommodated.

Employees who are unable to report for duty due to illness must contact their supervisor at least one hour prior to the beginning of his/her assigned work time.

If the employee has taken more than three consecutive days of sick leave due to a serious health condition, the employee shall refer and adhere to the City Policy Manual- FMLA. It is the employee and their supervisor's responsibility to ensure the employee follows the guidelines stated therein.

Any employee who becomes ill, requiring the need to leave work must immediately notify their immediate supervisor, or if unavailable, the next person in their chain of command to obtain approval or disapproval for sick leave. When sick leave is denied, the employee's supervisor, as soon as practical, will contact the employee and explain the reason for denial.

### **8.2 ABUSE OF SICK LEAVE**

When a pattern develops concerning an employee's sick leave use to indicate abuse, the Director may require the employee to submit to a job-related fitness for duty evaluation by the City's healthcare professional in order to determine whether or not the employee is able to perform the essential functions of his/her position. The essential functions of the job include the ability to maintain a record of regular and

predictable attendance and punctuality, and if required by the position, the ability to answer calls at any time of the day or night and/or to work overtime.

The City may require the employee to obtain a healthcare professional's statement on a form meeting the City's requirements for each subsequent absence for which sick leave is claimed for a period of 90 working days after being notified that a pattern of sick leave abuse has been established. The employee is expected to assist in the above regard by providing any necessary releases to authorize the medical provider to provide the employee's medical information to the Director and/or the Human Resources Department.

### **8.3 SICK LEAVE BENEFIT**

Sick leave granted to employees is considered a benefit intended to prevent employees from suffering loss of pay when they are temporarily unable to work due to an illness or injury. Sick leave is not time off due employees but a benefit granted employees who are temporarily incapacitated and unable to perform the essential functions of their position or assignments. While receiving sick leave benefits from the City, employees shall adhere to the following:

- During administrative business hours, remain accessible by telephone and be available at home or within one hour of driving time to the department, unless permission is granted in advance by the supervisor or Director;

Employees will not engage in activities that prolong injuries or illness.

### **8.4 FICTITIOUS ILLNESS OR INJURY**

No employee shall fake an illness or injury, falsely report themselves ill or injured or otherwise deceive any supervisor or their designated representative. Any employee who violates this section may be disciplined including termination.

Excessive absences or tardiness, unexcused absences and tardiness, falsification of reasons for any absence or tardiness, absences/tardiness which form unacceptable patterns (i.e., regularly reporting late on Monday mornings or calling in absent on Fridays), or failing to provide proper medical documentation to support absences/tardiness may result in disciplinary action including termination. "Proper notice" is defined by the City as notice in advance of the time an employee should report for work or no later than one hour thereafter if more advanced notice is not possible.

## **8.5 PATTERNS OF SICK LEAVE ABUSE**

The ability to maintain a regular and predictable record of attendance and punctuality is an essential function of every position within the City. Employees are expected to be available for work during all hours they are scheduled to work unless a legitimate medical condition incapacitates them or a legitimate emergency occurs beyond their control. Establishing a pattern of regularity of failing to be at work on time, with or without medical verification, may result in disciplinary action including termination. Examples of incidents or patterns of sick leave abuse may include, but are not limited to, the following:

- Calling in sick or leaving work in excess of seven non-consecutive instances during a 12 month period without medical provider certification of incapacity for all hours absent
- Calling in sick frequently before or after regular scheduled days off
- Calling in sick frequently on the days preceding and following holidays
- Calling in sick on days when workloads are known to be heavy, work is undesirable, interpersonal or other conflicts exist, or other conditions that may indicate to the Supervisor or Department Director that an instance or undesirable pattern of sick leave use has occurred, that may indicate the employee is fraudulently claiming sickness to avoid work
- Calling in sick after previously indicating a desire to take off work when no other paid leave is available or approved
- Remaining absent from work when the employee's or City's health provider certified the employee is able to return to work and can perform the essential functions of the employee's regular position, or the equivalent, which includes maintaining records of regular predictable attendance
- Calling in sick when the employee's work is caught up so as to be unavailable for other work or assignments
- Coming in late or leaving early frequently claiming sickness
- Taking off a full shift for a doctor's appointment when not incapacitated or required by medical necessity to remain absent the entire shift
- Any other absence using sick leave controllable by the employee which the employee's supervisor can document as negatively affecting the performance of the employee or the department
- Using sick leave and engaging in activities not consistent with the recovery or care for the claimed illness or injury.

