



CITY OF SOUTH JORDAN

Employee Handbook

W. Kent Money, *Mayor*
Brian Butters, *Council Member*
Kathie L. Johnson, *Council Member*
Larry Short, *Council Member*
Aleta Taylor, *Council Member*
Leona Winger, *Council Member*

John H. Geilmann, *City Manager*



PH: 801.254.3742 EMAIL: info@sjc.utah.gov FAX: 801.254.3393

Dear City of South Jordan Employee,

Welcome! You have the privilege of serving in one of the finest cities in the country. In excess of 50,000 people call South Jordan City home and we want them to love living here. Our role is to serve. Everything we do and say must be aimed at providing high quality, value driven services. The residents who live in South Jordan City deserve nothing less than our best.

This handbook has been prepared to help you understand the basic guidelines associated with working for the City of South Jordan. The following pages outline the City's mission, core values and policies. It is important that you review these carefully. They establish the standards and practices expected of every City employee. If you have any questions about this book or have suggestions to make it better, please contact the Human Resources Division.

Thanks for your good work,

John H. Geilmann, City Manager

TABLE OF CONTENTS

<u>SECTION</u>	<u>TOPIC</u>	<u>PAGE</u>
	<i>DISCLAIMER</i>	ii
<i>SECTION 1</i>	<i>INTRODUCTION</i>	
1-01	Mission Statement	1.1
1-02	Core Values	1.2
1-03	City of South Jordan Government	1.3
1-04	Policy Implementation	1.4
<i>SECTION 2</i>	<i>EMPLOYMENT PRACTICES</i>	
2-01	Recruitment	2.1
2-02	Employment Classifications	2.3
2-04	Performance Evaluations	2.5
2-05	Employee Reduction in Force Policy (RIF)	2.6
<i>SECTION 3</i>	<i>COMPENSATION, LEAVES & BENEFITS</i>	
3-01	Compensation	3.1
3-02	Leaves	3.5
3-03	Employee Benefits	3.16
<i>SECTION 4</i>	<i>EMPLOYEE CONDUCT</i>	
4.01	Code of Conduct	4.1
4-02	Harassment, Discrimination, & Retaliation	4.5
4-03	Alcohol/Drug-Free Workplace	4.10
4-04	Tobacco-Free Workplace	4.16
4-05	Violence-Free Workplace	4.17
4-06	Employee Discipline	4.18
4-07	Employee Grievance Procedures	4.25
<i>SECTION 5</i>	<i>FINANCIAL POLICIES & PROCEDURES</i>	
5-01	Purchasing	5.1
5-02	Travel Policy	5.2
<i>SECTION 6</i>	<i>RISK MANAGEMENT</i>	
6-01	Risk Management Philosophy	6.1
6-02	Processing Risk-related Incidents	6.3
6-03	Incident Review Committee and Corrective Action	6.8
6-04	Workers Compensation	6.10
<i>SECTION 7</i>	<i>VEHICLE USE</i>	
7-01	Vehicle Use	7.1
7-02	Driver/Operator Duties and Responsibilities	7.2
7-03	Use of Personal Vehicles for City Business	7.5
7-04	General Liability Provisions	7.6

DISCLAIMER

This Employee Handbook is provided for general guidance only. The policies and procedures expressed in this Employee Handbook, as well as those in any other personnel material, or other types of material that may be issued from time to time, do not create a binding contract or any other obligation or liability on the City. The City reserves the right to change its policies and procedures at any time, formally or informally, with or without notice, for any reason. The City also reserves the right to take any employment action it deems appropriate. The prohibitions set forth in the Employee Handbook do not create an express or implied contract with any person.

SECTION 1 INTRODUCTION

1-01 MISSION STATEMENT

The City of South Jordan Mission Statement:

The mission of the City of South Jordan is to provide service oriented, responsible government, consistent with the community's values, priorities and expectations for a high quality of life, enhancing the City's fiscal health, providing professional and innovative services, and managing the City's resources, while planning for the future.

