

ITEMS FOR COUNCIL DISCUSSION

DATE:

August 16, 2016

TITLE:

WORK SESSION DISCUSSION

DISCUSSION:

Items for discussion at your August 16, 2016 Work Session will include the following:

1. Discuss a proposal to place a question on the November 8, 2016 general election ballot to establish a mayor-council-manager form of city government.
2. Discuss the revised City of Beloit Personnel Handbook as previously authorized by the city council by agreement with Austin-Peters Group, Inc.

Respectfully submitted,

Jay Newton,
City Administrator

MEMORANDUM

TO: Mayor and City Council

FROM: Katie Schroeder, Beloit City Attorney

DATE: August 11, 2016

RE: Proposed Change to Mayor-Council-Manager Form of Government

For quite some time previous councils of the City of Beloit, along with the assistance of John Divine as a consultant to the city, have considered a change, or “update” to our form of government. In January of this year, Leadership Mitchell County began to research and work on getting community feedback on a possible change. LMC received the council’s blessing on formation of a task force to assist in gaining ideas and input from the community. The most recent community forum provided this LMC task force with information and ideas from the public. From that community forum and from individual conversations with each of you, the task force and I have come up with a proposed change to Beloit’s form of government. This proposal comes from the feedback that you, the council members, and the community provided.

Forms of Government

There are three basic forms of city government available to Kansas cities, with several variations of each form. The forms include mayor-council (current Beloit form), the commission, and the manager form. Most cities, using home rule power, have established their own variation. Some have enhanced powers of the mayor, some have city administrators, some have a commission and a manager, some have a mayor, council, and a manager. It is important to note that using home rule power, the duties of the mayor and manager are specified by charter ordinance rather than by state statute.

Mayor-Council Form:

- The mayor council form is the most prevalent type of city government and is the oldest type, but used primarily by third class cities in Kansas. In 2012, out of the 557 Kansas cities using this form of government, 496 were cities of the third class. In 2012, 58 cities of the second class were using this form of government, but that number has decreased over the past few years.

Modified Mayor-Council Form:

- In 2012, two cities had this form of government. It provides the mayor with veto authority, among other things.

Commission Form

- In 2012, 10 cities had this form of government. It was designed to bring a business-like corporate board to city hall.

Manager Plan

- There are three variations of the Manager Plan
 - o Commission Manager:

This makes the City Manager responsible for the administration of all affairs of the city and gives the manager the power to appoint and remove all heads of departments and other employees. The city commission chooses a chairman who has the title of mayor. The city commission is a policymaking and legislative body. In 2012, there were 36 cities operating under this form of government. That number has increased since 2012.
 - o Mayor-Council-Manager:

The powers of the manager are nearly identical to those in the commission-manager form. The mayor may still appoint the city attorney, city clerk, and municipal judge. The mayor is elected by the citizens, rather than appointed by the council. The council is a policymaking and legislative body. There were 19 cities operating under this form in 2012. That number has increased since 2012.
 - o Council-Manager:

No cities operated under this plan in 2012.

There has been a shift in second class cities over the past few years. Many have moved to either the Commission Manager or Mayor-Council-Manager form of government. I encourage you to look at the following cities and how they operate their manager form of government: Belleville, Paola, Eudora, Abilene, and Tonganoxie. Information is available on their websites and cities such as Belleville and Eudora have their city code online using the same City Code service that Beloit uses.

Proposal

The proposal set before you, a resolution calling for a special question election, is for the city to change to the Mayor-Council-Manager form of government. The mayor would be elected at large. There would be five council seats, all elected at large. If that question is approved by the electors of Beloit, the council would by charter ordinance set the terms for the mayor and the council members. The proposal will likely be a two year term for the mayor and elect three council members at each election. The top two vote-getters would have four year terms and the third vote-getter would serve a two year term. This method of election among councils with five members is quite common in Kansas. Again, this would be done by charter ordinance.

Also set by charter ordinance would be the duties of the city manager. The city manager would make all administrative and personnel decisions regarding implementation of council policy. The role of the manager is to provide professional knowledge of all areas of municipal government and advice to the council. The city manager would have the authority to remove all department head and officers. He/She is to make recommendations to the governing body in all matters concerning the welfare of the city. He/She has a seat, but no vote, in all public meetings of the governing body.

Procedure

By statute, to change to a mayor-council-manager form of government, a special question must be submitted to the electors of the city. This must be submitted 60 days prior to the next election. A special election can be held at another time, but this becomes costly for the city. The best time to proceed with a special question is at the next general election which is November 8, 2016.

A proposed Resolution has been presented. If the council desires to move forward, the Resolution would need to be approved at the September 6, 2016 meeting. The question in the proposed Resolution reads as follows:

Shall the following be adopted?

Shall the City of Beloit, Kansas adopt the mayor-council-manager form of government with a mayor elected at large, five council members elected at large, and a city manager appointed by the council, and become a city operating under such form of government?

- YES
- NO

I have also proposed the following additional information be printed with the Notice of Special Question Election:

The City of Beloit currently has a mayor-council form of government with a mayor elected at large and eight council members – two from each of the City's four wards. The City of Beloit currently has a City Administrator, appointed by the council, with duties specified by ordinance. Passage of this ballot proposition would change the form of government to a mayor-council-manager form of government. The mayor would be elected at large. There would be five council members, all elected at large. A City Manager would be appointed by the council and would make all administrative and personnel decisions, implement council policy, and perform other duties as specified by ordinance.

If the question is approved by a majority of the electors of Beloit, I would then prepare Charter Ordinances to be adopted which would specify the terms of the mayor and council members, the transition from the current form to the new form, and the specific duties of the City Manager.

I am always available for questions. Please feel free to contact me at any time.

Katie J. Schroeder
Beloit City Attorney
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(Published in the *The Beloit Call* on September 9, 2016)

RESOLUTION NO. 2016-__

A RESOLUTION AUTHORIZING AND PROVIDING FOR THE CALLING OF A SPECIAL QUESTION ELECTION IN THE CITY OF BELOIT, KANSAS, FOR THE PURPOSE OF SUBMITTING TO THE QUALIFIED ELECTORS OF THE CITY THE PROPOSITION OF ABANDONING THE MAYOR-COUNCIL FORM OF GOVERNMENT AND CHANGING TO THE MAYOR-COUNCIL-MANAGER FORM OF GOVERNMENT WITH A MAYOR ELECTED AT LARGE AND FIVE COUNCIL MEMBERS ELECTED AT LARGE.

WHEREAS, K.S.A. 12-1039 authorizes any city to adopt the mayor-council-manager form of government whereby the proposition to adopt such form of government must first be submitted to a vote of the qualified electors of the city at any primary or general election; and

WHEREAS, after much discussion and public input, the Governing Body has determined that the electors of Beloit should determine whether a change in the form of government is necessary and has proposed a possible change to the mayor-council-manager form of government, a mayor elected at large, and five council members elected at large; and

WHEREAS, the mayor-council-manager form of government, with a mayor elected at large and five council members elected at large, if approved by the electors, shall be implemented by charter ordinance which shall specify the terms of transitioning out of the mayor-council form of government; and

WHEREAS, if a majority of the votes cast shall be in favor of adopting the mayor-council-manager form of government, then at the next regular city election the governing body of the city shall be so elected.

THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF BELOIT, KANSAS:

Section 1. It is hereby authorized, ordered and directed that, pursuant to K.S.A. 12-1039, a special question election shall be held and is hereby called by the Governing Body of the City in the manner as prescribed by law, to be held in conjunction with the general election on November 8, 2016, at which time there shall be submitted to the qualified electors of the City the following proposition:

Shall the following be adopted?

Shall the City of Beloit, Kansas adopt the mayor-council-manager form of government with a mayor elected at large, five council members elected at large, and a city manager appointed by the council, and become a city operating under such form of government?

- YES
- NO

Section 2. The following information shall be contained in the published Notice of Special Question Election: The City of Beloit currently has a mayor-council form of government with a mayor elected at large and eight council members – two from each of the City’s four wards. The City of Beloit currently has a City Administrator, appointed by the council, with duties specified by ordinance. Passage of this ballot proposition would change the form of government to a mayor-council-manager form of government. The mayor would be elected at large. There would be five council members, all elected at large. A City Manager would be appointed by the council and would make all administrative and personnel decisions, implement council policy, and perform other duties as specified by ordinance.

Section 3. If approved by a majority of the electors voting thereon, the governing body at the next election of the governing body would be so elected. By charter ordinance, the governing body will specify the terms of transitioning out of the mayor-council form of government and will specify the terms of the mayor and council members as well as duties of the City Manager.

Section 4. The City Clerk and County Clerk of Mitchell County shall give notice of the special question election as provided by law by publishing a Notice of Special Question Election in substantially the form attached hereto as Exhibit A.

Section 5. This Resolution shall be effective upon adoption. This Resolution shall be published one time in the official City newspaper.

ADOPTED by the governing body of the City on September 6, 2016.

(SEAL)

By: _____
Name: Tom Naasz
Title: Mayor

ATTEST:

By: _____
Name: Amanda Lomax
Title: Clerk

EXHIBIT A

(First published in *The Beloit Call* on _____, 2016,
and subsequently on _____, 2016)

**NOTICE OF SPECIAL QUESTION ELECTION
THE CITY OF BELOIT, KANSAS**

Notice is hereby given to the qualified electors of the City of Beloit, Kansas (the "City") that a special question election has been called and will be held on November 8, 2016, for the purpose of submitting to the qualified electors of the City the following proposition:

Shall the following be adopted?

Shall the City of Beloit, Kansas adopt the mayor-council-manager form of government with a mayor elected at large, five council members elected at large, and a city manager appointed by the council, and become a city operating under such form of government?

IT IS IMPORTANT FOR EACH QUALIFIED VOTER TO NOTE THAT YOUR BALLOT CANNOT BE COUNTED UNLESS YOU TAKE THE APPROPRIATE STEPS:

To vote in favor of any question submitted on this ballot, completely darken the circle to the left of the word "YES" on the paper ballot. To vote against it, completely darken the circle to the left of the word "NO" on the paper ballot.

- YES
- NO

The polls will open at 7:00 a.m. and will close at 7:00 p.m. on November 8, 2016, the election day. The voting place in the City of Beloit is the Municipal Building, 119 N. Hersey, Beloit, Kansas.

The election will be conducted by the officers and/or persons provided by law for holding elections, and the method of voting will be by ballot. Registered voters are eligible to vote by advance voting ballot upon application to the County Clerk of Mitchell County, Kansas, set forth below pursuant to K.S.A. 25-1117 *et seq.*

ADDITIONAL INFORMATION

The following additional information is provided by the City with respect to the effect of this ballot proposition. The City of Beloit currently has a mayor-council form of government with a mayor elected at large and eight council members – two from each of the City’s four wards. The City of Beloit currently has a City Administrator, appointed by the council, with duties specified by ordinance. Passage of this ballot proposition would change the form of government to a mayor-council-manager form of government. The mayor would be elected at large. There would be five council members, all elected at large. A City Manager would be appointed by the council and would make all administrative and personnel decisions, implement council policy, and perform other duties as specified by ordinance.

ELECTION INFORMATION

The election officer conducting the election will be the County Clerk of Mitchell County, Kansas, whose address is: 115 S. Hersey, Beloit, Kansas 67420.

DATED: _____, 2016

Chris Treaster, County Clerk
Mitchell County, Kansas

**Beloit
Personnel Handbook
Revised 2016**

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INTRODUCTION

Receipt and Employee Acknowledgment
Intent and Disclaimers
Administrative and Departmental Regulations
Employee Identification Cards
Administration of Employee Personnel Records

SUBJECT: RECEIPT AND EMPLOYEE ACKNOWLEDGEMENT

The employee manual describes important information about City of Beloit, and I understand I should consult my department head regarding any questions not answered in the manual. I have entered into my employment relationship with City of Beloit voluntarily and acknowledge that there is no specified length of employment. Accordingly, either the City of Beloit or I can terminate the relationship at will, with or without cause, at any time.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the employee manual may occur, except to City of Beloit's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the City Council has the ability to adopt any revisions to the policies in this manual. Furthermore, I acknowledge that this manual is neither a contract of employment nor a legal document. I have received the manual, read the manual, and I understand that it is my responsibility to comply with the policies contained in this manual and any revisions made to it.

Confidential Information

I am aware that during the course of my employment confidential information may be made available to me; for instance, tax information, bid information, arrest records, personnel information, and other information. I understand that this information is confidential and must not be given out or used outside of the City of Beloit's premises or with non-City of Beloit employees. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or against the City of Beloit. I also understand that there is an open records policy and procedure that I will be aware of and follow in the distribution of information.

Drug or Alcohol Testing

I acknowledge and consent to random, unannounced drug or alcohol testing if my position falls into either that category of employee, or if I am involved in an incident or accident, or if I appear to be under the influence of drugs or alcohol at work.

Sexual Harassment/Harassment Policy

I acknowledge that I have read the sexual harassment/harassment policy and will bring to the appropriate party's attention all issues involving harassment. I further acknowledge that I understand my rights in bringing issues forward and will use those avenues if an issue arises.

COBRA

I acknowledge that I have read the Consolidated Omnibus Budget Reconciliation Act (COBRA) section that applies to extension of medical insurance to include dental and vision if I lose coverage or my spouse and/or dependents lose coverage.

SAFETY

I acknowledge that I have read and reviewed my department's safety orientation checklist.

Conflict of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the City of Beloit's business dealings. A relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. If an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the City Administrator the existence of any actual or potential conflict of interest as soon as possible, so that safeguards can be established to protect all parties. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the City of Beloit does business, but also when an employee or relative receives any special consideration as a result of any transaction or business dealings involving City of Beloit.

Amendment: In the event of the amendment of any ordinance, rule or law incorporated in this document or upon which these provisions rely, these rules shall be deemed amended in conformance with those changes.

The City specifically reserves the right to repeal, modify or amend these policies at any time. None of these provisions shall be deemed to create a vested contractual right in any employee, nor to limit the power of the City to repeal or modify these rules. These policies are not to be interpreted as promises of specific treatment, but merely guidelines to uniform and fair procedures for dealing with personnel matters.

All employees are considered to be "at-will" employees for the purposes of City employment.

EMPLOYEE'S NAME (printed):

EMPLOYEE'S SIGNATURE:

DATE: _____

SUBJECT: INTENT AND DISCLAIMERS

STATEMENT OF POLICY:

General Purpose: These policies are promulgated by the City of Beloit to further the following goals:

1. To promote the efficiency and effectiveness of City service through a uniform system of personnel administration;
2. To ensure that recruitment, selection, placement, promotion, retention and separation of City employees are based upon employer's interests and needs, employees' qualifications and fitness, and are in compliance with Federal and State laws;
3. To assist managers in the development of sound management policies, practices and procedures, and to make effective and consistent use of human resources throughout the City;
4. To promote high morale and productivity through communication between directors, supervisors, and employees; and
5. To ensure, protect and clarify the rights and responsibilities of all employees, considered at-will employees, for the purposes of City employment.

Scope: Except for wages, benefits and conditions of employment, these Personnel Policies and Procedures shall apply to all City employees except elected officials and independent contractors. In the event of conflict between these rules and any employment agreement, personnel services contract, City ordinance, or State or Federal law, the terms and conditions of that contract, rule or law shall prevail. In all other cases and circumstances, these policies and procedures shall apply.

Any City department may formulate in writing reasonable guidelines for the conduct of operations, such as those relating to safety or operational procedures, which shall be available to all departmental employees. Such department guidelines shall not be less stringent than, in violation of, or in conflict with any personnel guidelines adopted by the Governing Body.

SUBJECT: ADMINISTRATIVE AND DEPARTMENTAL REGULATIONS

STATEMENT OF POLICY:

It is recognized that the policies of the City Council do not address every given situation that may arise in the conduct of City business. Therefore, the City Administrator may formulate administrative regulations in addition to or in clarification of policies approved and adopted by the City Council.

Further, the head of any department may formulate, in writing and with the City Administrator's concurrence, reasonable administrative policies for the conduct of the department.

Nothing in this section shall be construed as granting the City Administrator or any department head authority to adopt policies or standard operating procedures in violation of, or in conflict with, personnel policies and procedures approved and adopted by the City Council.

SUBJECT: EMPLOYEE AND COUNCIL MEMBERS IDENTIFICATION CARDS

STATEMENT OF POLICY:

It is the policy of the City of Beloit to issue employee and council members identification cards. Cards may also be issued to other individuals who may require City identification while working on special projects or in remote job sites for the City. The card contains the following information: employee name, employee photo, position, department, physical description, and emergency information.

The card should be carried at all times when an employee is acting in an official capacity. The card shall be used as identification if requested by a member of the public or another City employee. It also provides immediate access to emergency information should an employee become injured or incapacitated on the job.

Unauthorized or inappropriate use of the employee identification card is prohibited and may result in disciplinary action.

Police Department may issue their own department identification card in lieu of the City identification card.

PROCEDURE:

Administration is responsible for the preparation of the identification card. Each employee is responsible for possession of his or her identification card and protects it from loss, theft or misuse.

Should a card be lost, damaged or destroyed, it should be immediately reported to Administration.

All identification cards remain the property of the City and shall be returned to Administration upon termination of employment or by special request by the employee's Department Head.

It shall be the employee's responsibility to ensure accurate and timely updates of information are contained on the employee identification card. Employees should submit all requests for re-issuance of employee identification cards to Administration. All old I.D. cards, if available, shall be returned to Administration before issuance of a new card. The cost of issuance of replacement cards shall be borne by the City.

SUBJECT: ADMINISTRATION OF PERSONNEL POLICIES AND EMPLOYEE RECORDS

STATEMENT OF POLICY:

1. The City Administrator shall serve as Director of Human Resources responsible for all policies related to matter of personnel management to be carried out in conformance with the Beloit Personnel Handbook and the Position Classification Pay Plan as adopted by the Beloit City Council.