Exceptions include absences or instances of tardiness that have been certified as FMLA shall not be counted in the number of sick leave absences for the purpose of calculating sick leave abuse. Supervisors and Directors are required to monitor employee attendance and are responsible for instituting corrective action to address abuses of sick leave benefits or violations of the City's attendance policies.

## **8.6 SICK LEAVE/OFF-DUTY EMPLOYMENT**

Employees will not work any off-duty employment for a period of 24 hours following the end of the shift for which the employee reported sick.

Employees will not work off duty while on sick leave. Employees are also not allowed to work off duty on a scheduled day off when sick leave was taken in conjunction and/or prior to their scheduled day off.

In the event an employee becomes ill or is injured while working outside employment prior to reporting for City duty, a request for sick leave may be approved if the employee informs the supervisor of the circumstances at the time of the sick leave. The employee may provide a detailed written explanation of the circumstances to the supervisor upon returning to duty.

If any part of this Section is violated, disciplinary action may be taken including termination.

## **SECTION 9 USE OF CITY ASSETS AND RESOURCES**

### **9.1 TELEPHONES**

Telephones are to be used to conduct City business; long distance calls of a personal nature are prohibited unless prior approval is received in writing from the Director. Although occasional, limited personal telephone calls/text messages are permitted, they should be kept to a minimum in time and frequency and should not interfere with work performance of the employee or his/her colleagues.

Discretion should be used in discussing confidential information using cell communication. Employees are responsible for taking reasonable precautions to prevent theft and/or vandalism of City cell equipment.

The City reserves the right to monitor the billing and use of all City issued cell phones and has the authority to withhold any improper/unauthorized charges from the employee's wages for reimbursement purposes.

Any employee who violates the conditions of these policies relating to cell phone usage is subject to having the use of their City issued cell phone terminated.

### **9.2 COMPUTERS AND OTHER TECHNOLOGICAL RESOURCES**

To help maximize employee efficiency in carrying out respective job duties, the City provides various information and technology resources such as e-mail, computers, software/computer applications, networks, the Internet, facsimile machines, cell phones, and other wireless communication devices and voicemail systems. Please remember that these tools are City property and must be used in a manner that reflects positively on the City and all who work here. Personal use of these resources should not interfere with your work performance, or the work performance of your colleagues. Employees will be held accountable for all usage of City equipment and shall keep their keywords and passwords confidential to protect their assigned equipment and data from misuse. Employees shall not access or copy software of data belonging to others or to the City. Reading another employee's file is prohibited unless authorized by the Director. Employees shall not transport software or data provided by the City to another computer site without prior authorization from the department responsible for the data.

The City will also not allow personal or vendor laptops or computers on the City network without approval from the I.T. Director. City workstations have antivirus programs loaded on them and are centrally controlled. Personal equipment such as laptops and PC's that have been brought from home will not be permitted on our network without being scanned for viruses by the IT department beforehand.

The City will not tolerate inappropriate or illegal use of these assets and reserves the right to take appropriate disciplinary actions including termination. Such inappropriate use of these resources can include, but is not limited to, the following:

- Hacking
- Pirating software or audio/video files
- Soliciting
- Distributing literature for outside entities
- Sending inappropriate e-mails
- Accessing, viewing or downloading inappropriate Websites, i.e. sites advocating hate, violence sexually explicit material, or promoting illegal activities
- Distributing confidential data to persons that are not entitled to such information
- Storing or placing unlawful information on a computer or the network
- Copying system files without proper authorization

- Copying copyrighted materials without proper authorization
- Use of abusive or otherwise objectionable language in either public or private messages
- Sending messages that are likely to result in the loss of the recipient's work or systems
- Sending jokes, lists, or any other types of use that would disrupt the operation of the networks or otherwise interfere with the work of others
- Decryption of system or user passwords.