1-02 CORE VALUES

City of South Jordan Core Values:

- **To astonish the customer, not just to satisfy the customer:**
“I don’t care if they don’t notice everything we do, just as long as they notice something that’s different about us.”
- **Only the non-complacent thrive:**
“We will always be on the lookout for complacency.”
- **Actions speak louder than words:**
“Walk the walk.” “No one carries more importance to the core mission of the City than another. Only job descriptions differ.”
- **The best team polices itself:**
“If you treat a fellow crewmember or customer badly, there are enough people around who care enough that you’re going to hear about it.”
- **Expectation + Ownership = Ultimate Motivation**
- **Employees have to understand the business**
- **Build a team of big thinkers:**
“If you hire A-players, you don’t have to sit on them and tell them what to do.”
- **Change is the status quo:**
“Be a champion of positive change. Be sure the end result of change is positive. Be cognizant of the efforts of change.”
- **Stay small as you grow:**
“Practice Visible Leadership.”
- **Propagate the culture:**
“Treat your people right, communicate with your team, inspire greatness in others, encourage initiative and innovation, and do the right thing.”

1-03 CITY OF SOUTH JORDAN GOVERNMENT

- 1-03 (1) The City of South Jordan operates under a Manager by Ordinance form of government and is a City of the third class as determined by Utah law. Hence, it is governed by a six member Council comprised of five elected Council Members, and an elected Mayor. The City Manager is hired by the Mayor and Council to manage all day to day operations of the City. The City Manager is the Chief Executive Officer (CEO) of the City.

1-04 POLICY IMPLEMENTATION

- 1-04 (1) The information contained in this handbook is to give employees a better understanding of the responsibilities and obligations of employment with the City. Employees shall be required to read, understand, and comply with all provisions of this manual.
- 1-04 (2) The City of South Jordan reserves the right to revise, supplement, or rescind any policy or portion of a policy from time to time as deemed necessary by the City Council and/or City Manager. A complete copy of the employee handbook is located online and is available to all employees. Every employee is responsible for becoming informed of changes as they occur.
- 1-04 (3) The policies and procedures stated in this manual and in other personnel statements or materials issued by the City do not create a contract or agreement, actual or implied of any kind or nature whatsoever, between the City and its employees.
- 1-04 (4) In addition to the policies and procedures contained in this manual, employees are responsible for understanding and abiding by policies and procedures of their respective service group, department, and or division.

SECTION 2 EMPLOYMENT PRACTICES

2-01 RECRUITMENT

- 2-01 (1) General Policy – The City of South Jordan desires to fill all positions with the most suitable applicant. Further, it is the intent of the City to consider qualified in-house applicants when appropriate.
- a. Anti-Nepotism – The City of South Jordan complies with Title 52, Chapter 3, Utah Code Annotated, prohibiting the employment of relatives. The City prohibits any person holding any position, to appoint, vote for the appointment of, directly supervise, or be directly supervised by their father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, nephew, niece, first cousin, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law. Volunteers providing services to the City are excluded from this provision.
- b. Employment of Minors – It is the policy of the City of South Jordan that no one under the age of 16 shall be hired or allowed to volunteer for any position.
- 2-01 (2) Equal Employment Opportunity – The City of South Jordan is an "Equal Opportunity Employer" and selects, hires, promotes, and compensates employees without regard to race, religion, pregnancy, age, disability, gender, color, national origin, or any other protected status. The City evaluates applicants for employment or candidates for promotion based upon their knowledge, skills, experience, education, and potential for job performance consistent with the needs of the position.
- 2-01 (3) Job Postings – In general, notices of all job openings are posted, although the City of South Jordan reserves its discretionary right to not post a particular opening. Job openings may be posted in the following locations:
- Employment agencies
 - Professional staffing services
 - Trade journals
 - Newspapers
 - Internet
 - Bulletin boards

Other recruiting sources may be used to fill open positions in the best interest of the organization.

- 2-01 (4) Application Requirements – In general, the following application process is followed for all job postings. City employees are encouraged to apply for any posted position.
- a. All applicants for employment with the City of South Jordan shall complete a City application and are required to comply with the specific application process for each position. The applicant must submit all applications to the Human Resources Division by the closing date and time of the posted position.
 - b. The City accepts applications from all interested parties and evaluates applicants based upon job related criteria.
 - c. Falsification of any information required in the application process is grounds for immediate disqualification.
 - d. Applications will be retained for two (2) years (or three (3) years if a conditional job offer was declined or withdrawn).

2-01 (5) Selection Procedures.