2. Establishment of procedures and responsibilities for the maintenance of employee records.

a. The City Clerk shall keep adequate secured records of all persons employed, included but not limited to their pay, time worked, vacation and sick leave accrual and usage, personal holiday leave, other leave, overtime accrual and usage along with compensatory time accrual and usage. The Clerk is responsible for maintaining records as required in these policies, State or Federal law. An employee's personnel file shall be available during office hours for inspection by that employee. Managers or supervisors may only review documents on a need-to-know basis. The City Clerk is responsible for establishing and maintaining an official employee file and personnel file for each employee of the City.

b. Official employee files (not to be confused with official personnel files) will be maintained in a separate and secure location by the City Clerk, and will include all material of a confidential nature such as:

Psychological Profiles
Recruitment Tests
Polygraph Test Results
References and Background Checks
Oral Interview Results
Workers Compensation and Medical Records
I-9 Documents
Social Security Information
Family Medical Leave Requests
Results of Drug/Alcohol Tests
Wage Garnishment Orders
Any Investigations

c. Only those authorized by the City Administrator will have access to employee and personnel files.

d. Department Heads are responsible for the forwarding of documents for inclusion in the personnel files of those employees assigned to their department.

e. An employee may examine the contents of her/his own personnel file during office hours. The City Administrator or her/his designee must be present when the file is

examined. Only the City Clerk may, with the approval of the City Administrator, add or remove items from the Personnel files.

f. Separate personnel files shall not be maintained by individual departments.

3. Identification of information to be included in the employee's personnel file:

a. Personnel file Documents. These documents will be kept in a secured location. Examples of items in this folder include:

Application, Resume and Authorization for Release of Information

Specific information

Job performance evaluations and goal statements

Promotions

Discipline

Training information

Personnel data

Letters of appreciation, commendation, other

b. Temporary documents. Documents that typically have limited retention of three (3) calendar years or less. Examples include leave/vacation requests, and documents of limited informational life span.

4. Establishment of procedures for the release and accessibility of information and audit of the personnel files.

a. Administration treats as confidential all employee information except when requested to verify information relating to job title, department, base salary, and dates of employment.

b. Information contained in the personnel or employee file, other than items listed in Section 3a, will not be released to the public without the express written permission of the employee.

c. Access to information contained in the personnel and employee files will be limited to the Administrator, respective Department Heads, and individual employees. Files pertaining to employees who are bonafide candidates of interdepartmental transfer will be accessible by the prospective recruiting Department Head.

d. Each personnel and employee file will contain an entry log for recording every person's access to the records and purpose.

5. This policy will be periodically reviewed to ensure compatibility with current accepted personnel procedures.

6. These records are maintained during the tenure of the employee and for twenty years either electronically or in hard copy after the employee leaves City employment, unless otherwise provided by federal or state law.

7. Employees are responsible for updating their employee records. When an employee moves, changes telephone numbers, gets married or divorced, changes their name, has a child, loses health benefits provided by their spouse, has an existing garnishment order, or has other changes in personal information, the City Clerk must be informed of such changes so she/he can keep records accurate and up-to-date, and as appropriate provide notices under Consolidated Omnibus Budget Reconciliation Act (COBRA).

EMPLOYMENT

Equal Employment Opportunity
Hours of Work
Residency
Nepotism
Re-Employment
Reduction-In-Force
Training Period
Employee Orientation
Types of Employment and Eligibility for Benefits
Work Periods
Hiring Process
Moonlighting
Modified Duty
Internal Hiring Process

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY

STATEMENT OF POLICY AND GOALS:

Equal Employment Opportunity Policy. It is the policy of the City to ensure equal employment opportunity for all citizens, applicants and employees. This commitment includes a mandate to promote and afford equal treatment and services to all people, and to assure equal employment opportunity based on ability and fitness to all persons regardless of race, religion, color, creed, national origin or ancestry, sex, marital status, age, veteran status, genetic identification, victim of domestic violence or sexual assault, or physical or mental disability unless such disability effectively prevents the performance of the essential duties or functions required of the position and which are bonafide occupational qualifications that cannot be accommodated without undue hardship, or any other class protected by State and Federal statutes.

Equal Employment Opportunity Goals. The goals of the Equal Employment Opportunity Policy are:

1. Ensure fair treatment and non-discrimination in City hiring, City promotion, City employment, City termination and retention, and in appointments to and service on City boards and commissions;
2. Provide compliance with State and Federal equal opportunity requirements and regulations; and
3. Provide a basis for encouraging those who do business with the City to practice Equal Employment Opportunity.

PROGRAM RESPONSIBILITY

The City Administrator shall serve as the Equal Opportunity Officer to carry out the Equal Employment Opportunity Policies and Goals. The Officer shall be the focal point for the City's Equal Opportunity efforts, and shall advise and assist in all matters regarding compliance with the Equal Employment Opportunity Policy, and is responsible for the successful execution of the program. The Equal Opportunity Officer will have responsibility to examine existing policies or procedures that may serve as barriers to the Equal Employment Opportunity Program.

EQUAL EMPLOYMENT OPPORTUNITY PRACTICES

The Equal Opportunity Officer shall undertake and initiate the following actions to promote and assure equal employment opportunities in the City:

1. Periodically review all position qualifications and job descriptions to ensure requirements are relevant to the tasks to be performed and make recommendations as needed to delete requirements not reasonably related to the tasks to be performed;

2. Assure that pay and fringe benefits depend upon job responsibility and, along with overtime work, are administered on a non-discriminatory basis;
3. Inform and provide guidance to staff and management personnel who make hiring decisions so that all applications for selections, promotion and termination are provided equal opportunity;
4. Create a pool of qualified candidates to encourage diversity and ensure equal employment opportunity in hiring, following practices for listing jobs under the Equal Employment Opportunity Officer's direction.

- A. Regular full time jobs open for a minimum of ten work days, and
- B. Jobs advertised in the City's paper of record or alternate means.

5. Provide orientation for all new employees specifically emphasizing how the City assures equal opportunity, encouraging all employees to avail themselves of services rendered; and
6. This policy shall be made known to all employees, contractors, and suppliers through distribution of the Equal Opportunity Policy, and with applications for employment including an equal opportunity clause.

APPOINTED CITY REPRESENTATIVES

Though employees represent a very important part of City government, there are other areas where non-discrimination is essential. One of these areas is in the appointment of boards, commissions and ad-hoc committees.

Therefore, in order to enhance the fairness and non-discrimination in the City, Administration will strive to achieve a balanced representation of persons on City boards, commissions and ad-hoc committees.

SUBJECT: HOURS OF WORK

STATEMENT OF POLICY:

Except as otherwise provided, the normal working hours for non-shift employees are eight (8) hours, from 8:00 a.m. to 5:00 p.m. All employees who work eight hours a day will receive an unpaid lunch or meal period. Generally, meal periods are one hour and are a minimum of 30 minutes. Employees are expected to be at their work location and ready to begin work at the beginning of their work schedule.

Except as otherwise provided, the normal working hours for police personnel are twelve (12) hour shifts. Employees are expected to be at their work location and ready to begin work at the beginning of their work schedule.

Employees shall receive a rest period of twenty (20) minutes for each four (4) hour work period, including travel time. Rest periods shall be scheduled as near as possible to the midpoint of each four (4) hour work period.

All rest breaks and meal breaks shall be arranged by the employee at the discretion of her/his supervisor.

SUBJECT: RESIDENCY

STATEMENT OF POLICY:

The City of Beloit expects its employees to live in the community they serve. The City of Beloit recognizes that our community is much broader than the corporate limits of our City. Therefore, every City employee shall establish residency according to the requirements listed below within thirty (30) days following the completion of initial training period. Residency, once established, shall be maintained during the period of employment or appointment.

City Administrator	Department Head Requirement	All Other Employees
City Limits	15 Minute Legal Drive from City Limits	15 Minute Legal Drive from City Limits

Seasonal laborers and part-time employees shall be exempt from the provisions of this section.

Chief of Police and City Clerk must also reside within Mitchell County.

SUBJECT: NEPOTISM

STATEMENT OF POLICY:

It is the City's policy that immediate family of current employees and employee couples who live together in a "domestic partnership" but are not married will not be employed in regular full-time or regular part-time positions where:

1. One immediate family member would have the authority to supervise, appoint, remove, discipline or evaluate the performance of the other.
2. One immediate family member would be responsible for auditing the work of the other.
3. Immediate family members would be employed in the same department.
4. Other circumstances exist that would place the two in a situation of actual or reasonably foreseeable conflict between the City's interest and their own.

“Immediate family” shall be defined as spouse, mother, father, stepmother, stepfather, mother-in-law, father-in-law, children, stepchildren, sister, brother, stepsister, stepbrother, half-brother, half-sister, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparents, grandparents-in-law, grandchildren, uncles, aunts, cousins, nephews and nieces.

Where business necessity requires the limitation of employment opportunity of immediate family members or domestic partnership partners, the means chosen to meet the business necessity shall be those that have the least adverse impact. The City Administrator may grant an exception based only on business necessity.

When it is necessary to exclude a person because of what his or her immediate family member or domestic partnership partner does, then the employees will be asked to determine which immediate family member or domestic partnership partner shall remain in the city’s employment and advise the City Administrator. The City may require one spouse or one employee to quit 60 days after marriage, or one employee living together in a domestic partnership, if they become in violation of this policy and a mutually-agreeable solution cannot be reached between the City and the employees.

Members of immediate families may be employed within the same department as a part-time or temporary employee for a period not to exceed six (6) months in any 12 consecutive month period.

SUBJECT: REDUCTION-IN-FORCE

STATEMENT OF POLICY:

The City of Beloit will attempt to avoid reductions-in-force and, whenever possible, consider alternatives to reductions-in-force before any final decisions are made.

A reduction-in-force is a discharge of an employee by the City for lack of City workload, lack of funds, or other changes that have taken place. Work schedules should be planned to keep periodic or recurring reductions-in-force to a minimum.

Employees within each affected department typically will be selected for a reduction-in-force based on evaluation of the following criteria:

- Demonstrated current and past performance.
- Promotion potential and transferability of skills to other positions within the department.
- Length of service with the City.

Employees selected for reduction-in-force will be given as much notice as is required by law or as much as is reasonable under the circumstances. Employees will be informed of the reason for the reduction-in-force and the estimated length.

Employees who are part of a reduction-in-force will not accrue vacation leave, sick leave, or any other paid leave of absence during the reduction-in-force.

Employees who are part of a reduction-in-force and who are re-employed with the City within 12 months of the reduction-in-force shall resume accrual of vacation leave at their pre-reduction-in-force accrual rate.

SUBJECT: TRAINING PERIOD

STATEMENT OF POLICY:

Each new employee shall be placed on a training period status for a period of 180 days commencing on their hire date or anniversary date if they are changing positions. At the end of the training period each employee's performance shall be evaluated with one of the following recommendations being made:

1. Immediate discharge;
2. Immediate demotion;
3. Extension of training period for a stated number of days;
4. The awarding of regular full-time status;
5. Return to her/his previous position (if a promotion, demotion, or transfer).

SUBJECT: EMPLOYEE ORIENTATION

STATEMENT OF POLICY:

All employees of the City will be scheduled to meet with the City Clerk or Deputy City Clerk on their first day of work for general orientation.

The City Clerk will distribute and explain the various enrollment forms that must be filled out to include information necessary for processing payroll and prepare an employee identification card.

Each new employee will be provided with information on employee benefits, City policies and operations.

The department provides additional information to the new employee, including:

- A. Work standards and regulations;
- B. Hours of work, time cards or reports, and leave requests;
- C. Duties of the position;
- D. Safety rules and procedures, location of safety or protective equipment;
- E. Tour of the work area, including location of equipment, supplies, etc.;
- F. Introduction to co-workers;
- G. Schedule for lunch and breaks;
- H. When and whom to report absence from work;
- I. Who is responsible for performance planning and review; and
- J. Uniforms and equipment issued by the department as appropriate.

SUBJECT: TYPES OF EMPLOYMENT AND ELIGIBILITY FOR BENEFITS

STATEMENT OF POLICY:

1. The types of City employment are:

a. Training Period Employee: All newly hired, promoted, demoted, or transferred City employees are on Training Period status up to 180 days.

b. Full-time Employee: A full-time employee is one who works a normal work week of at least 40 hours on a regular and continuing basis.

c. Part-time Employee: A part-time employee is one who works less than a normal workweek on a regular and continuing basis.

d. Seasonal Employee: A seasonal employee is one who works on a regular and/or recurring basis during a specific season or portion of a year.

e. Temporary Employee: A temporary employee is one who may work a normal workweek or less than a normal work week for a specified time period or portion of the year.

f. Exempt Employee: An exempt employee is an individual employed by an employer that is defined as exempt by the Fair Labor Standards Act (29.U.S.C.201 et seq.) and not eligible for overtime compensation.

g. Non-Exempt Employee: A non-exempt employee is an individual employed by an employer as defined in the Fair Labor Standards Act (29.U.S.C.201 et seq.) and is eligible for overtime compensation.

h. Student Intern Employee: An employee who is regularly enrolled as a student in a recognized educational institution and is assigned to a full- or part-time position which, in the case of post-secondary students, is related to the student's course of study, and which will continue for no longer than the then-current semester or term at the student's school; provided, however, that subsequent work assignments may be made for the same student for periods that correspond to the student's subsequent semester or term. Student interns are paid positions at the City of Beloit.

2. Employee compensation shall be stated in terms of annual salary or hourly wage.

3. Entitlement to employee benefits shall be as hereinafter provided.

Employees classified as full-time employees shall receive all employee benefits provided by the City. Full-time employees on a training period shall be entitled to the same benefits as full-time employees, subject to applicable eligibility provisions and time periods provided by each benefit.

SUBJECT: WORK PERIODS

STATEMENT OF POLICY:

1. The work period for City employees, except for Police Officers, shall be a seven (7) day period beginning on Wednesday at 12:01 a.m. and continuing to Tuesday at 12:00 a.m. (midnight).
2. The work period for Police Officers shall be a twenty-eight (28) day period beginning on a Wednesday at 12:01 a.m. and ending on a Tuesday at 12:00 a.m. (midnight).

SUBJECT: HIRING PROCESS

STATEMENT OF POLICY:

The City Administrator will administer and coordinate the hiring process for all position vacancies to ensure compliance with contractual, legal, and Equal Opportunity requirements. All hiring efforts are conducted in the spirit of equal opportunity.

The following procedures will be adhered to by all departments in announcing position vacancies.

RECRUITMENT

1. The City Administrator will be notified immediately of all position vacancies.
2. The affected department may be asked to assist the City Administrator, as necessary, in formulating the job announcement, job description revisions, ads, and in determining special applicant sources.
3. Advertising for openings will occur in local newspapers, trade publications, and professional journals by means of print or electronically. Funding of all advertisements will be provided by the affected department.
4. In addition to outside advertising, copies of the job announcement will be distributed to all City departments for posting for a minimum of ten working days.
5. Applications shall be submitted using City Employment Application forms. When the position being recruited is of a professional nature, a resume may be accepted in addition to the application form. The application and/or resume may be kept on file and used to consider an applicant for future positions for which he or she might be qualified. Internal candidates interested in applying for another position within the City should follow procedures as outlined in the policies on INTERNAL HIRING PROCESS, TRANSFERS, or PROMOTIONS.
6. No applications for a position are accepted after the published closing and/or receipt date. If there are not sufficient qualified candidates at the closing date, the position may be re-opened and re-advertised.

7. The Department Head, in consultation with the City Administrator, will screen all applications received to determine qualification for the position to be filled. Applications of top candidates that meet the minimum qualifications will be reviewed and approved by the City Administrator prior to scheduling candidates for interviews.

8. Applicants may be disqualified for consideration for employment when any of the following facts exist:

- a. They do not possess the minimum qualifications for the job.
- b. They have demonstrated an unsatisfactory employment record or personal record as evidenced by information contained on the application form or by the results of a reference check.
- c. They have made false statements of any material facts or practiced deception in their application.
- d. The applicant is not within the legal age limits prescribed by law.

TESTING

1. Examinations may be developed for certain positions based on the position's responsibilities, the qualifications required, and resources available. The testing process will be approved by the City Administrator.

2. The examination may consist of a structured questionnaire, practical tests, written tests, in-basket exercise or assessment center, etc. If used, the testing will be based on bonafide occupational qualifications and designed to determine the candidate's knowledge, skills and abilities for the position.

3. The examination contents are approved by the City Administrator, with assistance provided by the affected department. Examination contents are confidential, and unauthorized disclosure to any candidate is grounds for discipline. In certain situations, outside consultants may be contracted to assist with test development.

INTERVIEW PROCESS

The employment interview is a supplement to and part of the selection process. The primary function of the interview is to obtain data or certain knowledge, skills and abilities of a candidate not available through review of applications, resumes or testing mechanisms. Certain guidelines will be observed to maximize the validity and reliability of the interview process as well as ensure the adherence to current Federal employment guidelines.

1. The interview panel will be selected by the Department Head and confirmed by the City Administrator. The composition of the interview panel shall generally consist of personnel who have expertise with the technical elements of the position and a representative from Administrative Staff. Careful selection will be made of panel members to ensure objectivity and job knowledge. Relatives or personal friends of the applicants will be

excluded from serving on the panel. When hiring a Department Head level position, members of the Governing Body will be included on the interview panel.

2. The City Administrator and the affected Department Head shall be responsible for the development of interview questions and standards for measurement of candidate responses. Consistency will be maintained in the questions asked of all candidates. Questions will be designed to measure job knowledge, experience, and education, or to solicit responses that reflect personal traits that are job related. Questions pertaining to race, sex, religion or marital status or other inquiries that directly or indirectly disclose such information are prohibited. Any questions that would indirectly divulge an applicant's age, national origin, or other discriminatory factor shall be made in strict accordance with the law.

3. Inquiries about whether an applicant has certain specified sensory, mental, or physical disabilities reasonably relating to fitness to perform the particular job, or whether an applicant has any disabilities or health problems that may affect work performance or that the employer should take into account in determining job placement are permitted. Other general inquiries that would divulge disabilities or health conditions that do not reasonably relate to fitness to perform the job are not permitted.

4. The Department Head will inform the interview panel of the responsibilities and requirements of the position to be staffed. Copies of the applications of final candidates will also be provided to the interview panel members prior to the interview, along with proposed interview questions.

5. Each interview panel member scores the candidates independently.

6. Following the interview, the interview panel shall attempt to reach consensus and report the interview results and recommendations to the City Administrator.