Only software which has been purchased or approved by the City may be loaded or used on any of its computers. All software, programs, applications, templates, data, data files stored in, residing on, or developed with City computers, networks, or storage media are property of the City and shall not be removed from the workplace without proper authorization. The City's software and software manuals should not be duplicated or reproduced in any manner which would violate the license agreements which pertain to usage of the software.

Computer equipment, including software, should not be removed from City premises without prior written approval from the Director and/or the Director of IT. The City reserves the right to monitor and inspect, with or without notice, the use of its information and technology resources.

### **9.3 INTERNET ACCESS**

Internet access is provided to employees to conduct City business; employees accessing the Internet are to do so for business related purposes only. The City reserves the right to monitor Internet use to ensure Internet use is for legitimate business purposes and access to the Internet is not abused by any employee.

Downloading files without the express consent of the Department Director is prohibited. Files downloaded from the Internet, or any other outside service, may contain a computer virus and must be scanned by a virus checking software prior to being used on a City computer. Uploading to the Internet is prohibited unless authorized by the Director to avoid interception and unauthorized access to information.

### **9.4 EMAIL AND CONFIDENTIALITY**

The City provides email for business purposes and maintains the ability to access any email transmitted over its system. Employees should not assume such messages are confidential or that access by the City or its designated representative will not occur. Therefore, any personal use of the City's email system must be kept to a minimum.

The email system shall not be used to solicit or further commercial ventures, religious, or political causes, outside organizations, or other non-job related solicitation; to create any unwelcome, offensive, or otherwise disruptive messages including sexual innuendo, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability; or, to send or receive copyrighted materials, trade secrets, propriety or financial information, or similar materials without prior written authorization from the owner of the material.

Employees are not authorized to retrieve or read email messages that are not sent to them.

### **9.5 REMOVAL OF CITY PROPERTY**

No City owned, leased or licensed equipment, or documents may be removed from City premises without prior written approval from the Director.

## **9.6 USE OF PRIVATELY-OWNED ELECTRONIC COMMUNICATIONS EQUIPMENT**

Employees with personal privacy concerns should be aware that there may be consequences to using privately owned electronic communications equipment (including privately owned cell phones) for work related purposes. If an employee uses privately owned equipment for work related purposes, such as work-related text messages or emails, the records of the privately-owned equipment might be subject to public disclosure by the Arkansas Freedom of Information Act. Employees are therefore encouraged to use City owned communications equipment and City owned software (such as email) when communicating for job related purposes.

## **9.7 AUTHORIZED SOCIAL NETWORKING**

The goal of authorized social networking and blogging is to become a part of the municipality conversation and promote web-based sharing of ideas and exchange of information. Authorized social networking and blogging is used to convey to the public information about the City's services, promote and raise awareness of the City, communicate with employees and citizens, to issue or respond to breaking news or events, and discuss City activities and events.

When social networking, blogging, or using other forms of web-based forums, the City must ensure that use of these methods of communication maintains our brand identity, integrity, and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace.

Directors or their authorized representatives are the only employees that are authorized to post City related business on social networking sites. Browsing social media for personal use is prohibited, unless prior approval is obtained from the Director and/or the IT Director.

Blogging or other forms of social media or technology include, but are not limited to: Facebook, Instagram, Pinterest and Twitter, chat rooms, personal blogs or other similar forms of online journals, diaries, or personal newsletters not affiliated with the City.

Unless specifically instructed, employees are not authorized and are restricted to speak on behalf of the City. Employees may not publicly discuss other employees or any work-related matters, whether confidential or not, outside City authorized communications. Employees are expected to protect the privacy of the City and its employees and citizens and are prohibited from disclosing personal employee and non-employee information and any other non-public information to which employees have access.