- a. Skill Based Testing – Job applicants may be required to take tests which the City deems necessary for a specific position.
- b. Job Offer Requirements – Once a candidate is selected and a conditional offer has been approved as to form by Human Resources, approved by the respective Cabinet member, and signed by the candidate, the candidate will be required to submit to drug testing (see section 3-02), a background check, and a driver's license check (if required). The Personnel Action Form shall be signed by the respective Cabinet member.
- c. Veterans Preference – In accordance with Title 71, Chapter 10, Utah Code Annotated, eligible veterans and their spouses shall be given preference in the hiring process. The City employment application shall have a section to claim veteran's preference.

2-02 EMPLOYMENT CLASSIFICATIONS

2-02 (1) Employment Status

- a. Full-time/Regular: An employee hired to work a minimum of 40 hours per week or applicable full-time work schedule, and eligible for City benefits.
- b. Full-time/At-Will: An employee hired to work a minimum of 40 hours per week or applicable full-time work schedule, eligible for City benefits, but the employee or the City may end the employment relationship at any time, with or without cause or explanation.
- c. Full-time/Seasonal: An employee hired to work 40 hours or more per week to a maximum of 1560 hours during a rolling year, are at-will, and not eligible for City benefits.
- d. Part-time/Seasonal: An employee hired to work less than 20 hours per week to a maximum of 1560 hours during a rolling year, are at-will, and not eligible for City benefits.
- e. Part-time/Regular/Benefited: An employee hired to work a minimum of 32 hours per week on a regular, year-round basis, and eligible for reduced City benefits.
- f. Part-time/Intern: An employee hired to work for not more than 1560 hours during a rolling year, are at-will, and not eligible for City benefits.
- g. Volunteer: Any person who donates service without pay or other compensation, except community service workers.
 - 1) Department Directors shall provide required volunteer information to the human resource division, prior to the rendering of any volunteer services, to insure worker's compensation and liability coverage.
 - 2) Volunteers who volunteer for more than 24 hours a calendar year must participate in a volunteer orientation.

2-02 (2) Probation

- a. Probationary Period – Except for employees specifically designated as “at-will”, all recently hired employees shall fulfill a probationary period. During probation, such employees may be terminated at any time, with or without cause or prior notice, for any reason or no reason at all.
 1. Full-time/Regular and Part-time/Regular/Benefited employees, excluding certified police and fire protection employees, are subject to a six month probationary period.
 2. Full-time/Regular certified police and fire protection employees are subject to a one year probationary period.
- b. Extensions - In unusual circumstances, probationary periods may be extended beyond the initial probationary period as authorized by the respective Cabinet member. Probation extensions shall be documented and notice given to the employee prior to the conclusion of the original probationary period.

2-02 (3) Performance Reviews

Supervisors of all employees shall complete performance review(s) consistent with the employee’s pay plan.

2-02 (4) Corrective Action Plan

As part of a disciplinary action, an employee may also be placed on a corrective action plan, the length of which shall be determined by the supervisor.

2-02 (5) Employment Classification – In accordance with the Fair Labor Standards Act (FLSA), employees shall be classified as either exempt or non-exempt with respect to eligibility for payment of overtime.

- a. Exempt employees are those in managerial, administrative, or professional positions as prescribed by the Fair Labor Standards Act and do not receive overtime for hours worked in excess of a 40 hour work week or other applicable work period.
- b. All other Fair Labor Standards Act covered employees are paid overtime for hours worked in excess of a 40 hour work week or other applicable work period.

2-04 PERFORMANCE EVALUATIONS

- 2-04(1) Designated managers shall conduct performance evaluations of Full-time/Regular, Full-time/At-will, and Part-time/Regular/Benefited employees at a minimum annually, with quarterly reviews, to assist employees in performing their job duties.
- 2-04 (2) Designated managers will conduct an interim performance evaluation for any of the above employees transferred, reassigned, or promoted as a subordinate to a different designated manager, within ten (10) business days of the effective date.
- 2-04 (3) Such employees may receive merit increases based on performance evaluations and according to availability of funds as allocated by the City Council through the budget process.
- 2-04 (4) Copies of annual performance evaluations are placed in the employee's personnel file kept in the Human Resources Division. Each employee will receive a copy of their annual performance evaluation. Quarterly reviews will be maintained electronically.