REFERENCE AND BACKGROUND CHECK

1. Before any offer of employment is extended, a job-related reference and background check is conducted on the final candidate(s). The check may include verification of employment duties, dates of employment, work record, attendance record, strengths, weaknesses, safety record, credit, criminal, etc., and other pertinent information. Parts of the reference check may be delegated to the affected department. Any records checked by an outside third party for employment or credit histories are done in accordance with the Fair Credit Reporting Act (FCRA). A comprehensive background check may consist of prior employment verification, professional reference checks, and education confirmation. As appropriate, a credit, criminal, health examination and/or driving record history may also be obtained. Where qualifications require licensure or certifications (such as driver's license), candidates must provide proof of valid licensure or certification.

2. No reference check or background investigation will be conducted without first notifying the candidate and receiving written permission.

3. Certain positions may be designated by the City Administrator to undergo a thorough background check by the Police Department or other designated individual/agency.
4. Results of the reference check and/or background check will help determine the candidate's fitness for the position.
5. A recommendation for hire will be forwarded to the City Administrator for approval to extend a tentative offer.

REPORTING RELATIONSHIPS

1. The City Administrator will have the final hiring authority on all positions, except those specifically listed below. For these positions, the City Administrator makes a recommendation to the Governing Body for approval. For all hiring and appointments, the City Administrator will keep the Governing Body informed.

Director of Water and Wastewater Operations
Assistant to the City Administrator
Community Development Director
Code Enforcement Officer
Director of Transportation
Director of Electric Operations
Director of Parks and Recreation

2. The Mayor will appoint the positions below with the Governing Body approval.

Chief of Police
Director of Finance/City Clerk

APPLICANT NOTIFICATION

1. After references are verified and a final decision reached, the Department Head notifies the candidate of her/his selection, makes a conditional offer of employment requesting the offer be accepted or rejected within a set number of days. The conditional offer is based on successful passing of an appropriate physical examination and drug/alcohol testing to determine if the individual can perform the job.

2. If the first offer is rejected, it will be decided whether to hire another candidate or to re-open the position.

3. Once a candidate accepts the employment offer, all other candidates are notified in writing that they were not selected for the position after the candidate becomes an employee.

APPOINTMENT

1. Employment with the City of Beloit is voluntarily entered into and the employee is free to resign at any time, with or without cause or notice. The employment process of the

City of Beloit shall be accomplished in accordance with the provisions described in this Personnel Handbook.

2. For all positions, an employment confirmation letter is forwarded to the final accepting candidate outlining the terms of employment with the job title, start date, hourly rate of pay (exempt employee's salaries are shown as hourly). The letter is prepared and mailed by the Department Head as approved by the City Administrator.

3. Recruitment and selection of persons to fill vacant positions shall be based on qualifications alone and within the position descriptions as described in the City of Beloit Position Classification and Pay Plan. All personnel actions following an offer of employment shall be recorded on a City of Beloit Personnel Status Form. Personnel forms will be prepared for the new employee by the City Clerk and approved by the City Administrator.

4. All employment confirmation is subject to ratification by the appropriate approving authority.

EXPENSES RELATED TO HIRING

1. Unless approved by the Administrator and confirmed by the Governing Body, the City does not reimburse any applicant for travel costs in conjunction with the hiring process.

2. Relocation costs are paid in full by the employee unless otherwise budgeted and approved by the City Administrator and confirmed by the Governing Body.

3. The applicant should be advised of Items 1 and 2 above before reporting for the interview.

4. Expenses related to drug and alcohol testing, and medical evaluation are covered by the City.

PART-TIME/SEASONAL/TEMPORARY HELP

For part-time/seasonal/temporary help the affected department will screen applications, handle any testing, interviews, reference checks, applicant notification, appointments, and preparation of any necessary Personnel Action Forms following the guidelines above. The department head will provide a hiring recommendation to the City Administrator for final approval.

VETERANS PREFERENCE IN HIRING, PROMOTION, RETENTION

Per K.S.A. 73-201 – 73-204, any veteran who applies for employment, promotion or retention, if the veteran is of good reputation and can competently perform the duties of the position, the City shall consider preference for the veteran. This means where two people are equally qualified for the position, retention or promotion, the City will provide preference to the veteran. If a veteran is not hired, the City shall notify the veteran by certified mail or personal service. Such notice also shall advise the veteran of any administrative appeal available.

Veteran Definition for Preference:

A) Any person who entered the armed forces before October 15, 1976, and separated from the armed forces under honorable conditions, if such person served: (i) On active duty during any war (the official dates for war service are April 6, 1917 through July 2, 1921, and December 7, 1941 through April 28, 1952); (ii) during the period April 28, 1952 through July 1, 1955; (iii) in any campaign or expedition for which a campaign badge or service medal has been authorized; or (iv) for more than 180 consecutive days since January 31, 1955, but before October 15, 1976, excluding an initial period of active duty for training under the "six-month" reserve or national guard program;

(B) any person who entered the armed forces on or after October 15, 1976, and separated from the armed forces under honorable conditions, if such person was awarded a service medal or campaign badge;

(C) any person who separated from the armed forces under honorable conditions and has a disability certified by the United States Department of Veterans Affairs as being service connected, has been issued the purple heart by the United States government or has been released from active service with a service-connected disability;

(D) the spouse of a veteran who has a 100% service connected disability as determined by the United States Department of Veterans Affairs;

(E) the unremarried spouse of a veteran who died while, and as a result of, serving in armed forces; and

(F) the spouse of a prisoner of war, as defined by K.S.A. 75-4364, and amendments thereto.

Notwithstanding the foregoing, the term "veteran" shall not apply to any person who retired from the active military with the pay grade of 04 or above unless the person retired due to wounds received in combat or is a disabled veteran.

SUBJECT: MOONLIGHTING

STATEMENTS OF POLICY:

Employees may work a second job while working at the City as long as it doesn't interfere with the employee's ability to perform their City job. In no case will an employee be allowed to conduct a private enterprise operation on City property, with City equipment or while working at their City job.

SUBJECT: MODIFIED DUTY

These policies and procedures apply to any situation where an employee is being treated for a work-related injury or illness and is determined fit by a City-approved physician or practitioner to return to work on a temporary basis with modified duties. This may apply to pregnant employees and employees returning from family medical leave.

Exception: This program is not intended to include employees whose disability has been caused by an off-duty injury.

STATEMENT OF POLICY:

It is the policy of the City, with the cooperation of all departments, to locate and assign modified duty, when feasible, to employees who are temporarily disabled from their regular job as a result of an on-the-job injury or illness, pregnancy, or returning from family medical leave. All such modified duty assignments are to be within the limitations as recommended by a City-approved physician or practitioner.

A. The City-approved physician/practitioner shall be encouraged to release temporarily disabled employees to modified duty work status and to describe the employees' physical limitations in sufficient detail to enable the City to identify a suitable work assignment or to modify the tasks of the regular assignment, which may be eliminated or adjusted.

B. The department in which the employee works shall attempt to locate a work assignment or modify the work duties of the regular assignment within the limitations recommended by the physician or practitioner.

C. If the department is unable to assign suitable work, other divisions within the department shall be contacted to determine if a suitable work assignment can be accommodated.

D. If no suitable assignment is available within the department, the City Administrator shall be contacted immediately in order to consider other alternatives. City Administration will attempt to coordinate, where feasible, a temporary reassignment of the employee on an inter-department basis. The department to which the employee is regularly assigned will continue to be charged for the employee's wages and benefits.

E.(1.) The employee will be responsible for reporting to their immediate supervisor following each medical appointment, providing that person with the appropriate medical status slip from the authorized treating physician/practitioner. The employee shall cooperate to the fullest extent possible by performing the tasks and duties within the modified assignment to the best of her/his ability. Records related to medical status will be retained and secured in the employee's file in the City Clerk's office.

(2.) Employees will be advised of the City's policy of mandatory modified duty in accordance with the employees' work restrictions. Employees refusing to accept an appropriate modified duty assignment provided by the attending physician/practitioner and offered by the City shall forfeit their workers compensation benefits and any available supplemental salary benefits.

F. The immediate supervisor will be responsible for monitoring the employee's performance during the period of modified duty. Performance appraisals will be conducted at the appropriate intervals.

G. Employees shall be entitled to earn their usual base salary while on modified duty. It is the City's policy that no overtime will be authorized unless the employee is expressly given permission by the Department Head. All overtime assignments must be approved in advance by the Department Head, and must be in accordance with the work restrictions set forth by the attending physician/practitioner.

H. Upon release to regular work without restrictions, the employee shall be returned to her/his regular work unit in the usual work assignment.

PROCEDURES:

1. Each Department/Division shall be responsible for implementation of this policy within their unit. Departments shall instruct their employees on the City's modified duty policy.
2. The Department Head shall inform the treating physician or practitioner and employee of the City's policy on modified duty.
3. Department Head confirms the employee's return to work on modified duty.
4. The employee's timecard shall be maintained by the Department or Division to which the employee is regularly assigned.
5. In the event a work unit cannot reasonably accommodate a modified work assignment due to operational difficulties or the employee's work restrictions, the City Administrator is to be notified within 24 hours or by the next business day. This shall apply to either the initial request or during the period of modified assignment.
6. The City Administrator or her/his designee will coordinate alternative assignments on an inter-department basis for employees whose home departments cannot accommodate them. In the event the City Administrator or her/his designee cannot locate an assignment, the employee will remain off work and will be provided compensation in accordance with applicable State law and in conformance with any written agreement.

SUBJECT: INTERNAL HIRING PROCESS

STATEMENT OF POLICY:

An internal hiring process for City employees may be used to fill a vacant or new position at the discretion of the City Administrator if such hiring or a promotion is accomplished in conformance with all other policies of the Handbook.

PROCESS

1. The City Administrator will be notified immediately of all position vacancies.
2. The affected department may be asked to assist the City Administrator, as necessary, in formulating the job announcement.
3. Copies of the announcement will be distributed to all City departments to be posted for a minimum of seven calendar days.

4. Applications shall be submitted using City Employment Application forms. When the position being recruited is of a professional nature, a resume may be used along with the City application form.
5. No applications for the position will be accepted after the closing date. If there are not qualified candidates at the closing date, the position will be re-opened. At that time, the position is subject to being opened to the public after consideration from the affected Department Head and the City Administrator.
6. The affected Department Head, in consultation with the City Administrator, will screen all applications for the position.
7. Selection of an employee is based on past work record, education, knowledge of the job duties, as well as time in service. If necessary, a formal interview may be conducted. Generally, employees are expected to serve in their current position for at least a year before being considered for an internal hire.
8. The selected employee will be subject to the standard training period for the new position. Those who fail the training period may re-assume any prior appointment held, if that position remains open, subject to the approval of the City Administrator.
9. Once a candidate accepts a tentative offer of employment, all other candidates will be notified.
10. All employment offers are subject to ratification by the Governing Body.

Internal hires do not change a person's date of hire. However, the anniversary date will be revised to coincide with the change in position.

CONDUCT

Standards of Conduct and Discipline

Violence in the Work Place

Discipline

Grievance Process

Policy Concerning Harassment

Lobbying Before State Legislature or Other Governmental Agency

Personal Appearance

Political Activities

Smoking Policy for City Employees Within City-Owned Facilities

Contributions and Honorariums

Employee Ethics and Conflicts of Interest

Telecommunications and Computer Use

Visitors in the Workplace

Social Media Policy

SUBJECT: STANDARDS OF CONDUCT AND DISCIPLINE

STATEMENT OF POLICY:

The City of Beloit provides the public a number of highly responsible services. Many individuals and businesses rely on the quality of our programs and services. Thus, all employees are expected to provide excellent and reliable service to the public. Any failure to meet this high standard is cause for concern, discipline, or possible discharge.

The City of Beloit generally adheres to the concept of progressive discipline. This means that the City will take appropriate action based on the seriousness of the situation and the circumstances. Discipline, less than termination, may take the form of a verbal or written warning, a performance appraisal indicating substandard performance in one or more areas, assignment to a training period status, or suspension. Which of these options is chosen or whether any of them are used, prior to termination, depends on the seriousness of the infraction. The evaluation of the seriousness of the offense will be made solely by management.

There are certain kinds of action that cannot be permitted to occur because of their unfair impact on citizens, customers, suppliers, or co-workers. Such offenses may result in discharge on the first occurrence.

There are other actions that should not occur, but normally it is either the repeated occurrence of the action or the commission of more than one offense that results in discharge. For such actions, an employee normally will receive some lesser discipline prior to discharge.

SUBJECT: VIOLENCE IN THE WORKPLACE PURPOSE

STATEMENT OF POLICY:

The employer will not tolerate any acts of violence to persons or property. All acts of violence are treated seriously. Each act of violence will be dealt with promptly and appropriately utilizing administrative, managerial, legal and disciplinary actions to minimize risk to employees, customers, and property.

The employer recognizes that most serious incidents of workplace violence represent a personal crisis that the individual is unable or unwilling to solve alone. Intervention at an early stage provides the individual with the necessary assistance to resolve these issues, prevent escalation, and allow continued productive employment.

Employees and supervisors have access to confidential and discretionary professional assistance through the Employee Assistance Program. The program provides advice, assessments, and case review to help management develop intervention strategies and make decisions that will prevent violent incidents from occurring. The program can refer to outside professional agencies that can provide evaluations, diagnoses, and treatment plans.

Awareness training programs have been developed to recognize threats and to assess the early warning signs of potentially violent situations. Training is available to all employees and management. The employee training program includes classroom workshops covering such topics as awareness, reporting procedures, emergency preparedness, personal safety and conflict resolution. The management training program includes subjects covered in the employee training session, together with additional information on legal issues, reporting channels, investigation techniques, documentation requirements, and physical security improvements.

All employees are responsible for refraining from participating in violent actions and reporting any threatening or dangerous situations to management occurring within the workplace or those that affect their work requirements.

Management is responsible for responding to potential or violent situations, depending on the seriousness and nature of the incident. They will conduct interviews and investigations, prepare documentation, and notify appropriate assistance agencies.

Departments are responsible for developing crisis procedures, establishing response teams, and creating simple action plans to follow in the event of a violent action occurring in the workplace.

SUBJECT: OPEN CARRYING OF WEAPONS

STATEMENT OF POLICY:

City employees in positions other than law enforcement shall be prohibited from the open carry of weapons in any City building, city vehicle, city worksite, or in the course of employment. The City acknowledges employee's right to carry concealed handguns while in their personal vehicle and city-owned vehicles. Carrying a concealed handgun is not within the scope of employment for any position. Any injury that an employee might incur by carrying a concealed handgun is not covered under worker's compensation. Employees may not leave a handgun unattended or in plain view. Employees cannot store firearms in City vehicles. Employees shall abide by all laws related to conceal carry, such as not entering any building, private or public, prohibiting conceal carry. The City is not responsible for any lost or damaged weapons. If employees choose to carry a handgun in City vehicles, the employee will need to provide a locker or locking device for safe keeping.

The City except as provided in the paragraph above prohibits employees from carrying weapons as defined here. "Weapon" means any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any weapon described in the preceding example; any firearm muffler or firearm silencer; any explosive, incendiary, or poison gas: (i) Bomb; (ii) grenade; (iii) rocket having a propellant charge of more than four ounces; (iv) missile having an explosive or incendiary charge of more than ¼ ounce; (v) mine; or (vi) similar device; any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination of parts either designed or intended for use

in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled; any bludgeon, sandclub, metal knuckles or throwing star; any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement; or any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

The term "weapon" does not include within its meaning An antique firearm; an air gun; any device which is neither designed nor redesigned for use as a weapon; any device, although

originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; surplus ordinance sold, loaned, or given by the secretary of the army pursuant to the provisions of section 4684(2), 4685, or 4686 of title 10 of the United States Code; or class C common fireworks.

SUBJECT: DISCIPLINE

STATEMENT OF POLICY:

Department Heads are responsible for the conduct and effective performance of all employees under their jurisdiction and shall have the authority and the responsibility, in consultation with the City Administrator, to discipline employees for violations of the City's personnel policies and any departmental guidelines.

The purpose of discipline is to ensure high standards of performance and efficiency, to maintain good working relationships among employees, and to provide the citizens of the City with the highest possible level of courteous and professional public service. Discipline in the City organization is for the most part "self" discipline. It is the duty of employees to make conscientious efforts to work and behave in accordance with the values, service standards, policies and guidelines of the City and the department in which they work. Employees are expected to be self-disciplined and to work hard at being the best at what he or she does and in helping the City provide a high level of public service. When an employee does not exercise adequate self-discipline or is not successful in meeting the requirements of the job, it may be necessary for his/her Department Head or supervisor to consider disciplinary actions to correct the problem.

An employee is subject to disciplinary action if:

- (a) The employee violates these personnel policies and guidelines, or any other written guidelines or procedures applicable to the department in which the employee works;
- (b) The employee's conduct reflects discredit to the City or hinders the effectiveness or efficiency of City operations;
- (c) The employee has performed an act of misconduct, or has failed to perform an act which results in misconduct.

The following types of disciplinary actions are officially recognized by the Governing Body:

- (a) Verbal Warning. A verbal warning is an oral reprimand given to an employee by his/her Department Head. A record of the warning shall be recorded in the employee's file.
- (b) Reprimand. A reprimand is a written censure to an employee by his/her Department Head, a copy of which shall be recorded in the employee's file.
- (c) Training Period Status. Training Period status is a trial period of a specific length of time (180 days or less) during which an employee is required to fulfill a set of conditions, or to improve work performance, or to improve on-the-job behavior. Failure to meet the training period requirements may result in additional disciplinary actions.
- (d) Salary Reduction. A salary reduction is the lowering of an employee's rate of pay within the pay range to which the employee's position is assigned.
- (e) Demotion. A demotion is the placement of an employee into a position of a lower pay range.
- (f) Suspension. A suspension is the removal of an employee from service, with or without pay, for a specific period of time.
- (g) Termination. Termination is the removal of an employee from City employment.