## **9.8 PERSONAL BLOGS**

The City respects the right of employees to write blogs and use social networking sites on personal time, not during work hours, and does not want to discourage employees from self-publishing and self-expression. Employees are expected to follow the guidelines and policies set forth to provide a clear line between you as the individual and you as the employee.

Bloggers and commenters are personally responsible for their commentary on blogs and social networking sites. Bloggers and commenters can be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any offended party, not just the City.

The City takes no position on an employee's decision to start or maintain a blog or participate in other social networking activities. However, it is the right and duty of the City to protect itself from unauthorized disclosure of information.

Employees cannot use employer owned equipment, including computers, City licensed software or other electronic equipment, nor City facilities or time, to conduct personal blogging or social networking activities.

Employees cannot use blogs or social networking sites to harass, threaten, discriminate, or disparage against employees or anyone associated with or doing business with the City.

If an employee chooses to identify themselves as a City employee, the City encourages the employee to understand that some readers may view the employee as a spokesperson for the City. Because of this possibility, we ask that employees state their views expressed in their blog or social networking area as their own and not those of the City, nor of any person or organization affiliated or doing business with the City. In addition:

- Employees may not post/disclose in any manner City privileged information, including copyrighted information or City issued documents
- Employees may not post on social networking sites or on their personal blog any photos of any incident that they are responding to
- Employees cannot link from a personal blog or social networking site to the City's internal or external website
- If contacted by the media or press about a post that relates to the City, whether or not the employee is the author of the post, employees must speak with their supervisor before responding.

If there are any questions relating to this policy, personal blogs or social networking, ask the Director, or the Director of Human Resources.

## **9.9 RULES AND GUIDELINES**

The following rules and guidelines apply to social networking and blogging when authorized by the employer and on City time. The rules and guidelines apply to all employer related blogs and social networking entries.

Only authorized employees can prepare and modify content for the City's website and/or the social networking entries representing the City. Content must be relevant, add value, and meet at least one of the specified goals or purposes developed by the City. If uncertain about any information, material, or conversation, discuss the content with your supervisor.

All employees must identify themselves as employees of the City when posting comments or responses on the employer's blog or on the social networking site.

Any copyrighted information where written reprint information has not been obtained in advance cannot be posted on the City's website, social media site(s) or blog. Directors are responsible for ensuring all blogging and social networking information complies with the City's written policies. Directors are authorized to remove any content that does not meet the rules and guidelines of this policy or that may be illegal or offensive. Removal of such content will be done without permission of the blogger or advance warning.

The City expects all guest bloggers to abide by all rules and guidelines of this policy. The City reserves the right to remove, without advance notice or permission, all guest bloggers' content considered inaccurate or offensive. The City also reserves the right to take legal action against guests who engage in prohibited or unlawful conduct.

### **9.10 EMPLOYER MONITORING**

Employees are cautioned that they should have no expectation of privacy while using the Internet. Postings can be reviewed by anyone including the City. The City reserves the right to monitor comments or discussions about the City, its employees and citizens, posted on the Internet by anyone, including employees and non-employees. The City uses blog-search tools and software to monitor forums such as blogs and other types of personal journals, diaries, personal and business discussion forums, and social networking sites. The City reserves the right to use content management tools to monitor, review, or block content on City blogs that violate City policy.

### **9.11 REPORTING VIOLATIONS**

The City requests and strongly urges employees to report any violations or possible/perceived violations to their supervisor, Director, or the Director of Human Resources.

### **9.12 DISCIPLINE FOR VIOLATIONS**

The City investigates and responds to all reports of violations of the social networking policy and other policies. Violation of the City's social networking policy will result in disciplinary action including termination. Discipline will be determined based on the nature and factors of any blog or social networking post. The City reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.



## **SECTION 10 TRAVEL POLICY**

### **10.1 RESPONSIBILITY**

The Finance Department will be responsible to insure conformity to the proper procedures as prescribed herein. Normal audit rules will be applied to establish conformity among City departments and employees.