2-05 EMPLOYEE REDUCTION IN FORCE POLICY (RIF)

Due to budgetary restrictions, reduction in workload, or reorganization, the city manager may determine that an employee reduction in force (RIF) is necessary. When it becomes necessary to reduce the work force, full-time employee(s) with the positions to be eliminated shall, when possible, be notified in writing of the reduction in force at least two weeks before the planned reduction in force.

SECTION 3 COMPENSATION, LEAVES, & BENEFITS

3-01 COMPENSATION

3-01 (1) Work Hours - Work hours for employees are determined by Department Directors. Department Directors may change employee work hours as determined to be in the best interest of the City.

3-01 (2) Classification - The City assigns each position a classification pay grade and salary range, as established by the City's pay plans. The pay plans reflects internal and external equities, based upon assigned duties and responsibilities, and market comparisons.

Market research is conducted bi-annually by the Human Resources Division.

3-01 (3) Payroll - All employees are paid bi-weekly. Each paycheck will include earnings for all work performed through the end of the previous payroll period or applicable work period.

- a. The work week begins at 12:01 a.m. on Sunday and ends on Saturday at 12:00 midnight for all employees, except as otherwise authorized in writing by the City Manager.
- b. Fire protection employees working 24-hour shifts shall follow the Fair Labor Standards Act (FLSA) regulations of a 27-day cycle. Law enforcement officers shall follow the FLSA regulations of a 28-day work cycle.
- c. Employees and supervisors are responsible for accurately recording and reporting time worked and leave used on their timecards.
- d. Employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in City approved programs. Employees should review any discrepancies in payroll deductions with the Payroll Clerk or Human Resources staff.
- e. Upon receipt of a valid garnishment, the City shall withhold wages from an employee's paycheck. The City shall continue to withhold the garnishment wages until a court order is received indicating satisfaction of the indebtedness or until the City is ordered to surrender the monies to the court or its agent.

- f. An employee may not receive an unearned pay advance, except as authorized by the City Manager.
- 3-01 (4) Merit Increases - Employees may receive merit increases based on performance evaluations and according to availability of funds as allocated by the City Council through the budget process.
- 3-01 (5) Cost of Living Adjustments (COLA) - Employees may receive a COLA as determined appropriate and according to availability of funds as allocated by the City Council through the budget process.
- 3-01 (6) Overtime Provisions - It is the general policy of the City of South Jordan to not have employees work overtime. However, employees may be required to work overtime as deemed necessary and pre-authorized by a Department Director or their designee.
- a. Overtime is paid at the rate of one and one-half times the regular rate of pay.
 - b. Overtime is calculated based on actual time worked.
 - 1) Time worked includes those hours an employee is working, as well as holiday leave (including observed holiday hours or holiday hours scheduled at least 30 days in advance for law enforcement sworn officers and fire protection employees), jury duty, or witness duty.
 - 2) Time worked does not include vacation leave, sick leave, paid military leave, or compensatory time.
 - c. Overtime is payment received for time worked in excess of:
 - 1) 40 hours per work week for non-exempt employees.
 - 2) 204 hours but less than 217 hours during the 27 day cycle (56 hr. rate of pay) or 217 hours or more during the 27 day cycle (40 hr. rate of pay); for fire protection employees.
 - 3) 160 hours per 28 day cycle for sworn officers in the Police Department.
 - d. Funding received from Federal and State grants, external donations or sponsorships, or third party fee schedule payments paid through City payroll stipulated for time and a half compensation will be paid as such.

- e. In situations where the mayor has declared a “Local State of Emergency,” FLSA non-exempt employees whose work assists the response during the designated emergency will be paid time and a half for any emergency hours worked in addition to their normal work schedule. Compensatory time will not be accrued.
- f. FLSA exempt are not eligible for overtime or compensatory time, except for Federal and State grants, external donations or sponsorships, or third party fee schedule payments paid through City payroll.

3-01 (7) Compensatory Time Provisions - When it is in the best interest of the City of South Jordan, the City reserves the right to grant compensatory time in lieu of overtime wages to FLSA non-exempt employees. Compensatory time must be pre-authorized by a Department Director or their designee.