PROCEDURE:

Whenever the misconduct of an employee occurs that in the judgment of the employee's supervisor or Department Head justifies the application of disciplinary actions other than a verbal warning, the Department Head shall:

- (a) Document the misconduct in writing.
- (b) Determine the appropriate disciplinary action to correct the problem.
- (c) Meet with the employee to review the problem and the proposed disciplinary action. The meeting should be private and include only the employee, supervisor, Department Head or other persons requested to be present by the Department Head.
- (d) Give the employee an opportunity to refute the facts or argue against the proposed disciplinary action. The employee may submit comments in writing to be attached to the record of the disciplinary action.
- (e) Make a final decision regarding the disciplinary action.
- (f) Notify the employee of the action in writing, except for verbal warnings. A copy of the documentation of misconduct and a note as to the form of disciplinary action taken shall be provided to the City Clerk for insertion in the employee's personnel file.
- (g) At the time a disciplinary action commences, the employee's supervisor or Department Head shall notify the employee in writing of his or her right to file a grievance under the City's GRIEVANCE PROCESS.

Misconduct Subject to Disciplinary Action: The following is a list of misconduct that may subject an employee to disciplinary action. The list is not exclusive, it is only representative of the types of misconduct that subjects an employee to disciplinary action.

- (a) Conviction of a violation of any State or Federal criminal law.

- (b) Conviction of a violation of any City law.
- (c) Failure to follow prescribed safety procedures including failure to notify his or her supervisor of unsafe working conditions.
- (d) Violation of personnel policies and guidelines or departmental policies.
- (e) Inattention to duty, carelessness, breakage or loss of public property or funds.
- (f) Incompetency or inefficiency in the performance of the duties of his or her position.
- (g) Insubordination or other breach of discipline.
- (h) Discourteous or disruptive conduct or other offensive behavior in public, to the public or to employees and/or officers of the City.
- (i) Abuse of leave, excessive absenteeism or tardiness.
- (j) Temporarily leaving the workplace without the approval of his or her supervisor.
- (k) Failure to give proper notice of absence.
- (l) Sleeping on the job.
- (l) Use of alcohol or drugs off the job to the extent that the employee's job performance or effectiveness as a City employee is impaired.
- (m) Inducing or attempting to induce any officer or employee of the City to commit an unlawful act or to act in violation of any lawful or official order or regulation.
- (n) Illegal possession of firearms.
- (o) Weapons on the job, unless properly conceal handgun, carried in compliance with Kansas Law and this handbook.
- (p) Falsification of records.
- (q) Frequent tardiness or other attendance irregularities may be cause for disciplinary action.

In the case of acts of violence or other flagrant misconduct, serious safety violations, or criminal offense, any employee may be suspended immediately, with or without pay, pending an investigation and review of the matter.

An employee may be suspended with pay when he or she has been arrested for a crime and is awaiting legal adjudication. An employee may be suspended with pay when he or she has been charged with misconduct while on the job and an internal investigation is being conducted.

Causes for Termination: Examples of serious misconduct for which an employee may be terminated, following notice and an opportunity for a hearing as provided for in the GRIEVANCE PROCESS, are listed below. The following list is not exclusive; it is only representative of the types of misconduct that subject an employee to termination. Causes for termination under this section also constitute misconduct for which an employee may be subjected to disciplinary action other than termination.

- (a) Conviction of a felony or driving under the influence while operating a City vehicle.
- (b) Willful or continued violation of City or departmental safety policies and procedures, or willful or negligent creation of unsafe conditions in the workplace.
- (c) Willful or continued violation of personnel policies and guidelines or departmental guidelines.

- (d) Negligent or willful damage to public property or waste of public supplies or equipment.
- (e) Taking or using any funds or property of the City for personal use or for sale or gift to others, or making any false claim against the City.
- (f) Gross incompetency, neglect of duty or willful or continued failure to render satisfactory service.
- (g) Refusal to abide by any lawful official regulation or order, failure to obey any proper direction made by a supervisor or Department Head or knowingly making a false statement to any employee or officer of the City.
- (h) Claiming leave time under false pretenses or falsifying attendance records for oneself or another employee.
- (i) Absence without leave.
- (j) Unexcused failure to report for work for a period of five days will be deemed a resignation.
- (k) Possession or use of alcohol or drugs, except where prescribed by a physician, after being afforded the opportunity to seek professional attention, or use of alcohol or drugs, except where prescribed by a physician, while on duty. Sale of or offering for sale or giving away alcohol or drugs while on duty or at the workplace.
- (l) Sexual harassment or any harassment that violates the City's Equal Opportunity policy.
- (m) Disclosing confidential records or information unless directed to do so by his or her Department Head or supervisor
- (n) Revocation or suspension of a certification or license, including a driver's license, when such is required as a condition of City employment
- (o) Material falsification of application for City employment or making a false statement or report in regard to any test, certification or appointment, or any attempt to commit a fraud that violates the merit principles of personnel administration.
- (p) Giving or attempting to give any monetary consideration or the delivery of underserved service to or from any person or organization for, or in connection with, any test or appointment.
- (q) Taking or offering to take from any person for the employee's personal use, any fee, gift or other thing of service or value, in the course of his or her work or in connection with it, when such gift or other valuable thing or service is given in the hope or expectation of receiving a favor or better treatment than that accorded any other person; accepting a bribe, gift, money or other thing of service or value intended to influence one to perform or refrain from performing any official act; engaging in any act of extortion or other means of obtaining money or other things or service of value through his or her position in the service of the City.
- (r) Discharge of duties in a manner that results in discrimination to any person in violation of the City's equal opportunity policy.
- (s) Determination that employee has engaged in harassing activities.

SUBJECT: GRIEVANCE PROCESS

A "grievance" shall mean a claim or dispute by an employee with respect to the interpretation, meaning or application of the provisions of City policies and procedures.

It is the policy of the City of Beloit to afford all employees a means of obtaining further consideration of problems when they remain unresolved at the supervisory level, and to establish policies and procedures that provide for timely resolution of grievances.

Strict adherence to the procedures outlined below is mandatory for all concerned, except that time limits may be extended for good cause shown unless other procedures are provided by Federal or State regulations.

Every attempt will be made to resolve the grievance to the mutual satisfaction of the employee and the City.

A grievance shall not include, and the grievance policy shall not apply to, any of the following:

1. Any matter in which the City is without the authority to act.
2. The content or structure of the Position Classification and Pay Scale.

PROCEDURE:

Step 1. An Employee must present a grievance in writing within ten (10) working days of its alleged occurrence to the employee's immediate supervisor and Department Head, who shall attempt to resolve it within five (5) working days after it is presented to them.

Step 2. If the employee is not satisfied with the solution by the Department Head, the employee must submit the grievance, in writing, to the City Administrator within ten (10) working days of the Department Head's response. This written notice shall include the following:

- (a) Statement of the grievance and relevant facts;
- (b) Remedy sought; and
- (c) Reasons for dissatisfaction with the Department Head's solution.

The City Administrator shall attempt to resolve the grievance or schedule a grievance hearing within ten (10) working days after it has been presented to her/him. The City Administrator is the final authority within the City on grievances presented by employees.

The City Administrator may conduct a hearing to solicit information. At the hearing, all concerned parties shall be given an opportunity to present their views of the grievance together with any pertinent evidence or witnesses as deemed relevant by the Administrator. All parties shall have the right to examine adverse witnesses and evidence. All parties to any hearing shall have the right to representation or legal counsel. The City Administrator may call for additional evidence as she/he deems proper. The City Administrator shall not be bound by any legal rules of evidence. The

hearing shall not be open to the public unless the employee and the City both agree in writing to a public hearing. The City Administer will make a determination in writing within five days of any hearing. A copy of the finding shall be provided to the employee and the Department Head, and filed in the employee's personnel file.

No part of the above procedure shall be in conflict or violation of State or Federal laws and regulations.

Questions or requests for additional guidance concerning procedural or substantial matters relating to the grievance should be directed to the City Administrator.

No punitive action shall be carried out against the employee for utilizing the grievance procedure outlined above.

SUBJECT: POLICY CONCERNING HARASSMENT

STATEMENT OF POLICY:

It is the policy of the City that harassment will not be tolerated. All employees, customers, and vendors are prohibited from engaging in the harassment of any other employee or other person in the course of, or in connection with, employment. The desired standard of employee behavior is one of cooperation and respect for each other, despite any differences.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical advances of a sexual nature. It is City policy to fully support enforcement of State and Federal antidiscrimination laws, which provide that sexual harassment is prohibited where (1) submission to such conduct is made either explicitly or implicitly a term of condition of employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. It is the right of all employees to seek, at any time, redress by the State, the Equal Employment Opportunity Commission, or through a court of law; however, employees are encouraged to exhaust the City's administrative remedies before consulting outside agencies.

PROCEDURE:

1. In any case in which the supervisor is witness to, or confronted with, a situation of harassment, the supervisor shall immediately notify the offending party that harassment is not appropriate and will not be tolerated. Ultimate disciplinary action will await completion of the reporting procedure.

2. An employee subjected to any form of harassment (whether initiated by a City employee, vendor, customer or other party) should report such activity to her/his non-involved supervisor, Department Head, or directly to the City Administrator, including

the following:

Employee's name, department and position title;
Name of the person(s) committing the harassment;
Date(s) and approximate time(s) of the harassment;
Specific nature of the harassment, how long it has gone on, and any employment action taken against the employee as a result of the harassment, or any other threats made against the employee as a result of the harassment;
Witnesses to the harassment; and
Whether the employee has previously reported such harassment and, if so, when and to whom.

3. A supervisor is required to report harassment cases to her/his Department Head, who is required to report the matter to the City Administrator. Such reports to superiors and to the City Administrator are to be made regardless of how knowledge of the case was acquired. Department Heads who do not report harassment and have knowledge of the situation will be disciplined.

4. The City Administrator shall investigate and prepare a report setting forth the facts of the case and a recommendation for action.

5. The results of the investigation and the nature of the disciplinary action will be communicated by the City Administrator to both the complainant and the offender, as well as the affected Department Head. Only those individuals who need to know will be involved in the investigation.

SUBJECT: LOBBYING BEFORE STATE LEGISLATURE OR OTHER GOVERNMENTAL AGENCY

STATEMENT OF POLICY:

1. In order to assure that the official policies of the City are expressed during appearances before legislative bodies or other governmental agencies, the following policies will apply:

- a. All testimony or statements, written or oral, given by an employee of the City acting on behalf of the City before any governmental legislative body or other governmental agency shall strictly comply with the policies set forth by the City Council, action by a motion, resolution or ordinance.
- b. When there is a lack of formal action by the Council, written authorization must be obtained from the City Administrator prior to any lobbying activity by any employee of the City, on behalf of the City.
- c. The policies expressed in Items 1 and 2 shall also apply to any correspondence written on City or departmental stationery, email communication from City account, social media content representing the City, and to any verbal conversation when the speaker represents himself as an employee of the City.

- d. Items 1, 2 and 3 apply to all employees during normal working hours except that any written statement on City or departmental stationery, email communication from City account, and social media content representing the City applies at all times. Any employee who appears before a governmental legislative body or any agency during hours other than working hours will not represent themselves as employees of the City unless all information given is in compliance with this policy. If during the course of an appearance or verbal interchange, the fact emerges that the person is an employee of the City, then a disclaimer will be issued that the information or testimony given represents the views of the employee and not that of the City. If information or testimony is given that is contrary to official policies of the City, a statement to that effect will be given if the person has been identified as an employee of the City.

2. Any employee lobbying for the City before the State legislature will file reports required by law.

3. A violation of this policy procedure could result in disciplinary action.

SUBJECT: PERSONAL APPEARANCE

STATEMENT OF POLICY:

It shall be the responsibility of all employees to represent the City to the public in courteous, efficient, and helpful manner.

City employees should always be well-groomed and dressed in a manner suitable for the public service environment and to favorably reflect the City's image. If uniforms are provided by the City, they must be worn during working hours. If uniforms are not provided for the position, dress must be commensurate with community standards for business attire.

The employee's supervisor will discuss the subject of personal appearance with the employee if it is felt it does not positively reflect the image of the City.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Shoes must provide safe, secure footing, and offer protection against hazards.
- Canvas or athletic type shoes are not appropriate professional attire, but may be worn for field work.
- Tank tops, tube or halter tops, or shorts may not be worn under any circumstances.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive, to include piercings.
- Visible excessive tattoos below the elbow, neck, face, and chest must be covered during business hours.
- Field employees may wear jeans and casual clothing for conducting field visits while maintaining a professional appearance, including tennis shoe wear.

SUBJECT: POLITICAL ACTIVITIES

STATEMENT OF POLICY:

Section 1. Prohibited Activities during Working Hours. An employee shall be subject to discipline up to and including immediate discharge for violation of these provisions:

a. No officer or employee shall, while on duty during an assigned work shift as an employee of the City:

(1) Request or solicit contributions or anything of value for any political candidate or cause.

(2) Participate in any political campaign by:

Speaking in favor of any candidate or cause.

Distributing literature.

Picketing or demonstrating on behalf of, or in opposition to, any political candidate or cause.

(3) Organize, plan or in any other way participate in the administration of any political campaign.

b. No officer, employee or volunteer shall, while on duty and/or in the uniform of the City, or while in or operating any City vehicle, equipment, display any badge, button, sign or sticker promoting or opposing any political cause or candidate.

c. No officer or employee of the City shall use public funds, property, or any other instrumentality or thing of value belonging to the City to promote or oppose any political cause or candidate.

d. Nothing in this policy shall be interpreted to prohibit an employee (1) from stating any opinion regarding any political issue in ordinary conversation during working hours providing that such a conversation does not interfere with the employee's assigned job duties, and (2) from representing the official position of the City in conformance with the City's Policy on LOBBYING BEFORE STATE LEGISLATURE OR OTHER GOVERNMENTAL AGENCY.

Section 2. Coercion or Intimidation of Public Employees. No officer or employee of the City shall use her/his public office or employment for the purpose, or with the effect of:

a. Coercing or intimidating any City employee or employees with respect to contributing to, opposing or promoting, or refraining from contributing to, opposing or promoting any political cause or candidate.

b. Obtaining a benefit as a result of any political activity by intentionally committing an unauthorized act or by refraining from performing a duty imposed upon her/him by law.

Section 3. Illegal Political Activities. No officer or employee of the City shall engage in any political activity that is prohibited under State or Federal law. Any person engaging in such an activity shall be subject to disciplinary action, including immediate discharge. The following list of activities is included for illustrative purposes. Any illegal activity which is prohibited by State law but which fails to appear on this list is hereby incorporated by reference. No officer or employee shall:

a. Engage in any of the following activities within 300 feet of a polling place:

Electioneering.

Circulating cards or handbills.

Soliciting signatures.

Interfering with voting or the administration of the polling place. Conducting an exit or public opinion poll.

b. Obstruct or prevent access to a polling place.

c. Remove a ballot from a polling place or solicit a voter to show his or her ballot.

d. Attempt to intimidate, influence or bribe a voter by menace, force, threat or corrupt means.

e. Directly or indirectly offer a bribe or reward to induce a voter to vote for or against a person or proposition.

f. Attempt to influence a voter to vote or not to vote, directly or indirectly, by menace or corrupt means.

g. Hinder, disturb, persuade, threaten or intimidate any person from giving her/his vote.

h. Knowingly and willfully make a false assertion or propagate a false report concerning a candidate, which has a tendency to prevent her/his election.

i. Give a bribe or thing of value to secure a vote or solicit or bribe, or offer any preference or other valuable consideration to give or refuse a vote.

Section 4. Federally Funded Programs. In addition to this policy, an officer or employee whose position is funded totally or primarily with Federal funds shall be governed by the rules established by the United States Civil Service Commission and/or the Officer of Personnel Management. Any person who administers Federal funds under a contract which limits the political activities of the administrator or which incorporates U.S. Civil Service rules shall comply with those provisions. Failure of any officer or employee to comply with applicable restrictions imposed by such a grant or contract shall be subject to disciplinary action, including immediate discharge.

SUBJECT: SMOKING POLICY FOR CITY EMPLOYEES ON PREMISES AND IN CITY-OWNED EQUIPMENT

To respond to the increasing evidence that tobacco smoke, chewing and vaping creates a danger to the health of persons who are present in a smoke-filled environment and to establish City policy to regulate the use of smoking materials by City employees while on duty. Every attempt will be made to obtain, to the greatest extent possible, freedom for the nonsmoker from the harmful effects of smoking materials, while preserving a reasonable degree of freedom for those who choose to smoke.

STATEMENT OF POLICY:

"Smoke" or "smoking" as used in this policy shall mean and include the smoking or carrying of any kind of lighted pipe, cigar, cigarette, or e-cigarette.

Smoking will be restricted to designated areas as established by the Department Head or City Administrator.

Areas designated for smoking may change from time to time to meet the needs of the City and desires of its employees and the public. In the event there is a conflict about the establishment of a smoking area, the right of the nonsmokers to breathe clean air free from harmful smoke shall supersede the right to smoke.

Smoking is prohibited in City Hall, including all counter areas frequented by the general public, in all meeting rooms used by City staff, in all stairways and restrooms, in all City-owned equipment, and in all work areas, and within 10 feet of any doorway, open window or air intake.

Signs prohibiting smoking shall be conspicuously posted in every facility and major work area where smoking is prohibited. Ashtrays will not be kept in nonsmoking areas. Ashtrays will be made available in the designated smoking areas and are to remain in the designated areas at all times.

It is the responsibility of the affected Department Head to see that the policy is applied in an equitable manner and adhered to by all employees. Complaints of violation of the policy should be directed to the Department Head responsible for the particular work area or facility involved in the complaint. The Department Head shall be responsible for notifying the violator of the pertinent portions of this policy. Failure to comply with the policy after proper notification shall initiate the City's progressive discipline procedures.

SUBJECT: CONTRIBUTIONS AND HONORARIUMS

STATEMENT OF POLICY:

Speeches and presentations related to City services delivered by City employees to community and professional organizations are made without charge. If an organization wishes to give an honorarium or contribution for such a presentation, the remuneration must be made to the City, not to the individual employee.

An honorarium or contribution for a speech or other presentation made by a City employee to a group outside the City, either during working time or for which the City provided travel expenses, will also be made to the City.

Such contributions and honorariums shall be turned over to the City for disposition.