Directors or their assigned representative(s) is/are responsible for dissemination of policies and procedures to all employees within their department. The Director(s) or their assigned representative(s) is/are responsible for verification and approval of all requisitions, travel expense reports, and receipts/requests for reimbursement. Individual employee(s) are responsible for submission of all required information, receipts, and other related documents to the Finance Department. The employee must submit a completed travel expense report to their Director or their assigned representative within five days of their travel return. The Director or their assigned representative is then responsible for submitting said information to the Finance Department within 10 days of the employee's return date.

Any employee(s) traveling on official business is responsible for insuring he/she understands these policies and procedures and complies accordingly. Any unusual circumstances or exceptions must be clarified and pre-approved, in writing, as should any deviations from policy by the Director or the assigned representative.

“Reimburse” or “reimbursement” as it appears anywhere in this Policy requires that detailed documentation must be provided with any submitted final travel expense report before reimbursement will occur.

### **10.2 POLICY**

In order to afford employees maximum flexibility in the accomplishment of their assigned tasks, the City of Jacksonville will pay travel expenses directly related to official business in accordance with amounts authorized herein. Travel expenses for official business may include the cost of out-of-town conferences, professional associations dues or membership fees, intensive training of the “short course” nature on particular relevant topics/issues, and attendance costs for meetings with state and federal authorities on City/department related matters. All travel expenses for employees must be approved by their Director or their assigned representative. Travel expenses for Director(s) must be approved by the Mayor or their designated representative(s).

The Director or their assigned representative must approve all requests for official travel using the request for travel form prior to any employee's departure for said trip. The Director or their assigned representative will evaluate the impact of travel requests against factors, to include but not be limited to, budgetary constraints, the related nature of the traveling employee's proposed activities in relation to the expense(s) to be incurred, and the applicability of said expenses to the overall improvement of services to the citizens before approval/denial is made.

### **10.3 TRANSPORTATION**

An employee may choose to extend travel beyond the time required to conduct their training or City matters. However, time and any relevant expense(s) incurred in excess of the City's intended purpose(s) are the sole responsibility of the employee. Such arrangements must be approved in writing in advance, other than unforeseen emergencies, by the employee's Director or their assigned representative.

Airline ticket payment will be made for actual coach cost incurred, or the following procedure may be utilized for the City to purchase tickets. A purchasing requisition combined with an approved airline

itinerary and confirmation locator number (supplied by the airline for tickets placed on 24-hour hold) must be submitted to the Finance Department as soon as reservations are made.

Mileage reimbursement for use of a private vehicle is allowable only if a City vehicle is not available for use by the employee. An employee must request use of a City vehicle by the Director. If a City vehicle is not available, mileage will be reimbursed on a per mile basis at the current reimbursement rate. Trip distances will be computed (and printed) using a travel website, however, personal vehicle mileage reimbursement cannot exceed the lowest coach airfare available at the time of the travel request (documentation must be provided), nor can food and lodging expense be for more than one additional day of travel time to and/or from the destination location. Any exceptions to such a limitation must have prior written approval from the Director before reimbursement will be eligible.

Reimbursement for use of personal vehicles for travel to and from the airport will be one round trip if utilizing airport parking or two round trips if not utilizing airport parking. Mileage is paid from either the employee's normal place of business or the employee's normal residence, whichever is closer to the departure venue (i.e. airport, train station, etc.). If travel is mandated by the Director on a non-regularly scheduled workday, round trip mileage from the traveler's home of record is authorized.

Taxi fare and similar public transportation is reimbursable for all necessary City business related trips (tips not included).

Rental vehicles for official City travel require prior written approval from the appropriate Director. Written justification for renting vehicles as well as cost estimates for the rental of the vehicle and the required collision insurance must accompany all requests for travel. Actual costs of mid-sized or smaller vehicles rented from nationally recognized car rental agencies are reimbursable.