- a. Compensatory time accrual and time worked calculations are the same as overtime provisions.
- b. An employee with accrued compensatory time leave that requests use of the time will be permitted to use it within a reasonable period after making the request if it does not unduly disrupt the operations of the Department.
- c. The City may require an employee to use accrued compensatory time.
- d. The maximum amount of compensatory time which may be accrued is 80 hours. Compensatory time accrued will be deducted prior to any use of requested vacation leave.
- e. The accrued compensatory time of an employee transferred between Divisions or moving to FLSA exempt status shall be compensated prior to such action.

3-01 (8) Call Back Compensation - Any FLSA non-exempt employee called back to work shall be entitled to call back compensation for actual time worked. The minimum call back compensation shall be one and a half hours. Only time worked in excess of an employee’s specified work week will be compensated at the overtime rate.

3-01 (9) On Call Compensation - As required, a schedule of on call FLSA non-exempt employees may be prepared in advance and maintained by a Department Director or their designee.

- a. Any position requiring an on call status shall be on a one week rotation basis.
- b. On call employees must be able to respond to work site within a one hour time frame and in compliance with the City's Drug/Alcohol Policy.
- c. On call employees shall be paid four hours of their regular base salary rate, per one week rotation, in addition to pay for time worked.
- d. On call employees shall be paid an additional two hours of their regular base salary rate for holidays within their one week rotation, in addition to pay for time actually worked.
- e. On-call pay shall be credited for the work week in which the last day of the on-call week occurs.

3-01 (10) IRS Requirements for City Vehicle Use for Commuting

- a. Taxable compensation obligations in this section do not apply to the use of police and fire vehicles exempted under IRS regulations.
- b. Personal use of City take-home or on-call vehicles is restricted to commuting to and from work and de minimis use.
- c. Consistent with IRS regulations, use of a City vehicle for commuting is considered taxable compensation. This includes commuting use as a passenger. The City has adopted the IRS per trip method of reporting.
- d. Each employee using a City vehicle for commuting will notify Payroll of the number of commutes each payroll period, by noon of the following Monday. This may be documented by e-mail.
- e. To ensure proper reporting on W-2s and liability coverage, Department Directors shall ensure that both Payroll and Risk Management are promptly notified of changes in which employees are authorized to use take-home vehicles, including vehicles allowed to be taken home to facilitate on-call responsibilities.
- f. Each employee commuting as a driver of a City vehicle must submit a completed "Off Duty Vehicle Use Memo" to Human Resources.

3-02 LEAVES

3-02 (1) Vacation Leave - Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Vacation accrual is based on two-week pay periods. Vacation leave may not be used until the pay period following its accrual.

a. Vacation Accrual Rates:

Full-time/Regular employee (effective July 1, 2010):

<u>Years of Consecutive City Service</u>	<u>Hours of Vacation Accrued per Bi-weekly Pay Period</u>
Less than 5	3.69 (96 hours annually)
5 – 9	4.62 (120 hours annually)
10 – 20	6.15 (160 hours annually)
Greater than 20	6.92 (180 hours annually)

Part-time/Regular/Benefited employee (effective July 1, 2010):

<u>Years of Consecutive City Service</u>	<u>Hours of Vacation Accrued per Bi-weekly Pay Period</u>
Less than 5	1.85 (48 hours annually)
5 – 9	2.31 (60 hours annually)
10-20	3.08 (80 hours annually)
Greater than 20	3.46 (90 hours annually)

Full-time/Regular fire protection employees working 24-hour shifts:

<u>Years of Consecutive City Service</u>	<u>Hours of Vacation Accrued per Bi-weekly Pay Period</u>
Less than 6	4.62 (120 hours annually)
6 – 10	5.54 (144 hours annually)
11 – 15	7.38 (192 hours annually)
Greater than 15	8.77 (228 hours annually)

b. Maximum Vacation Accrual Allowed:

Vacation time accrued cannot be carried forward from one calendar year to the next in excess of the following:

Full-time/Regular employee (Hired prior to July 1, 2010):

<u>Accrual Rate</u>	<u>Maximum Allowed</u>
3.69 hrs/pay period	240 hours
4.62 hrs/pay period	280 hours
6.15 hrs/pay period	320 hours
6.92 hrs/pay period	320 hours

Full-time/Regular employees (Hired after June 30, 2010):