SUBJECT: EMPLOYEE ETHICS AND CONFLICTS OF INTEREST

This policy is not all encompassing in its definition of conflict of interest. The "reasonable person" theory can and will be applied: action deemed inappropriate by a reasonable person, whether specifically cited in this policy or not, will be subject to inquiry.

STATEMENTS OF POLICY:

Conflicts of Interest. No City employee shall engage in any act that is in conflict, or creates an appearance of fairness or conflict, with the performance of official duties. An employee shall be deemed to have a conflict if the employee:

- a. Has a financial interest in any purchase by the City of property, goods or services when the employee has prior knowledge that the City intended to purchase the property, goods, or services.
- b. Solicits, accepts, or seeks a gift, gratuity, or favor from any person, firm, or corporation involved in a contract or transaction which is or may be the subject of official action by the City.

Recognizing that personal friendships often precede and can evolve from official contact between employees and persons engaged in business with the City, reasonable exceptions to this section are permitted for those occasions that are social in nature and are not predicated on the employee's ability to influence, directly or indirectly, any matter before the City.

The employee will be guided in interpretation of this section by the distinction between a gift, gratuity, or favor given or received that has significant monetary value and is offered or accepted in expectation of preferential treatment, and an expression of courtesy. Examples of acceptable courtesies include: a meal or social event; exchanges of floral offerings or gifts of food to commemorate events such as illness, death, birth, holidays, or promotions; a sample or promotional gift of nominal value (\$25 or less).

Participates in her/his capacity as a City employee in the issuing of a purchase order or contract in which she/he has a private pecuniary interest, directly or indirectly, or performs in regard to such contract some function requiring the exercise of discretion on behalf of the City.

Engages in, accepts employment from, or renders services for private interests for any compensation or consideration having monetary value when such employment or service is incompatible with the proper discharge of official duties or would tend to impair independence of judgment or action in performance of official duties, or give the

appearance of the above. An employee should not make a unilateral decision, if there is any doubt about her/his private employment. The City Administrator should be consulted.

Except for courtesies as provided above, no employee shall, directly or indirectly, give or receive, or agree to receive any compensation, gift, reward, commission or gratuity from any source except the City for any matter directly connected with or related to his official services as such employee with this City.

Discloses or uses without authorization confidential information concerning property or affairs of the City to advance a private interest with respect to any contract or transaction which is or may be the subject of official action of the City.

Has a financial interest or personal interest in any legislation coming before the City Council and participates in discussion with, or gives an official opinion to, the City Council unless the employee discloses on the record of the Council the nature and extent of such interest.

Use of Public Property. No employee of the City shall request, use, or permit the use of City-owned vehicles, equipment, materials, or other property for unauthorized personal convenience, for profit, for private use, or as part of secondary employment. Use of such City property is to be restricted to such services as are available to the City generally and for the conduct of official City business.

Authorized personal uses include taking an assigned City vehicle to lunch on workdays as authorized, use of a City copy machine at cost, stopping to run personal errands when the destination point is in conjunction with official or authorized business, and other nominal personal uses as permitted by the City Administrator on a case-by-case basis.

Political Activities. No City employee may use City time or property in any manner to promote any political issue or candidate, or to solicit funds for any political purpose or to influence the outcome of any election. With the approval of the City Administrator, an exception shall be allowed when the subject of an election has received the endorsement and support of the City Council (e.g. bond issue).

Discipline. Any employee who is found to be in violation of this policy may be subject to disciplinary action up to and including discharge from employment. Depending upon the seriousness of the action, other appropriate civil or criminal sanctions may also be pursued.

PROCEDURES:

1. Interpretation. Interpretations of this policy shall be referred to the City Administrator.
2. Investigation. The City Administrator shall investigate, or cause to be investigated, all suspicions, allegations, and written complaints of unethical conduct.

Complaints considered by the Administrator to be serious may be referred to an Ethics Panel composed of City employees appointed by the City Administrator. An Ethics Panel, when constituted, shall investigate and hear the complaint, and recommend to the City Administrator any action deemed appropriate.

Complaints or allegations that may be criminal in nature may be referred to an appropriate outside agency for investigation.

SUBJECT: TELECOMMUNICATIONS AND COMPUTER USE

STATEMENT OF POLICY:

Telecommunications equipment, computer equipment, email service, and internet access may be available to City employees for support of official City business.

Personal use is permitted, but should be limited in duration and frequency so that it does not interfere with the employee's work responsibilities or adversely affect the productivity of the employee or the employee's co-workers. The use of City equipment that results in an identifiable or appreciable increase in City operating costs is specifically prohibited.

Right of Privacy:

Most computer, software, cloud-based programs, and telecommunication equipment store information. This stored information resides on City owned or leased equipment or space and is the property of the City. Employees waive their right of privacy to the City for any information stored or transmitted on City owned or leased equipment resulting from the employee's use of City owned or leased equipment.

Open Records and Discoverable Records:

Electronic records created or stored on City equipment or space may constitute a record subject to disclosure under open records acts or may be discoverable as the result of litigation.

Guidelines:

Screen Displays

Items displayed on a computer, laptop or handheld device screen, as a screen saver or otherwise, must not:

- Reflect poorly on an employee, be subversive or vindictive towards the City;
- Support a political party, candidate, or partisan political issue;
- Be discriminatory; or
- Contain an offensive subject and/or language.

E-mail and Internet Usage

E-mail and Internet usage may be authorized for use in support of official City business. Access to the Internet and E-mail services are determined by City officers as appropriate to their City offices and individual employees. Access may also be unavailable due to limitations of the network system.

Chain letters are expressly prohibited. E-mail and Internet site usage should conform to the prohibitions listed for Screen Displays above.

Permitted Personal Usage

Calling, emailing, or texting or other forms of communication made to an employee's home or family are permitted when traveling away from home on official business. Such communication may be considered of personal benefit to the City employee, but may also be beneficial to the City if they provide reassurance to the caller's family. Unless otherwise approved and documented by the employee's supervisor, these communications shall be limited to one call no longer than five minutes as follows:

- Upon arrival while away on official business;
- Upon departure while away on official business; and
- Every other day while away on official business.

Calls made to an employee's home or family are also permitted when the employee is required to work past normal hours.

Personal Business

City employees may make other personal calls or communications from phones or other devices in their offices or at their work stations only by using a personal telephone, charging their personal credit card, calling collect, or having charges billed to their personal account. Personal business shall be minimized so as to not interfere with the job.

Manager and Supervisor Responsibilities

City managers and supervisors (or designee) are responsible for notifying all new employees under their supervision of the essential provisions of this policy as part of the orientation process.

City managers and supervisors (or designees) shall ensure that the available monthly listings of equipment and usage charges are monitored for adherence to this policy.

Penalties

Any violation of this policy may subject the employee to disciplinary action.

SUBJECT: VISITORS IN THE WORKPLACE

STATEMENTS OF POLICY:

To provide for the safety and security of visitors, employees, and the facilities at the City, only authorized visitors are permitted inside the workplace. Restricting unauthorized visitors assists the City with maintaining safety standards, protects against theft, assures security of equipment, helps secure confidential information, preserves employee welfare, and avoids potential disruptions and intrusions.

Typically, visitors should enter City premises at the main lobby of each respective facility. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on City premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the lobby.

SUBJECT: SOCIAL MEDIA POLICY

STATEMENT OF POLICY:

Social media is the term commonly given to websites, applications, and online tools that allow users to interact with each other in some way – by sharing information, opinions, knowledge and interests. As the name implies, social media involves the building of communities or networks, encouraging participation and engagement.

PRINCIPLES:

If you are an employee, contractor, or volunteer creating or contributing to blogs, wikis, social networks, virtual worlds, or any other kind of social media both on and off our website – officially or unofficially, these guidelines pertain to you.

All who participate in social media are expected to understand and to follow these guidelines. These guidelines will continually evolve as new technologies and social networking tools emerge. Review this policy occasionally to make sure you are current.

Emerging social media platforms for online collaboration are fundamentally changing the way public organizations engage residents, customers, the community, and the world. The City of Beloit believes social networking can provide stronger channels of communication to keep our operations transparent to our citizens, and it is a way for staff members and the public to have conversations about matters important to our community.

As a member of the City of Beloit staff, keep the following principles in mind:

1. Only speak as a representative for the City when officially authorized.

2. Be professional; remember that you are always an ambassador for our organization both on and off the job. Wherever possible, disclose your position as a representative of the City of Beloit.
3. Be responsible and honest at all times. Don't engage in gossip or hearsay.
4. If you make a mistake, admit it and be upfront about a correction.
5. Be credible, accurate, fair and thorough.
6. Post meaningful, respectful comments – in other words, no remarks that are off-topic or offensive.
7. Respect proprietary information and confidentiality.
8. When disagreeing with others' opinions, be objective and respectful.
9. Always remember that your online comments are permanently available to all, and may be republished in other media.
10. Stay within the legal framework and be aware that anti-trust, discrimination, libel, copyright and data protection laws apply. Don't plagiarize.
11. Don't disclose sensitive or "inside" information, make commitments or engage in comments or activities on behalf of the City of Beloit unless you are authorized to do so. If you are in doubt, avoid any contribution until you have received express permission from the City Administrator. In other words, "If in doubt, leave it out."
12. Even in your private communications, don't forget your day job. You are a representative of the City of Beloit.
13. Don't let social media activities interfere with the essential functions of your job and commitments to others.

Official or Sanctioned Use:

1. Official and sanctioned use shall be limited to supervisory personnel and to other designated line employees.
2. All City of Beloit social media sites shall be approved by the City Administrator.
3. City of Beloit social media sites and use thereof shall comply with the general provisions of the City of Beloit's Internet Use Policy.
4. City of Beloit blogs and other social media tools are subject to the State of Kansas public records laws. All sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure.
5. The City reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law.
6. City of Beloit social media articles containing any of the following forms of content shall not be allowed for posting:

- a. Comments not topically related to a particular issue or article being commented upon;
- b. Profane language or content;
- c. Content that promotes, fosters, or perpetuates discrimination on the basis of race, national origin or ancestry, creed, color, sex, age, religion, marital status, veteran status, status with regard to public assistance, physical or mental disability, genetic identification, victim of domestic violence or sexual assault, or sexual orientation, gender identity, or any other category protected by State or Federal law;
- d. Comments that support or oppose political campaign or ballot measures;
- e. Sexual content or links to sexual content;
- f. Solicitations of commerce;
- g. Conduct or encouragement of illegal activity;
- h. Information that may tend to compromise the safety or security of the public, public systems; or
- i. Content that violates a legal ownership interest of any other party.

7. All social media sites shall clearly indicate that they are maintained by the City of Beloit and shall have City of Beloit contact information prominently displayed.

COMPENSATION

Compensation
Compensatory Time/Overtime
Call Out and Call Back
Date of Hire/Anniversary Date
Demotions
Promotions
Reclassification Procedure
Transfers
Working Out of Classification Pay
Garnishment
Pay Periods
Payroll Deductions
Time Sheets/Preparation of Payroll

SUBJECT: COMPENSATION

STATEMENT OF POLICY:

It is the policy of the City and the purpose of the Position Classification and Pay Scale to establish a compensation system that will allow the City to effectively compete for qualified personnel and to ensure that salaries are equitable and commensurate with the duties performed by each employee.

New Employees: All new employees will ordinarily be paid at the range minimum unless approved by the City Administrator in cases of difficulty in finding qualified personnel, or in the hiring of an exceptionally qualified person.

Cost-of-Living: Cost-of-living adjustments/salary modifications may or may not be granted by the City Council upon recommendation by the City Administrator. If granted, they are generally effective the first pay period of each year.

Pay for "Acting" Status or Out-of-Classification Duties: See Policy on WORKING OUT OF CLASSIFICATION PAY.

Pay Increases: Employees may qualify for annual pay increases up to a maximum of the position classification grade, upon successful completion of annual performance evaluations and as executed by the Personnel Status Form found in the City Clerk's office. When employees reach the maximum of their pay grade, they are still eligible for a pay adjustment, however, the pay adjustment is a one-time payout and will not be added to the employee's base wages. Pay increases are not guaranteed and are subject to financial availability, and based on employee performance.

Classification Plan: Jobs with similar duties and responsibilities are assigned to the same grade scale. The City may conduct periodic studies of various jobs when there is an indication the employee is working above or below the established responsibilities for that position. These studies may be requested by the Department Heads or City Administrator and are conducted in accordance with the Policy on RECLASSIFICATIONS.

Maintenance of the Salary Plan: Periodically the City will review the Compensation Plan. The review will include an analysis of prevailing rates of pay for similar positions in comparable labor markets. On the basis of this information, the City Administrator shall recommend to the Governing Body changes to keep the plan current, uniform and equitable.

Job Description: Each position shall have a concise descriptive title, a description of the essential and peripheral duties and responsibilities, desired minimum qualifications, special requirements, tools and equipment used, physical demands, work environment. Such descriptions shall be made a part of the Position Classification and Pay Scale Plan approved by the Governing Body, shall be kept on file in the office of the City Clerk, and shall be open to inspection by any interested person during regular office hours.

It shall be the responsibility of the City Administrator to report to the Governing Body any and all organizational changes in class duties necessitated by organizational adjustments,

improved methods or new or revised service programs that will significantly alter or affect changes in existing positions or proposed positions. All new or revised job descriptions and pay scales for such positions including reclassifications, reassignments, or transfers of any employee, when such action is deemed essential or desirable for the improvement of City operations or the benefit of the employee, must be approved by the City Administrator and carried out by the City's Personnel Status Form, found in the City Clerk's office.

Personnel Status Form: All personnel actions appointment, hiring, promotion, demotion, working out of class, reclassification, transfer, termination shall have a personnel status form to be valid.

SUBJECT: COMPENSATORY TIME/OVERTIME

STATEMENT OF POLICY:

FLSA: This policy shall not contravene the provisions of the Federal Fair Labor Standards Act (FLSA) pertaining to compensation for employment in excess of an established work period, excluding exempted positions.

Overtime

1. For all non-exempt employees, except for police officers, overtime is defined as hours worked in excess of 40 hours in a workweek. Any paid leave (sick, vacation, holiday, personal days) time will not be included as hours worked in the overtime calculation. Overtime for police officers is defined as hours worked in excess of 168 hours in a work period of 28 days.
2. Overtime will be compensated at the rate of one and one-half times an employee's regular rate of pay.
3. Overtime will be calculated and paid to the nearest quarter hour.

Compensatory Time

1. Upon request of the employee, and at the discretion of the Department Head, the City may grant compensatory time off in lieu of overtime.
2. Compensatory time will be granted at the rate of one and one-half hours for every hour worked.
3. Compensatory time off may be accumulated to a maximum of 40 hours to be used at a later time upon mutual agreement within 90 days of accrual.
4. Compensatory time off shall be expended in increments of not less one hour.

Exemptions

Employees are considered exempt from overtime and compensatory time provisions of this manual and the Fair Labor Standards Act if they qualify for the exemption under

executive, administrative, professional, information technology, or other exemptions. Job descriptions will delineate whether a position is classified as exempt or non-exempt for the purposes of Fair Labor Standards Act.

RESPONSIBILITIES:

A. Department Heads:

1. It shall be the responsibility of each Department Head to equitably administer the provisions of this policy within their respective departments.
2. Department Heads are the authorized authority for the approval of overtime requests. It shall be the responsibility of the Department Head to determine whether overtime or compensatory time be granted to the employee when compensatory time is requested in lieu of overtime.
3. Department Heads shall ensure that all overtime and compensatory time earned and used is recorded on the employee's time card as it occurs.
4. Department Heads will exercise extreme caution in the utilization of overtime within their departments. Temporary adjustments in working hours or realignment of duties within the department should be considered as alternatives to the use of overtime. Overtime shall be considered necessary only in emergency situations, wherein additional effort is needed to complete a task, which is critical in nature.

B. Individual Employee:

It is the responsibility of the individual employee to request compensatory time in lieu of overtime if so desired.

C. Payroll Officer:

1. The payroll officer shall ensure that a permanent record of overtime/compensatory time accrued and used is kept on all employees based on information provided by Department Heads, and that the proper financial transactions are completed at the end of each pay period.
2. Upon termination, the payroll officer shall ensure that eligible employees are given credit for all overtime accrued and all unused compensatory time within the limitations established by this policy, According to KSA 44-319 (c)(1), the City may upon written notice and explanation to the employee withhold employee's final wages to recover City property.

SUBJECT: CALL BACK and ON CALL

STATEMENT OF POLICY:

Certain conditions, schedules, or emergencies may necessitate the City to call back employees to duty, or to designate employees as "on call," should someone need to be called back. Supervisors may call their personnel back to duty under these circumstances.

Each department shall establish procedures for calling personnel to work under these circumstances. Individual departments shall also establish procedures for placing employees "on call."

All eligible personnel who are called back to duty after leaving for the day, or who are called in on his or her time off, shall be paid a minimum of two hours at one and one-half times their regular rate of pay. This time shall be paid even if the actual time spent at work as a result of the call out is less than two hours.

Scheduled time that is outside of normal work hours, such as court time or evening meetings, shall not be counted as call back.

After the first two hours, each additional hour worked shall be paid at one and one-half times an employee's regular rate of pay.

SUBJECT: DATE OF HIRE/ANNIVERSARY DATE

STATEMENT OF POLICY:

Date of hire shall mean the effective date of the individual's employment with the City.

Anniversary date shall mean the date the employee began her/his employment in the most recent position.

There will be no change in an employee's anniversary date in the following instances: Reallocation of an employee's position to a new classification title when there have been no recent, abrupt and/or significant changes in assigned tasks and responsibilities.

An employee reinstated to the same position or a position in the same class following layoff from the City will have her/his anniversary period extended by the same length of time as the duration of the layoff.

SUBJECT: DEMOTIONS

STATEMENT OF POLICY:

An employee reassigned to a position in a lower classification may receive a cut in pay commensurate with the nature of the demotion as determined by the Department Head in consultation with the City Administrator.

No employee shall be demoted to a position for which he or she does not possess the minimum qualifications.

Any demotion to prevent layoffs may be revised when the employee's previous position is reopened.

Persons demoted to new positions will be subject to the standard training requirements for the new position.