Fuel for City owned vehicles is reimbursable. Use of City owned vehicles outside City limits requires written justification from the traveling employee's Director. Where practical, employees must use the City's fuel card.

#### **10.4 FOOD AND BEVERAGE**

A per diem system is a daily allowance to pay for meal and incidental expenses while traveling on business. The amount of the expenses reimbursed under a per diem allowance method will be deemed substantiated without receipts, provided the requirements of the below regulations are met:

- The per diem must be at or less than Federal rates
- No receipts are required if a per diem allowance is used, but the payments must meet the other substantiation requirements including time (date), place and business purpose
- An employer's substantiation requirements must, at a minimum, meet the Federal requirements. An employer may have more stringent requirements, such as requiring meal and/or lodging receipts
- Allowance for meal expense(s) will be paid on a daily, partial day, or weekly rate, depending upon departure and return times. Breakfast allowance is not provided for travel with an initial departure time later than 8:00 a.m. Dinner allowance is not allowed for a final arrival time earlier than 6:00 p.m.

Per Diem amount for overnight travel will be determined by the Director of Finance. The amount will be determined using the United States General Service Administration (GSA) website, [www.gsa.gov](http://www.gsa.gov). In cases where a meal(s) is provided by the attended function's sponsors, no allowance will be paid for such meal(s).

The City will not reimburse costs for alcoholic beverages and tips.

### **10.5 LODGING**

The City will pay charges for single room rate, taxes and phone calls made on behalf of the City where it is reasonably expected that a prudent traveler could not return to their residence. Daily lodging in excess of \$120.00, together with applicable and charged taxes requires pre-approval by the Director or their assigned representative.

### **10.6 PARKING**

Expenses incurred for parking are reimbursable with receipt. Any airport parking will be reimbursed at the long-term parking rate.

### **10.7 OTHER MISCELLANEOUS EXPENSES**

Business related miscellaneous expenses (manuals, DVD's, publications, etc.) purchased for and becoming the property of the City may be reimbursed with prior approval by the Director. Unless included in any applicable registration fee(s), leisure activities are not reimbursable. An employee is responsible for any and all expenses incurred by family members/companion(s) who accompany the employee on travel.

### **10.8 REQUEST FOR ADVANCE TRAVEL EXPENSE PROCESSING**

Advance payment may be requested for meals, mileage, taxi, etc. The traveling employee must submit the required purchasing requisition, showing estimated expenses, along with a copy of the pre-registration form for the event attending and a copy of the travel expense report to the Director or their assigned representative. The Director or their assigned representative will evaluate these requests and forward them to the Finance Department at least seven business days prior to the intended travel for issuance of advance travel expense checks. The Finance Department will not make advance travel payments if there are outstanding travel forms or refunds past due from the requesting employee unless approved by the Director of Finance.

### **10.9 SUBMISSION OF ACTUAL REIMBURSABLE EXPENSES**

An employee requesting reimbursement must submit a completed copy of the travel expense report, with all accompanying receipts and request(s) for reimbursements, to the Director or their assigned representative within five business days of the employee's return from travel. After review and approval by the Director, all documents must be forwarded to the Finance Department within 10 business days of the employee's return from travel. The Director will be promptly notified of any discrepancies discovered by the Finance Department. If any money is due the City, the traveling employee will be notified of the specific amount and is to pay the City Clerk's office. Any receipt issued by the City Clerk's office shall first be returned to the Finance Department to attach to the travel expense report, with a copy provided to the employee. After 10 days, any questions or additional action will be completed through the appropriate Director or their assigned representative to the traveling employee. If not resolved after an additional 10 days, the amount of money advanced will be deducted from the traveler's next paycheck. If any money is due the traveler, a requisition must be submitted from Director or their assigned representative to the Finance Department.

Receipts and/or requests for reimbursement must document the expenses and explain the business purpose (who, what, when, where, & why) for the expense(s). No such expenses will be reimbursed without detailed supporting receipts.