Accrual Rate	Maximum Allowed
3.69 hrs/pay period	180 hours
4.62 hrs/pay period	180 hours
6.15 hrs/pay period	280 hours
6.92 hrs/pay period	280 hours

Part-time/Regular/Benefited employees:

Accrual Rate	Maximum Allowed
1.85 hrs/pay period	90 hours
2.31 hrs/pay period	90 hours
3.08 hrs/pay period	140 hours
3.46 hrs/pay period	140 hours

Full-time/Regular fire protection employees working 24-hour shifts (Hired prior to July 1, 2010):

<u>Accrual Rate</u>	<u>Maximum Allowed</u>
4.62 hrs/pay period	240 hours
5.54 hrs/pay period	280 hours
7.38 hrs/pay period	320 hours
8.77 hrs/pay period	320 hours

Full-time/Regular fire protection employees working 24-hour shifts (Hired after June 30, 2010):

Accrual Rate	Maximum Allowed
4.62 hrs/pay period	216 hours
5.54 hrs/pay period	216 hours
7.38 hrs/pay period	288 hours
8.77 hrs/pay period	288 hours

- c. Vacation leave shall be requested from and pre-approved by the employee's supervisor.
- d. Employee's who wish to exhaust accrued vacation during the period of time immediately preceding their last day worked before retirement, resignation, or termination may be placed on pre-termination leave, if approved by the Department Director, but shall not be eligible for accrual of leave-on-leave.
- e. Employees do not accrue vacation leave while on a leave without pay status, including any pay period in which accrued leave is the only available paid leave.

3-02 (2) Holiday Leave - The City of South Jordan recognizes the following holidays for purposes of paid holiday leave:

New Year's Day	January 1 st
Dr. Martin Luther King, Jr. Day	3 rd Monday in January
Washington and Lincoln Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Pioneer Day	July 24 th
Labor Day	1 st Monday in September
Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Thanksgiving Holiday	4 th Friday in November
Christmas Day	December 25 th
Christmas Holiday	Determined by City Manager

- a. If a holiday falls on a Saturday, the holiday shall be observed on the preceding Friday. If a holiday falls on a Sunday, the holiday shall be observed on the following Monday or as designated by the City Manager.
- b. Full-time/Regular employees are eligible for eight hours of holiday pay per holiday listed above.
- c. Part-time/Regular/Benefited employees are eligible for four hours of holiday pay per holiday listed above.
- d. Full-time/Regular fire protection employees working 24 hour shifts are eligible for 12 hours of holiday pay for each City holiday.

- e. Employees required to work on a holiday shall be allowed to use accrued holiday hours on a floating basis. Holiday leave used on a floating basis shall be requested and pre-approved by the employee's supervisor.
- f. Employees do not accrue holiday pay when in an unpaid leave status or during a pay period in which no time worked occurs.
- g. Unused holiday hours may not be carried from one calendar year to another.

3-02 (3)

Sick Leave - Sick leave time off with pay is available to eligible employees for periods of temporary absence due to illness, injury, or to obtain necessary medical care for themselves, a spouse, or a dependent living in the employee's home, except as otherwise authorized by a Department Director. Sick leave may also be used for any City approved FMLA leave use. Sick leave hours are intended to provide income protection in the event of illness, injury, or approved FMLA use, and shall not be used for any other absence. An employee is prohibited from working secondary employment during the actual hours of sick leave. Sick leave may not be used until the pay period following its accrual.

- a. Full-time/Regular employees shall accrue 3.69 hours of sick leave per pay period (96 hours annually).
- b. Part-time/Regular/Benefited employees shall accrue 1.85 hours of sick leave per pay period (48 hours annually).
- c. Full-time fire protection employees shall accrue 4.62 hours of sick leave per pay period (120 hours annually).
- d. Employees do not accrue sick leave while on a leave without pay status, including any pay period in which accrued leave is the only available paid leave.
- e. Employees who are unable to report to work due to illness or injury shall notify their direct supervisor before the scheduled start of their workday, if possible. The direct supervisor must also be contacted on each additional day of absence.
- f. Transitional Duty:
 - 1) Worker's compensation related transitional duty is covered by Section 6.04(3).