SUBJECT: PROMOTIONS

STATEMENT OF POLICY:

Employees are encouraged to apply for any vacancy for which they may qualify in accordance with the Policy on HIRING PROCESS.

Generally, employees are expected to serve in their current position for at least a year before being considered for a promotion or transfer.

Selection of an employee for a promotion (or lateral transfer) is based on past work record, education, knowledge of the job duties, as well as time in service.

When considering the promotion (or lateral transfer) of City employees having the same or similar qualifications, the position will be filled after considering the factors listed above.

No offer of promotion may be made to any employee prior to completion of the recruitment and selection process. Temporary assignments may be made by the Department Head for a specified time or assignment as necessary. Such appointments are made on "acting" basis and the employee returns to his or her regular position upon completion of the assignment. The actual salary for "acting" appointments is set by the Department Head, in consultation with the City Administrator, pursuant to the Policy on WORKING OUT OF CLASSIFICATION.

Unless otherwise provided, whenever an employee is promoted to a higher position, or whenever an employee's position is upgraded, said employee will enter the new grade/position at the pay scale commensurate with the new classification.

Promotions do not change the person's date of hire. However, the anniversary date will be revised to coincide with the promotion date.

Persons so promoted will be subject to the standard training period status for the new position. Those who fail the training period may re-assume any prior appointment held prior to the promotion, if that position remains open, subject to the approval of the City Administrator.

SUBJECT: PERFORMANCE EVALUATIONS

The functions of the employee performance evaluation are: to provide all employees with timely reports of their progress; to provide positive recognition of strengths and special

abilities and an opportunity to improve deficiencies; to provide an ongoing performance record; to provide employees with an opportunity to discuss ways and means for improvement; and to update any changes to job descriptions if appropriate.

STATEMENT OF POLICY:

Annual Evaluations. All personnel shall be evaluated at least once a year. Department heads may choose to evaluate employees more often.

Training Period Evaluations. All personnel who are in a training period either as a new hire, internal promotion, demotion, or transfer shall have an evaluation conducted by the end of the training period.

Evaluation Forms. Evaluations shall be recorded on forms approved by the City Administrator. Completed evaluation forms shall be maintained in the employee's personnel file.

SUBJECT: RECLASSIFICATION PROCEDURE

STATEMENT OF POLICY:

Revision of position descriptions and re-allocations within the classification plan shall be made as often as is necessary to provide current information on positions and classes.

It shall be the duty of the City Administrator to examine the nature of all positions and to allocate them to existing or newly created classes, to make changes in the classification made necessary by changes in the duties and responsibilities of existing positions, and to periodically review the entire classification plan and recommend appropriate changes in the allocations or in the classification plan.

When a new position is requested by a Department Head or the duties of an old position are substantially changed, the Department Head shall submit a written recommendation to the City Administrator including justification for the reclassification, emphasizing changes in position responsibilities or requirements for qualifications (i.e. experience, education, certifications, etc.).

The request will be reviewed by the City Administrator. If the request is justified, the budget impact will be determined, and an Issues and Opinion paper prepared for review by the Governing Body. If approved, the City Administrator will take the necessary steps to affect the reclassification. No reclassification involving an upgrade of salary not requested and approved as part of the budget process will be effected without Governing Body approval.

If the requested action is for a downgrading of a position, and the City Administrator concurs, the City Administrator shall coordinate implementation steps.

Any employee who considers her/his position improperly classified shall first submit a request in writing for reclassification to her/his Department Head, who shall review the request and transmit it with written recommendation to the City Administrator.

Re-grade may result in reclassification, and due to an overall increase/decrease in the responsibilities of a position, resulting in an increase/decrease in the monetary compensation (salary) established for the new position and grade.

SUBJECT: TRANSFERS

STATEMENT OF POLICY:

All openings for City positions will be posted for a minimum of seven calendar days at each City facility.

Any current employee (part-time or full-time) interested in applying for a transfer must submit a completed City application form in accordance with instructions listed on the employment opportunities notice.

If the employee meets the minimum requirements for the position she/he will proceed through the regular hiring procedures with all other applicants as described in the Policy on HIRING PROCESS. Transfers are made only when the City's service will benefit. Generally, employees are expected to serve in their current position for at least one year before being considered for promotions or transfers.

The personnel file of the transfer applicant will be made available to the Department Head responsible for filling the open position.

If the current employee is selected, her/his Department Head will be advised prior to the offer being made to the employee.

If the employee accepts the position, it will be the responsibility of the two Department Heads, along with the employee, to reach agreement on a transfer date. In the event satisfactory agreement cannot be reached on this matter, it will be forwarded to the City Administrator for a decision. Every effort should be made to accomplish the transfer within two weeks of the offer's acceptance. The compensation offered to the employee must be consistent with the compensation and requirements of the new position.

Transferred employees will serve a training period in her/his new position. Transferred employees remain eligible for all fringe benefits included with the previous position.

If the position to which an employee transfers carries benefits different from those of the previous position, the benefits of the new position apply. Any exceptions must be stated in writing and be authorized by the City Administrator.

Transfers may also be initiated by the City in instances where the City's best interests may be served.

Additional information is included in the Policies on PROMOTIONS or DEMOTIONS.

SUBJECT: WORKING OUT OF CLASSIFICATION PAY

The provisions of this policy apply to all employees, unless a contract specifies differently.

STATEMENT OF POLICY:

1. The City Administrator may on occasion designate acting Department Heads. On such occasions the acting Department Head may receive increased compensation.
2. The assumption and performance of the duties of the higher classification must encompass the full range of responsibilities of the higher classification. This shall not apply to temporary assignments that are made pursuant to prior mutual agreement between the employee and his or her immediate supervisor for the purpose of providing a training opportunity to the employee, for a mutually agreed upon period of time.
3. The performance of such duties must be for an extended period of time, wherein a need exists to fulfill the duties and responsibilities of the vacant position.
4. The employee's compensation will be increased by 10% per hour. During this temporary period the employee will continue to be considered non-exempt under FLSA.
5. When the temporary assignment is completed, the employee's compensation will be readjusted lower by 5%. The employee's date of hire and anniversary date will remain unchanged throughout the temporary assignment. The employee will be eligible for merit or performance evaluation adjustments when working out of class. Any merit or performance adjustment will remain once the employee returns to their former position.

SUBJECT: GARNISHMENT

STATEMENT OF POLICY:

Any notice of garnishment will be received and signed for by the City Clerk. Garnishment is defined as a legal stoppage of a specified sum from wages to satisfy a creditor.

Notice of garnishment will be forwarded immediately to the City Clerk. The City Clerk will forward a copy of the notice to the Payroll Clerk. The Payroll Clerk will make the necessary deductions from the employee's wages and a check for the garnished amount will be written and forwarded to the Creditor as directed.

The Payroll Clerk will notify the employee, in writing, that the garnishment has been processed. Repeated garnishments may result in a referral to the City's Employee Assistance Plan and may be considered cause for disciplinary action in accordance with State law. New employees are required to immediately report any existing wage garnishments to the City Clerk/Finance Director.

SUBJECT: PAY PERIODS

STATEMENT OF POLICY:

Regular City Employees.

City employees are paid every other Friday. There are normally 26 pay periods in the year, and in rare occasions there are 27 pay periods.

If a payday falls on a holiday (e.g. Friday after Thanksgiving), payday shall be the day prior to the holiday.

Wages, salaries and all benefits are calculated on an hourly basis.

Payroll is transmitted electronically to accounts by noon on the Friday following the close of the pay period. Employees receive, with each transmission, a statement of earnings, deductions, vacation, and sick leave balances for the period covered by the payment. Any employee that notices an error in pay or benefits shall contact their supervisor immediately.

Elected Officials Checks.

Elected Officials are paid once a month.

SUBJECT: PAYROLL DEDUCTIONS

STATEMENT OF POLICY:

The following deductions are required by law from each employee pay:

1. Federal and State Income Tax withholding;
2. Social Security and Medicare Contributions;
3. Retirement contributions (eligible employees only); and
4. Deductions authorized by law, such as garnishments.

Additional deductions may include:

1. Deferred compensation;
2. Payment of health, dental or vision insurance premium (if applicable);
3. Employee-directed and City-approved deductions (cafeteria plan).

With each payroll, the City employee receives a statement of deductions and earnings, which itemizes the various deductions made, as well as appropriate cumulative totals. A record of sick leave and vacation time will also appear on the pay stub.

It is the employee's responsibility to maintain current payroll deduction information with the Payroll Clerk.

Employees wishing to add or change their payroll deductions should contact the Payroll Clerk.

SUBJECT: TIME SHEETS/PREPARATION OF PAYROLL

STATEMENT OF POLICY:

Time cards are to be completed by all employees including supervisors and department heads. The time card shall include: employee name, department, pay period; hours worked (including call back pay), holiday, sick leave, vacation leave, compensatory time, leave without pay; employee signature and supervisor's signature.

The Payroll Clerk shall compute earnings as well as deductions. Changes in rate, position, and status shall be approved by the Department Head/Supervisor and City Administrator.

Payroll records shall be maintained by the City for a minimum of twenty years, unless otherwise provided by federal or state law.

Falsification of time records for payroll purposes is reason for discipline.

Employees may direct inquiries concerning payroll matters to the Payroll Clerk.

BENEFITS

Group Dental Plan
Deferred Compensation Plan
Life Insurance Provisions
Group Medical Insurance
Retirement System
Social Security
Unemployment Compensation
Workers Compensation
Continuance of Medical Coverage (COBRA)
Civic Club Membership

SUBJECT: GROUP DENTAL PLAN

STATEMENT OF POLICY:

The City offers its full-time employees and their eligible dependents group dental coverage.

Specific benefits of the plans are described in insurance brochures provided to each new employee by the Payroll Clerk.

PROCEDURES:

Enrollment cards should be completed in the following instances:

1. New employees beginning service with the City.
2. Employees wanting to add an eligible dependent.
3. Employees who want to drop a dependent.

Enrollment cards are available from the Payroll Clerk. It is the employee's responsibility to notify the Payroll Clerk of any change in dependent status by completing updated enrollment cards.

Enrollment is processed through the City Clerk. Claims are generally sent directly to the insurance provider by participating dentists. Dental coverage may be continued at the employee's own expense during an appropriate leave of absence unless on family medical leave. COBRA eligible employees may continue benefits as provided by law.

Upon termination of employment, employees may contact the insurance provider regarding individual dental plan coverage. Contact must be made within 30 days after termination of employment.

SUBJECT: DEFERRED COMPENSATION PLAN

STATEMENT OF POLICY:

The City provides an option to full-time employees to invest a portion of her/his present earnings in a deferred compensation plan. This is an arrangement where a certain dollar amount can be designated by the employee to be withheld from her/his pay and invested for payment at a later date, usually at retirement. Under this arrangement, neither the deferred amount nor earnings on the investments are subject to current Federal and state income taxes until such time as the employee receives payment from the plan.

The City-approved program includes various investment options. Enrollment can be arranged through the Payroll Clerk, and is open to any individual who has achieved permanent employee status with the City. Contributions to the program are financed solely by the employee, either through direct deposit or payroll deduction.

Benefits received through this program are in addition to any Social Security or Public Employees' Retirement System benefits for which the participating employee would be eligible.

SUBJECT: LIFE INSURANCE PROVISIONS

STATEMENTS OF POLICY:

All full-time employees are currently covered by a term life insurance policy. The policy also provides a double indemnity accidental death and dismemberment (AD&D) policy for each covered employee.

Full-time employees are provided a term life insurance policy by the City, at no cost to the employee, in the amount of the sum of the employee's annual earnings, rounded to the next \$1,000, and double indemnity AD&D. Additional coverage is also available through KPERS.

Coverage is effective the first date of employment and continues until the employee leaves the City's employment, the employee moves to an employee class which is not eligible for this benefit, or the policy is discontinued completely by the City for some reason. Termination under the policies shall be determined when premium payments for such employee's insurance are discontinued.

Specific benefits and terms of the policy are provided each new employee by the Administration Office.

It is the employee's individual responsibility to keep on file information related to this policy up-to-date as to name, address, and beneficiary(s).

Additional information concerning life insurance is available from the Payroll Clerk. Benefits and premiums may be taxable events. For more information see the Payroll Clerk.

SUBJECT: GROUP MEDICAL INSURANCE

STATEMENT OF POLICY:

The City offers to all full-time employees and all eligible dependents group medical insurance.

Coverage becomes effective the first day of the month following the date of employment. Specific benefits of plans are described in insurance brochures provided to each new employee by the Payroll Clerk. Each December there is an open enrollment period during which an employee may elect to change medical plans. Medical coverage may be continued at the employee's own expense unless on family medical leave, during an approved leave of absence.

Employees may continue or change coverage under COBRA (Consolidated Omnibus Budget Reconciliation Act).

SUBJECT: RETIREMENT SYSTEM

STATEMENT OF POLICY:

Full-time employees participate under the Kansas Public Employee's Retirement System. For eligibility see the Payroll Clerk.

Part-time employees may be eligible to participate. For eligibility see the Payroll Clerk.

Retirement benefits accrue from employee and employer contributions. Contributions to the retirement system are mandatory for eligible positions and are deducted from the member's compensation each payroll period, normally after one year of employment.

The Retirement System provides for retirement benefits and disability protection when a member meets the plan requirements.

If a member terminates service without retiring, accumulated contributions, with earned interest, are refundable upon request during a certain time period (normally 60 days after termination). Employer contributions are not refundable. Employees become vested in accordance with applicable Retirement System policies.

Annual benefit statements are provided by the Retirement System to participating members. Employees may request an estimate of benefits from the retirement system at any time to obtain an approximate projected retirement benefit figure.

Enrollment and benefits forms are available through the Payroll Clerk. It is the employee's individual responsibility to keep information on file up to date related to their retirement account as to name, address and beneficiary(s).

Employees who plan to retire from the system are encouraged to contact the Retirement System at least 90 days in advance of the anticipated retirement date to secure estimate of benefits information and to finalize the retirement date. This action should also be coordinated with the City Clerk.

SUBJECT: SOCIAL SECURITY

STATEMENT OF POLICY:

All employees are automatically included as participants in the Social Security System (FICA), which provides workers with the following benefits: retirement insurance, survivor's insurance, disability insurance, Medicare for the disabled and the aged, Black Lung benefits, and supplemental security income. These benefits are in addition to Public Employees' Retirement System benefits for which the employee may be eligible to receive.

Financing of the program is accomplished by employee payroll deduction contributions and through a match paid by the City. The exact percentage to be contributed is determined by the employee's compensation. Employee contributions stop each year once they have paid the required percentage as designated by the Federal government.

The salary limit and percentage are subject to change at the beginning of each year according to Federal guidelines.

SUBJECT: UNEMPLOYMENT COMPENSATION

STATEMENT OF POLICY:

The City is a covered employer under the Unemployment Compensation Law. The basic objective of the program is to provide a partial replacement of wages for its employees during short periods of involuntary unemployment. The program is financed completely by the City.

An employee who quits her/his job voluntarily without good cause is not normally eligible to collect unemployment compensation. The City may contest the claim of an employee who quits without "good cause" or who quits for other reasons considered disqualifying.

An individual who applies for Unemployment Compensation Benefits completes a form titled "Notice to Last Employer" on which are stated reasons for leaving the job. Notices to Last Employer forms received by department heads should be forwarded to the City Clerk/Finance Director immediately.

SUBJECT: WORKERS COMPENSATION

STATEMENT OF POLICY:

All employees are covered by Worker's Compensation Insurance, a program of insurance to protect workers, their families and dependents from loss due to an industrial accident or illness. The program provides for payment of medical bills, physical and vocational rehabilitation, and financial compensation while the worker is disabled -- either temporarily or permanently -- and is unable to work. It also provides for lump sum payments for particularly serious injuries such as the loss of a finger, eye, foot, etc., and assures death benefits and compensation to the worker's family or dependents in the event the injury is fatal.

Financing for this program is paid by the City.

Any employee involved in an injury or an occupational illness as defined by the Kansas State Worker's Compensation Act, must report the incident to her/his immediate supervisor or Department Head within 24 hours, or as soon thereafter as possible. The affected employee shall also file an application for Worker's Compensation in accordance with applicable laws, rules or regulations.

Hours lost due to the injury or illness should be reported on the employee timesheet as "disability." Once the eligibility for payment under Worker's Compensation has been approved by the State, the employee should endorse her/his State benefit check to reimburse the City for wages paid during the employee's initial absence prior to State approval. An employee shall not draw more than her/his base pay when collecting worker's compensation insurance.

Worker's Compensation will not pay for the first seven days off unless the total number of days off exceeds fifteen days. During unpaid workers compensation, employees will be paid with leave time. Workers Compensation pays a percentage of a daily wage.

SUBJECT: CONTINUANCE OF MEDICAL COVERAGE (COBRA)

STATEMENTS OF POLICY:

A. Employee and/or dependent medical, dental, and vision coverage under the current plan may cease as a result of one of the following events:

Employee Qualifying Event

1. Termination of employment for any reason other than gross misconduct.
2. Reduction in the number of hours of employment.

Spouse or Dependent Child Qualifying Event if Event Causes Spouse or Dependent to Lose Coverage

1. Covered employee becomes entitled to Medicare.
2. Divorce or legal separation.
3. Death of covered employee.

Dependent Child Qualifying Event if Dependent Loses Coverage

Loss of Dependent Child Status under Plan Rules (Coverage provided under Patient Protection and Affordable Care Act until age 26 of dependent)

COBRA coverage lasts 18 or 36 months depending on the coverage.

Employees or dependents may elect to continue medical coverage including dental and vision beyond the date that it would otherwise terminate by doing one of the following:

1. Convert the group medical coverage to an individual policy provided directly by the insurance carrier.
2. Continue to participate in the group medical coverage plan under the criteria outlined below:
 - a. Rights of Employee. Employees presently covered by the insurance plan or health maintenance organization (HMO) may continue this coverage for up to 18 - 36 months from the date that employment terminates or status changed to a nonparticipating (non-insured) employment status provided that the employee pay the full cost of premium and any administrative fee (up to 2%) that may be imposed.
 - b. Rights of a Spouse of Employee. The spouse of an employee covered by the medical plan or a sponsored HMO has the right to continue coverage if the employee was terminated or changed to nonparticipating employment status, or if a divorce or legal court-decreed separation from the employee took place. Coverage under these circumstances may continue for a period up to 36 months

provided that the spouse pay the premium in full and any administrative fee (up to 2%) that may be imposed.

c. Rights of Child(ren). Dependent children of an employee covered by the medical plan or a sponsored HMO has the right to continue coverage if group health coverage under the medical plan is lost because of termination of a parent's employment or change to nonparticipating employment status, parents' divorce or legal court-decreed separation, or the dependent ceases to be a "dependent child" under the medical plan (attains age 26). Coverage under these circumstances may continue for a period up to 36 months provided that the spouse pay the premium in full and any administrative fee (up to 2%) that may be imposed.