### **10.10 AIRLINE TRAVEL**

Employees must obtain the best available airfare by reserving tickets as soon as possible and purchasing a nonrefundable, nontransferable ticket with the City credit card. The best prices can be obtained by purchasing the tickets a minimum of fourteen (14) days prior to any scheduled travel. Such tickets are normally nonrefundable and modifications commonly include fees of \$100.00 or more. Such changes also must be made prior to any schedule departure date and time or the ticket has no value. Airline policies change frequently, therefore, be sure and check with your airline to be fully informed of all applicable policies in effect at the time of travel.

### **10.11 PROCEDURE**

Suggestions for more economical and efficient use of travel websites to determine appropriate times and costs of travel are welcome. As well, all major airlines and several specialty travel companies have sites for comparison. Print at least two itineraries that best fit the travel arrangements; attach the two comparable itineraries to your travel request report, prepare a payment requisition with the Director or their assigned representatives' approval so the Finance Department can pay for the tickets when received.

Deliver the completed payment requisition and all attachments to the Finance Department as soon as possible, and be certain the Finance Department knows the requisition is for travel so they can call the airline and make the necessary reservation(s). The airline will send a ticket/official itinerary (commonly by e-ticket), and the Finance Department will compare the ticket/e-ticket to the requisition documents to verify accuracy and forward the ticket/e-ticket to the traveling employee before the travel date.

All information the Finance Department receives from the traveling employee and the airline shall provide adequate documentation to pay the credit card bill promptly in order to avoid interest charges.

### **10.12 REQUIRED DOCUMENTS FOR REIMBURSEMENT EMERGENCY ONLY**

The Finance Department must have the following documents before it can process any request for travel for airfare:

- Purchase requisition with traveling employee's name
- Brief description of the travel involved
- Travel expense account number
- Copies of the airline itineraries with your preference on top; print at least two (2) itineraries for price comparison.

### **10.13 TRAVEL EXPENSES**

The travel expense report must be used for all travel by City employees and non-employees traveling on City business if reimbursement/payment is expected. Responsibility for correct submission of this form rests with the traveling employee and his/her Director or designated representative. The Director or designated representative must sign the form prior to submission. The travel expense report is located on the public drive for access or any employee may obtain such from his/her Director or their assigned representative. Travel expenses incurred for the City must be accounted, not only for individual and department needs, but also for continued public trust.

All official travel must be requested and submitted on the travel expense report form, whether requesting advance payment or not. Only one travel expense report will be completed for an employee's specific travel package, with all required estimated costs recorded and all required approvals affixed before copies are prepared for the required purchase requisition. This report must be approved by the Director or their assigned representative.

Documentation needed:

- Original Travel Expense Report with all signatures; maintain until your return from travel and then submit with expenses and receipts
- Copy of airfare requisition
- Copy of rental car requisition (if paying rental car separately)
- Copy of lodging requisition (if paying lodging separately)
- Copy of registration requisition (if paying registration separately)
- Copy for personal requisition (personal vehicle mileage, taxi, food, lodging, registration, if not paying separately).

All official travel must be finalized by updating the Travel Expense Report with actual expenses. This form will be submitted with attached receipts to the Director or the designated representative for verification and approval. This form will then be submitted to the Finance Department to complete the travel package required for reimbursement.

RECEIPT OF CITY OF JACKSONVILLE PERSONNEL POLICY MANUAL  
(To be placed in employee's personnel file)

I, \_\_\_\_\_, acknowledge receipt of the City of Jacksonville Personnel Policy Manual.

I understand that this Manual is not a contract.

I understand that reading this Manual constitutes one of my job duties and that I am required to perform my job duties in accordance with the polices contained in this Manual and any additional rules, regulations, policies or procedures which may be imposed by the City of the department in which I work whether or not I read this Manual. I understand that my failure to read this manual, as required, does not excuse me from being covered by or complying with its provision.

I understand that if I have any questions about the provisions contained in this Manual, I should direct them to my supervisor or the Human Resources Department.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
EMPLOYEE NAME PRINTED

\_\_\_\_\_  
DATE SIGNED