Election.

1. If an employee or eligible spouse or dependent does not elect to continue coverage, group health insurance will end as scheduled under the plan.
2. If an employee elects to continue group medical coverage, the employee or eligible spouse or dependent is responsible for paying the entire cost (both employer and employee share). This cost will be subject to periodic rate changes. Employees are not required to show that they are insurable (by taking a medical exam) to continue the coverage.
3. Continued coverage may be terminated earlier than the 18 or 36 month period if group medical plans for all other employees are terminated, or if the employee or eligible spouse or dependent:
 - a. Fails to remit the required monthly payments within 31 days of the due date.
 - b. Becomes eligible under any other group medical plan.
 - c. A covered spouse remarries and becomes eligible to be covered under a group medical plan.
 - d. Becomes eligible for Medicare.

SUBJECT: CIVIC CLUB MEMBERSHIP

STATEMENTS OF POLICY:

Full-time employees who are classified at or above the level of Department Head are eligible to join an approved Civic Club. Subject to budget restrictions, the City will pay dues and expenses of membership. The City Administrator will maintain a list of approved Civic Clubs and will approve employee memberships on a case-by-case basis.

LEAVE

Bereavement Leave
Blood Bank
Personal Holiday(s)
Holidays
Jury/Court Leave
Leave of Absence Without Pay
Family or Medical Leave
Military Leave
Sick Leave
Vacation Leave

SUBJECT: BEREAVEMENT LEAVE

STATEMENT OF POLICY:

A full-time employee who has a member of his immediate family taken by death shall receive up to 3 days or 3 shifts off with pay as bereavement leave to arrange and/or attend funeral activities.

A full-time employee who serves as a pallbearer or who is attending another City employee's funeral shall receive time off with pay.

"Immediate family" shall be defined as spouse, mother, stepmother, father, stepfather, mother-in-law, father-in-law, children, stepchildren, sister, stepsister, half-sister, brother, stepbrother, half-brother, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparents, grandparents-in-law grandchildren, uncles, aunts, cousins, nephews and nieces.

If additional time is necessary, it may be taken with any earned leave time or unpaid leave as authorized in advance by the Department Head or the City Administrator. Time for attendance at funeral of others may be granted without pay or made up within the same pay period.

The employee must notify her/his immediate supervisor upon making determination to take time off from work as soon as practical.

Employees who fail to return to work on the date specified to the Department Head without receiving an extension are subject to disciplinary action up to and including termination.

SUBJECT: BLOOD BANK

STATEMENT OF POLICY:

All full-time and part-time employees are encouraged to donate whole blood or plasma.

Time off with pay (up to three times annually) may be granted for up to two hours for donating whole blood or plasma. Time away must be approved in advance with the Department Head.

SUBJECT: PERSONAL HOLIDAY(S)

STATEMENT OF POLICY:

Unless otherwise provided, an employee may designate the equivalent of one regularly scheduled shift (8 hours or if on a 12 hour schedule, 12 hours) as a personal holiday each calendar year provided:

1. The employee has given written notice to her/his immediate supervisor.

2. The number of employees selecting a particular day off does not prevent the City from providing continued public service.
3. Personal holiday(s) shall be taken in no less than four (4) hour increments.
4. Personal holiday(s) must be used in the calendar year in which they are awarded.

When the number of requests for a particular day would impair department operations, if granted, the following criteria shall be used to determine which requests are allowed:

1. The personal holiday shall be granted to employees in the order in which the requests for a holiday date are submitted, with the earliest request receiving first priority.
2. In the event several requests are submitted on the same day, requests shall be granted based on employment seniority.
3. Final authority for approving or disapproving personal holiday requests shall rest with the Department Head based on department operational necessity. Any disapproval shall be communicated to the employee involved as soon as possible.

Personal holidays may be combined with vacation or other leaves.

PROCEDURE:

Employee requests should be made on the proper form to the immediate supervisor.

Approval or disapproval shall be recorded by the supervisor on the form.

SUBJECT: HOLIDAYS

STATEMENT OF POLICY:

The City shall celebrate the following holidays off with pay for all employees, except temporary employees or as specifically provided in departmental policy:

NEW YEAR'S DAY January 1
PRESIDENT'S DAY 3rd Monday of February
MEMORIAL DAY Last Monday of May
INDEPENDENCE DAY July 4
LABOR DAY 1st Monday of September
VETERAN'S DAY November 11
THANKSGIVING DAY 4th Thursday of November
DAY AFTER THANKSGIVING
CHRISTMAS EVE DAY December 24 beginning at noon
CHRISTMAS DAY December 25

In the event an actual holiday falls upon a Sunday, the following Monday shall be deemed to be the observed holiday. In the event the actual holiday falls on a Saturday, the preceding Friday shall be deemed to be the observed holiday.

Employees shall receive eight (8) hours compensation at their regular straight time hourly rate for each approved holiday, whether the holiday is worked or not.

Employees required to work on an actual holiday listed above shall be paid at one and one-half times the employee's regular rate of pay plus eight hours holiday pay compensation as defined above. This applies to employees working an eight-hour shift or 12-hour shift.

Seasonal and temporary employees are not eligible to receive holiday pay.

From time-to-time and for certain special occasions, the Governing Body may designate other days as special holidays on a one-time basis.

To receive holiday pay, an employee must be in pay status the day preceding and the day following the holiday. Employees on leave without pay either preceding or following a holiday will not be compensated for holidays.

SUBJECT: JURY/COURT LEAVE

STATEMENT OF POLICY:

Any permanent full-time or part-time employee who is required to serve on a jury, or as a result of official City of Beloit duties is required to appear before a court, legislative committee or quasi-judicial body as a witness in response to a subpoena or other directive, shall be allowed authorized leave with pay. An employee who receives notice of jury duty or witness service must notify her/his supervisor immediately in order that arrangements may be made to cover the position. The City reserves the right to request that an employee who is called for jury be excused if their absence would create a hardship on the operational effectiveness of the department to which they are assigned.

Time away will not affect employee benefits.

Employees are expected to return to work promptly after jury/court leave.

Employees who appear in court as the plaintiff or defendant in any action not related to their official duties shall not be paid for time away from work. Employees may choose to use vacation or personal holiday leave.

SUBJECT: LEAVE OF ABSENCE WITHOUT PAY

STATEMENT OF POLICY:

Requests for leave of absence without pay shall be in writing on a Personnel Action Form and shall state specifically the reasons for the request, the date desired to begin the leave, and the date of return. The request shall normally be submitted by the employee to the affected Department Head. The Department Head shall recommend to the City Administrator whether the request should be granted, modified, or denied. The City Administrator shall then make a decision based upon the best interest of the City, giving

due consideration to the reasons given by the employee, and the requirements of any applicable State and Federal laws.

The City Administrator may grant a leave of absence without pay not to exceed one hundred eighty (180) days for non-medical purposes. Non-medical leave is unpaid leave time for career advancement, personal or family situations. Such leaves may be granted after vacation accrual has been exhausted. Sick leave accruals may not be used for non-medical leaves.

The City Administrator may grant a leave of absence without pay not to exceed one year for medical purposes. Unpaid medical leave may be requested after sick, vacation, and Family Medical leave have been exhausted. Unpaid medical leave may be used for the employee's own disability/illnesses (including maternity-related disabilities or illnesses).

Requests for unpaid medical leave must be accompanied by documentation from the employee's attending physician, the same as used for Family Medical Leave.

All leave requests will be routed to the respective Department Head. Under no circumstances may an employee use a leave of absence to work for another employer or to pursue self-employment. Leaves are designed to accommodate employees who have critical personal situations only.

Benefits shall not accrue while the employee is on leave of absence without pay. The employee's anniversary date shall be adjusted to reflect the length of the absence for the purposes of computing longevity.

Any employee on an approved leave of absence may continue his or her medical, dental and life insurance coverage by paying the full cost to the City in advance for each month or portion of which he or she is absent, subject to limitations set by the insurance carrier.

Upon expiration of the leave of absence, the employee shall be reinstated in the position held at the time the leave was granted or another equivalent position.

Upon extenuating circumstances, the appointing authority may grant an extension of a leave period upon written request by the employee. Such extension may not exceed three months and will be based on departmental as well as employee considerations.

Employees who fail to return to work on the date specified in the leave request without receiving an extension in advance are subject to disciplinary action up to and including termination.

SUBJECT: FAMILY AND MEDICAL LEAVE

STATEMENTS OF POLICY:

The City of Beloit observes the Family and Medical Leave Act (FMLA). The City Clerk will maintain relevant FMLA reference material.

SUBJECT: MILITARY LEAVE

STATEMENT OF POLICY:

1. Application. This policy applies to all eligible City employees who are affiliated with the United States Armed Forces, Kansas National Guard, Coast Guard, or Reserve Units.

2. Employer's Responsibilities.

a. The City will release employees for service when the employee participates in:

1. Annual Training or Camp;
2. Active Duty of Training (School);
3. Inactive Duty Training Assemblies (Weekend drills);
4. Extended leave of absence for active duty; or
5. Involuntary call-up.

b. Military leave of absence shall result in no loss of seniority status or benefits that would have normally accrued if the employee had not been absent for such purposes.

c. The employee may request use of vacation, compensatory time, or leave without pay for absences.

d. An employee who is called to or volunteers for service with the Armed Forces of the United States or the Kansas National Guard is eligible for reinstatement.

e. The City will make a reasonable effort to adjust work schedules and assignments to accommodate employees.

f. An employee promoted or hired to fill a vacancy created by a person on military leave is appointed to the position subject to the return of the absent employee. Upon such return, a promoted employee is restored to her/his original position or an equivalent position. A replacement employee is subject to layoff if no other position is available.

3. Employee's Responsibilities.

a. The employee is responsible to provide to their Department Head copies of all orders resulting in a leave of absence. Employees are required to notify their supervisors at the earliest possible date upon learning of their need for leave.

b. Employees who fail to return to work on the date specified in the leave request without receiving an extension in advance are subject to disciplinary action up to and including termination.

c. Inactive duty training dates should be provided to the Department Head as soon as available if there is a conflict with the employee's schedule.

d. Extended leave of absence will be pursuant to the policy on LEAVE OF ABSENCE WITHOUT PAY; additional benefits may be provided under Family Medical Leave.

4. Accounting Procedures.

- a. All guard and military leave will be processed via the Request for Leave Form.
- b. It is the responsibility of the department head to annotate the use of military leave on the employee's monthly time card. Military leave will be registered on the time card by use of the letters ML.
- c. The City Clerk/Finance Director is responsible for the creation and maintenance of an annual Military Leave Register for each affected employee to ensure accurate accountability of leave expended.

SUBJECT: SICK LEAVE

STATEMENT OF POLICY:

General. All full-time employees receive sick leave benefits as follows:

Sick leave benefits are for the employee to take time away from work due to their own medical, dental, and vision appointments; illness, accidents or injuries; maternity and paternity leave. Where an employee's spouse or dependent requires the employee's presence for their medical, dental, and vision appointments; illness, accidents or injuries, the employee may take time away to tend to their spouse or dependent's needs.

Full-time employees accrue leave at the rate of eight (8) hours for each calendar month of service. If an employee starts in the middle of a month, accrual is prorated, as is with an employee's departure if in the middle of a month.

Employees may accrue up to 480 hours. Hours over 480 will be converted to vacation days at a ratio of twenty-four (24) hours sick time to eight (8) hours vacation time.

If the employee is in good standing upon termination, any sick leave hours below the threshold of 480 will be paid out at a rate of 50%, if the employee has ten years of service or more. The rate of pay shall be at the employee's final pay rate.

Employees who are collecting Worker's Compensation Benefits shall receive sick leave benefits if available to supplement Worker's Compensation benefits in an amount sufficient to equal the employee's regular rate of pay during the period of disability.

Sick leave shall not accrue during leaves of absence without pay, except for Family Medical Leave.

When an employee goes on sick leave she/he must notify his or her Department Head or designated supervisor immediately. Notification should be within 30 minutes after the beginning of the scheduled workday. Failure to do so may result in denial of such leave pay. The employee should also let the supervisor know when she/he expects to return to work.

An employee who is on sick leave shall keep her/his supervisor advised on a daily basis as to condition and expected date of return to duty. If leave is longer than three (3) days, the employee shall provide a doctor's note or certificate stating the cause of the absence.

Sick leave shall be rounded off to the nearest hour.

It is the responsibility of each Department Head or designated supervisor to ensure the provisions of this policy are observed. Corrective action should be taken in instances of suspected abuses or misinterpretation of the utilization of sick leave.

Department Heads will ensure that any sick leave used will be reflected with the submission of time cards.

It is the responsibility of the Payroll Clerk to ensure that proper accountability of sick leave is kept on all eligible employees. This shall include keeping a record of accruals and utilization.

Sick Leave Sharing. Employees are not allowed to use sick leave that is not earned. Employees needing additional leave may apply for sick leave sharing under this policy if they have exhausted all paid leave to include vacation, personal holiday, and any accumulated compensatory time. The City Administrator may permit a full-time employee to receive sick leave donations from other qualified employees under this subsection if:

1. The employee suffers from an illness, injury, impairment, or physical or mental condition that is of an extraordinary or severe nature and which has caused, or is likely to cause, the employee to go on leave without pay status or terminate City employment.
2. The employee's absence and the use of shared sick leave are justified.
3. The employee has depleted or will shortly deplete his or her annual vacation leave and sick leave reserves.
4. The employee has abided by all personnel rules regarding sick leave use.

The City Administrator shall determine the amount of sick leave, if any, which an employee may receive under this section. However, an employee shall not receive more than seven hundred and twenty hours (720) of donated sick leave.

Donating employees must have 160 hours of sick leave or more for themselves after sharing sick leave.

If not all of the donated sick leave is used, it will be prorated back to the donating employees.

SUBJECT: VACATION LEAVE

STATEMENT OF POLICY:

Basic Annual Vacation Accrual. Full-time employees shall accrue vacation time on the following basis: Annual leave shall accrue at the rate of 80 hours per year, apportioned per pay period on a pro-rata basis.

Additional Vacation Accrual. In addition to the basic annual 80 hours accrued, additional vacation leave earned after completing five (5) years is granted on the employee's date of hire per the following schedule:

6th year 8 hours	11th year 48 hours
7th year 16 hours	12th year 56 hours
8th year 24 hours	13th year 64 hours
9th year 32 hours	14th year 72 hours
10th year 40 hours	15th year 80 hours

An employee may accrue up to a maximum of 1.5 times their current vacation accrual. Vacation time earned in excess of said maximum limit shall be used or forfeited by the end of the fiscal year, unless due to business necessity an exception is supported in writing by the Department Head or City Administrator.

As provided hereafter, employees shall be compensated for all accrued hours of vacation at time of separation from the City at their final rate of pay.

All vacations shall be taken at such time as shall be approved by the Department Head.

Vacation leave shall be expended in increments of not less than one (1) hour.

Vacations shall be scheduled at such times as the Department Head finds most suitable after considering the wishes of the employee and the requirements of the department. All requests for vacation must be approved by the Department Head prior to the commencement of the requested vacation.

PROCEDURE:

1. Department Heads are responsible for managing the vacation schedules in their departments and for administering the provisions of this policy.
2. The City Administrator shall approve all vacation schedules for Department Heads.
3. Vacation approvals by Department Heads and by the City Administrator shall be made only when the efficiency of City operations will not be adversely affected.
4. Unless approved by the City Administrator in writing, a Department Head and next ranking employee cannot take vacations at the same time, and no more than three (3) Department Heads shall take vacations at the same time.

TRAINING

Training, Seminars and Conventions
Off-Duty Tuition Reimbursement
Travel and Reimbursement Policy
Special Licenses and Membership Fees

SUBJECT: TRAINING, SEMINARS AND CONVENTIONS

STATEMENT OF POLICY:

It is the policy of the City to encourage and coordinate training opportunities for employees in order that services rendered to the City will be more efficient and effective.

It is the policy of the City to maximize comprehension, retention and transference of training provided by the City.

PROCEDURES:

1. Attendance at training programs will be approved at the Department Head level, except that attendance at a training program involving out-of-state travel by an employee requires approval by the City Administrator prior to registration.
2. Upon completion of training, the employee will present relevant information to others in the department who would benefit from the subject matter of the training.
3. Any dispute regarding eligibility or the level of reimbursement may be appealed to the City Administrator for resolution.
4. City-sponsored and required training shall generally be arranged during regularly scheduled work hours. A Department Head may change the standard work hours to accommodate or require attendance at such training activities. Such required training shall be recorded as time worked within the meaning of this policy.
5. Employees who acquire training on their own time and expense are encouraged to notify the City Clerk/Finance Director so the information can be noted in the employee's personnel file.
6. Approval for State Training Academy course work for uniformed police officers shall be at the discretion of the appropriate Department Head. Records of such training shall be maintained in the employee's personnel file.
7. When on official City travel, including both overnight and one-day travel, nonexempt employees are paid for time spent traveling to and from the official business destinations whether or not the travel is during the employee's normal daily work hours.
8. For education and training purposes, hours worked will be limited to the employee's normal daily work hours unless the employee is required to be present after their normal daily work hours.
9. Time spent commuting between home and the work place is not considered travel time.

SUBJECT: OFF-DUTY TUITION REIMBURSEMENT

STATEMENT OF POLICY:

Employees are encouraged to continue their formal education through participation in off-duty/non-working hours educational programs. Reimbursement for educational expenses incurred by such participation may be granted for job-related courses with prior approval of the City Administrator, provided funds have been budgeted for such reimbursement. The reimbursement may be a taxable event.

Consideration of employee requests for tuition reimbursement is dependent upon budgetary constraints and the recommendation of that employee's Department Head. Time spent in attendance at these courses shall be considered the employee's personal time and is not counted as time worked.

PROCEDURES:

Any reimbursement shall only be after successful completion of the course/program. Successful completion shall be defined as receipt of a certificate of satisfactory completion or a grade of C (2.0 grade point) or better in the case of academically rated courses (or attainment of pass in a pass/fail grading system). Tuition reimbursement is for the course only; no reimbursement will be allowed for books, lab fees, travel expenses or material costs. Approval for tuition reimbursement shall only be allowed for courses offered by accredited colleges, universities or vocational training institutes. The City will reimburse to a maximum of \$5,250.00 per year.

Requests for reimbursement must be at least 30 days in advance of the anticipated course of study, for pre-approval.

Request for reimbursement must be made within 30 days following the completion of the course of study.

Upon separation, employees will reimburse the City for any tuition reimbursement received in the prior 12 months.

Any dispute regarding eligibility or the level of reimbursement may be appealed to the City Administrator for resolution.

Employees who acquire training on their own time and expense are encouraged to notify the City Clerk so the information can be noted in the employee's personnel file.

SUBJECT: TRAVEL AND REIMBURSEMENT POLICY

STATEMENT OF POLICY:

It is the policy of the City of Beloit to reimburse employees for reasonable and necessary expenditures made by employees on official City business. Reimbursements shall include mileage at the rate established by the Internal Revenue Service (IRS), common carrier fares, lodging and meal expense and other related expenses including,

but not limited to tools, books and materials, car rentals, telephone calls and internet access related to city business, tips not exceeding 20%, etc.

- a. Approval. All expenses must be itemized and submitted to the City Administrator for approval on a City of Beloit Travel Request and Expense Report form with receipts attached. All travel shall be budgeted and receive prior approval from the Department Head and the City Administrator. Out of state travel beyond immediate adjoining State of Nebraska will not be approved unless specifically budgeted and approved as a line item for "travel" in the annual budget or as an exception to the budget as approved by the City Council and recommended by the City Administrator.
- b. Travel Advances. The City will pay travel advances only to third party providers to cover registration, hotel/motel costs and educational materials associated with educational training.
- c. Lodging. Hotel or motel accommodations shall be reasonable and shall be reimbursed on an actual cost basis consistent with facilities available in proximity to the location of the conference or business meeting to be attended. Single occupancy rates will be reimbursed. Employees should request the government rate and show their City of Beloit government identification when booking lodging.
- d. Meals. Meals and tips will be paid for out of city travel. The maximum per diem allowance for meals shall be \$40.00 per day for meals and tips, subject to future adjustments as recommended by the City Administrator and approved by the City Council. Receipts are required in order to be reimbursed for meals. Payment for in-city meals will be paid for banquets and/or programs involving special community events with prior approval of the City Administrator.
- e. Transportation. Transportation cost will be reimbursed as follows:
 - Automobile mileage: Reimbursed for the most direct route at the current mileage rate as approved by the City council.
 - Car rental: Reimbursed for the most direct route if necessary to complete travel arrangements.
 - Air travel: Reimbursed at the rate of coach fare. The use of discount fares is encouraged.
- f. Non-allowable Expenses. Non-allowable expenses of City funds include, but are not limited to, tobacco, alcohol, personal telephone calls, first class travel accommodations, loss or damage of personal property, personal postage, cleaning, barber, beauty shops, toiletries, in room movies or any "entertainment" not related to the purpose of the travel.
- g. Travel for Non-Exempt Employees. Non-exempt employees will be paid at the normal rate equal to the normal work day for the time spent traveling overnight on out of City designated purposes. If the employee is required to be out of City for a one day assignment rather than reporting to the regular site of employment, that does not involve an overnight stay, all travel time will be considered compensable work time

SUBJECT: SPECIAL LICENSES AND MEMBERSHIP FEES

STATEMENT OF POLICY:

The City will pay an annual lump sum payment equal to the current annual dues on fees to each employee who is required by ordinance, or State or Federal law to be a member of a professional organization or who must maintain current a particular certification or license as a condition of employment. Payment will be made upon approval by the employee's Department Head.

Employees who belong to professional organizations that promote individual professional growth, competence and effectiveness in functioning as City employees will be allowed time off with pay to attend local, state and national meetings subject to approval by the Department Head and budgetary limitations.

Membership in outside organizations shall be in the name of the City, if possible.

SAFETY

Accident Investigation Involving City Employees and/of Vehicles
Accidents Involving Defective Equipment
Employee Actions at Accident Scenes
Driver's Licenses
Emergency Conditions
Insurance Claims
Safety and Accident Prevention
Safety Equipment
Safety Orientation, Accident Investigation and Reporting
First Aid, Training Kits, Posters

SUBJECT: ACCIDENT INVESTIGATION INVOLVING CITY EMPLOYEES AND/OR VEHICLES

STATEMENT OF POLICY:

If while operating a City-owned vehicle or a privately owned vehicle in the performance of official duties an employee is involved in an accident resulting in personal injury or property damage, he or she shall:

1. Request that all parties and properties concerned remain at the scene of the accident if possible until a law enforcement representative has released them.
2. All accidents involving City vehicles or persons on duty and actively engaged in City business will be investigated by a police agency.
 - a. If occurring outside the City, the accidents will be investigated by the police agency having jurisdiction.
 - b. If occurring within the City and involving property damage or a minor (non-hospitalizing) injury, the accident will be investigated by the City Police Department unless mutual aid is desired.
 - c. If occurring within the City and the accident results in a fatality or injury requiring immediate hospitalization of any party, the accident will be investigated by an outside authority. Selection of an outside authority will be handled by the City Police Department at the scene.
3. Employee responsibility is to refrain from making statements regarding the accident with anyone other than the investigating law enforcement representative, appropriate City officials, and representatives of his or her own insurance company if the employee's privately owned vehicle is involved. Statements made to investigating authorities should be confined to factual observations.
4. Accidents should be reported to the Department Head and City Administrator as soon as possible. A copy of all police reports and any statements attached thereto will be forwarded to the City Administrator as soon as possible. The City Administrator will report such accidents to the City Attorney and Governing Body.

If an employee is injured, procedures should be followed as outlined in the Policy regarding ON-THE-JOB INJURY OR ILLNESS.

SUBJECT: ACCIDENTS INVOLVING DEFECTIVE EQUIPMENT

STATEMENT OF POLICY:

When an accident happens where defective equipment is a possibility, the following action should be taken:

1. Attend to any injuries of employees or others.

2. Turn over equipment in question to the employee's supervisor, who shall consult with the City Administrator.

3. Write a detailed report, within one day, to include all circumstances surrounding the incident and all manufacturing information available concerning the equipment in question. This report should be submitted to the City Administrator. The City Administrator will report such accidents to the City Attorney and Governing Body.

4. When an employee is injured, procedures should be followed as outlined in the Policy on ON-THE-JOB INJURY OR ILLNESS.

SUBJECT: EMPLOYEE ACTIONS AT ACCIDENT SCENES

STATEMENT OF POLICY:

1. It is the responsibility of City employees traveling in City vehicles to stop at accident scenes and render whatever assistance is within their capability if it is safe to do so. It is not the intention of this policy to impose strict procedures in governing the actions of employees at accident scenes. It is realized that each employee must use his or her own judgment in determining if assistance is needed and what assistance they are capable of providing.

2. As a minimum, the employee should ensure that police, fire, emergency medical services personnel have been notified (if necessary). If injuries have occurred and the employee is capable and qualified, first aid may be rendered to the victim.

3. The employee should remain at the accident scene until emergency vehicles arrive and offer assistance to Police, Fire, EMS personnel as needed.

4. The employee should remain polite and helpful in all circumstances and never speculate on cause, effect or blame involved in the accident.

5. An incident report will be completed by the employee within 24 hours describing the details of the accident and filed with the Department Head and City Clerk.

SUBJECT: DRIVER'S LICENSES

STATEMENT OF POLICY:

Any employee whose work requires that she/he drive City vehicles or their own vehicle for City business must hold a valid driver's license or commercial driver's license if applicable.

All new employees who will be assigned work entailing the operating of a City vehicle will be required to submit to a Department of Motor Vehicles driving records check as a condition of employment. Such checks shall be processed by the Police Department. A report indicating a suspended or revoked license status may be cause to deny or terminate employment, if driving is a job-related duty.

The City retains the right to request periodic verification of driver's licenses. Any employee performing work that requires the operation of a City vehicle or driving their own personal vehicle for City business must notify her/his immediate supervisor in those cases where her/his license is expired, suspended or revoked and/or who is unable to obtain a drivers license or commercial drivers license from the State Department of Motor Vehicles. If an employee fails to report such an instance, she/he is subject to disciplinary action, including demotion or termination. An employee who fails to immediately report such revocation or suspension to her/his supervisor and continues to operate a City vehicle shall be subject to possible termination.

SUBJECT: EMERGENCY WEATHER CONDITIONS

STATEMENT OF POLICY:

City offices and activities shall remain open and in operation during established working hours. All employees should make every attempt to report for work on a timely basis. If employees are unable to report to work, the following criteria shall apply:

1. The employee is responsible for contacting her/his supervisor or Department Head by telephone to indicate anticipated absence from work or late arrival to work and the reason.
2. If an employee is unable to report to work, the absence may be charged as vacation or personal holiday leave, or the employee may elect to take this time off without pay.

The Mayor shall be authorized to close City offices to protect the safety and welfare of City employees. In this event employees will receive full pay, and no vacation or personal holiday leave allowances shall be affected.

SUBJECT: INSURANCE CLAIMS

STATEMENT OF POLICY:

1. No employee will discuss matters involving claims against the City.
2. All questions pertaining to claims shall be referred to the City Administrator.
3. Claims for damages presented to the City shall be referred to the City Clerk for filing.

RESPONSIBILITIES:

1. All City employees must notify their supervisor in the case of incidents involving potential claims within one day. The supervisor must report, in writing, to the City Administrator within three days. Items reported should include any property damage occurring during work for the City, no matter how small.

2. The City Clerk is responsible for receiving all damage claims against the City and referring them to the City Administrator.

3. The City Administrator shall:

- a. Ensure that any applicable provisions of State law are met, and see that all claims for damages accurately locate and describe the defect or act that caused the injury, reasonably describe the injury and state the time when it occurred, contain the item of damages claimed, and be verified by the claimant or a relative of the claimant, attorney or agent of the claimant.
- b. Refer claim to carrier within five working days and provide an informational report to Governing Body on claim status.
- c. Recommend action to Governing Body within thirty days of receipt regarding claims that fall below deductible limits of existing policies or are not covered under existing policies.

SUBJECT: SAFETY AND ACCIDENT PREVENTION

STATEMENT OF POLICY:

The City recognizes the need for the development of safe working practices for every employee and desires to promote on-the-job safety by encouraging the proper design and use of buildings, equipment, tools, and other devices.

Administration of the safety program should be the job of the supervisor. They should be constantly on the alert to observe and report unsafe working practices or existing hazardous working conditions with the aim of immediate correction. Each Department Head or supervisor shall make sure that the employee under her/his supervision is well acquainted with existing safety rules and shall see that the rules are uniformly enforced. Safety education of all employees shall be promoted by supervisors adhering to all safety rules.

It is the responsibility of all employees to cooperate in making the safety program work. Employees must:

1. Be informed of and observe established safe practices.
2. Notify supervisors of any unsafe conditions they discover.
3. Use personal protective equipment such a steel-toed shoes, safety vests, safety glasses, hard hats, hearing protection, bulletproof vests, where required.
4. Not remove guards or other protective devices from machinery and equipment.
5. Not engage in "horseplay."
6. Attend any required training or orientation to increase safety awareness.

7. Not report to work under the influence of alcohol or drugs that alter normal behavior or ability to function safely.
8. Report all job-related injuries or illnesses to their supervisors promptly.
9. Assist supervisors in their investigation of any accident of which they have knowledge; accident investigation is fact finding, not fault finding.
10. Refrain from smoking in "no smoking" areas.
11. Refrain from operating, modifying, adjusting or using equipment in an unauthorized manner.

Employees are encouraged to read and view safety materials provided by the Departments.

Safety complaints/suggestions should be made to Department Heads.

If medical care is requested by a citizen or person visiting a City facility, Emergency Services should be called. All incidents should be reported via the Incident Report and filed with the City Administrator as soon as possible.

The City maintains Worker's Compensation Insurance to cover accidents/illnesses incurred by City employees when on duty. Liability insurance is carried to cover accidents to citizens and visitors if there is negligence by staff or the City.

SUBJECT: SAFETY EQUIPMENT

STATEMENT OF POLICY:

It is the policy of the City to require employees to use personal protective equipment, including but not limited to, hard hats, safety harness, safety vest, safety catch, safety glasses and hearing protection when in the field around construction and maintenance projects.

Specific use of personal protective equipment will be outlined in department safety manuals and at the direction of the Foreman and Department Heads.

All possible precautions must be taken by employees to avoid exposure to injury or illness to themselves or others.

Supervisors are responsible to ensure compliance by all members of their crews, division, or department with the provisions of this policy and State requirements.

Failure to comply with mandatory requirements for wearing safety apparel and/or using safety equipment will result in disciplinary action, including discharge for repetitive or gross violations.

SUBJECT: FIRST AID, TRAINING, KITS, AND POSTERS, AED DEVICES

STATEMENT OF POLICY:

- A. All employees shall have a valid First Aid Certificate.
- B. Valid First Aid Certificates will be less than three years old. NOTE: Cardiopulmonary resuscitation (CPR) is required in addition to regular first aid training, if a first aid course does not combine the two subjects.
- C. First aid kits will be in accordance with the requirements of the General Safety and Health Standards.
 1. First aid kit locations at City facilities include:
 - a. Shop Office and Vehicles
 - b. Police Department
 - c. City Hall
 - d. Fitness Center
 2. Department Directors are designated to ensure first aid kits are properly maintained and stocked.
 3. AED (Automated External Defibrillator) locations at City facilities include:
 - a. Shop Office and Vehicles
 - b. Police Department
 - c. City Hall
 - d. Power Plant
 - e. Sewer Plant

Appendix A

CITY OF БЕЛОIT SAFETY ORIENTATION FORM

EMPLOYEE NAME

POSITION

DATE HIRED

Check One: New Employee Transfer Rehire Part-time

Circle Completed Items:

1. Purpose of orientation
2. Reporting accidents to supervisor immediately
3. Tour of facilities and equipment
4. First Aid
 - A. Obtaining treatment
 - B. Location of facilities
 - C. Location and names of first aiders
5. Potential hazards on the job
 - A. What they are
 - B. How to use equipment safely
 - C. Care and use of personal protective equipment
6. What to do in event of emergencies
 - A. Exits location and evacuation routes
 - B. Use of fire fighting equipment (extinguisher, hose)
 - C. Specific procedures (medical, chemical, fire, etc.)
7. The total safety program
 - A. Function of Health and Safety Committee
 - B. Introduce to safety committee representative
 - C. Health and Safety policies and procedures
8. Personal work habits
 - A. Proper lifting techniques
 - B. Horseplay, good housekeeping, no smoking policy
 - C. Safe work procedure
 - D. Proper use of fitness equipment
9. Vehicle safety

We have discussed the items checked above. I will consciously try to perform my assigned duties safely.

Appendix B

CITY OF BELOIT EMPLOYEE SAFETY RESPONSIBILITIES

As an employee of the City of Beloit I am responsible to:

1. Observe all City and department safety and health rules, and apply the principles of accident prevention in my day-to-day duties.
2. Report any job-related injury, illness or property damage to my supervisor and seek treatment promptly.
3. Report hazardous conditions (unsafe equipment, floors, or material) and unsafe acts to my supervisor or safety committee representative promptly.
4. Observe all hazard warning and no smoking signs.
5. Keep aisles, walkways and working areas clear of slipping/tripping hazards.
6. Know the location of fire/safety exits and evacuation procedures.
7. Keep all emergency equipment such as fire extinguishers, fire alarms, fire hoses, exit doors, and stairways clear of obstacles.
8. Not report to work under the influence of alcoholic beverages or drugs, nor to consume them while on company premises.
9. Refrain from fighting, horseplay, or distracting my fellow workers.
10. Remain in my own work area unless I am authorized otherwise.
11. Observe safe operating procedures for all equipment I am authorized to operate.
12. Follow proper lifting procedures at all times.
13. Ride as a passenger on a vehicle only if it is equipped with a rider's seat.
14. Be alert to see that all guards and other protective devices are in their proper places prior to operating equipment.
15. Not wear frayed, torn or loose clothing, jewelry, or long unrestrained hair near moving machinery or other sources of entanglement, or around electrical equipment.
16. Actively support and participate in the City's efforts to provide a safety and health program.



City of Beloit

Travel Request & Expense Report

Travel Request - Part I

Employee(s) _____ Department _____

Request Date _____ Travel Date(s) _____

Travel Event _____

Method of Travel

Approval:

- City Vehicle
 Private Vehicle
 Other

Dept. Head _____

City Admin. _____

Date: _____

Expense Report - Part II

Lodging:

_____ days @ _____ per day

Reservations - Credit Card No. _____

Transportation :

_____ miles @ _____ per mile

Fees: (Registration, Dues, etc. - attach copy)

Mail with registration \$ _____

Due upon arrival \$ _____

Meals: Number of Meals Amount

Breakfast _____ @ \$ _____

Lunch _____ @ \$ _____

Dinner _____ @ \$ _____

Total Amount \$ _____

Miscellaneous Expenses:

Tolls \$ _____ Phone \$ _____

Taxi \$ _____ Other \$ _____

Total Amount \$ _____

Total Employee Reimbursement Due: \$ _____ (all receipts must be attached for reimbursement)

Any expense in excess of the City's travel policies regarding Per Diem shall be paid by the employee.

I hereby certify that this a true and accurate statement of actual expense incurred in accordance with the travel authorization. I understand the city will only pay reasonable and necessary expenses and will not pay for alcoholic beverages or extravagant charges unrelated to the purpose of the travel.

Requested by _____ Date _____

Dept. Head _____ City Admin. _____