- 2) For any non-worker's compensation related injury or illness where an employee is unable to perform essential job duties, the employee's Department Director may assign transitional duty, rather than the employee having to use paid leave or leave without pay. Such transitional duty is normally limited to employees with a prognosis for return to full duty, and for no more than six weeks. Such transitional duty will be coordinated through the Human Resources Division if productive work is not available in the employee's Department.
 - g. Employees may be required to demonstrate the ability to perform essential job duties and/or provide a medical release before returning to work.
 - h. Full-time/Regular employees who have a minimum of 240 hours of unused sick leave as of July 1 of each year may elect to convert sick leave to paid time off. This is done by converting two (2) hours of sick leave for one (1) hour of vacation leave. A maximum of 96 hours of sick leave may be converted to paid time off. Calculation of paid time off will be made the first pay period in December, and should be used in the holiday season. Paid time off not used by April 1 of the following year will be returned to sick leave by the same conversion process.
- 3-02 (4) Bereavement/Funeral Leave - An employee may receive a maximum of 24 hours bereavement leave per occurrence with pay, at the Department Director's discretion, following the death of a member of the employee's immediate family.
- a. Immediate family means the following relatives of the employee or spouse (including in-laws or step-relatives):
 - 1) spouse,
 - 2) parents,
 - 3) siblings,
 - 4) children,
 - 5) all levels of grandparents, or
 - 6) all levels of grandchildren.

- b. An employee may receive up to 5 hours funeral leave with pay to attend non-immediate family funerals, at the Department Director's discretion.
- c. Bereavement/Funeral leave shall be pre-approved by an employee's Department Director.

3-02 (5) Military Leave - A military leave is time-off granted to eligible employees who are members of the National Guard or any reserve branch of the United States Armed Forces.

- a. An employee on official military orders is entitled to paid military leave which shall not exceed 80 hours per calendar year to attend annual training.
 - 1) Unused paid military leave may not be carried over from one year to the next.
 - 2) An employee ordered to active duty shall be eligible to use the paid military leave upon commencement of the active duty only if such leave has not been previously used during the calendar year.
 - 3) No additional paid military leave will be granted while the employee is activated.
- b. Employees on qualifying active military leave will be reinstated in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).
- c. Additional unpaid military leave shall be granted consistent with Uniformed Services Employment and Reemployment Rights Act (USERRA).
- d. An employee must notify their supervisor and the Human Resources Division of their military orders as soon as possible.

3-02 (6) Jury or Witness Duty - The City recognizes the duty of every employee, as a citizen of the United States, to perform jury duty or serve as a witness in court on behalf of another party.

- a. The City pays an employee's regular salary when the employee is absent during a scheduled shift, except for court appearances on their own behalf as a defendant or plaintiff. The employee is required to remit any such jury or witness fee(s) received to the City.

- b. Any mileage expenses paid by the court to reimburse the employee for travel to and from the courtroom may be retained by the employee.
- c. An employee must show the Jury or Witness Duty Summons to their supervisor as soon after receipt as possible so the supervisor may make arrangements to accommodate their absence.

3-02 (7)

Basic FMLA Leave Provisions - The Family and Medical Leave Act (FMLA) grants eligible employees the statutory right to take up to 12 weeks of paid and/or unpaid leave, health insurance benefits, and with some limited exceptions, job restoration within a rolling 12 month period following the designation of FMLA leave. The City will designate FMLA leave for an employee whenever it has knowledge that the employee may qualify.

- a. An employee is eligible under the Family and Medical Leave Act if the employee meets the following requirements:
 - 1) Employment status is Full-time/Regular, Full-time/At-will, or Part-time/Regular/Benefited, and
 - 2) Employed with the City for a minimum of 12 months and has worked a minimum of 1250 hours in the 12 month period immediately preceding the request.
- b. Eligible employees may request up to 12 workweeks of paid/unpaid leave for situations related to certain family and medical reasons such as:
 - 1) To care for the employee's child after birth, or placement for adoption or foster care.
 - 2) To care for the employee's child, spouse, or parent (but not in-law) who has a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.
 - 3) For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care, or childbirth) that makes the employee unable to perform one or more essential functions of the employee's job.

- 4) Because of any qualifying exigency arising out of the fact that an employee's spouse, child, or parent is a covered military member on active duty or has been notified of an impending call or order to active duty status in the Armed Forces in support of a contingency operation.
- c. Eligible employees should make requests for family and medical leave to the Human Resources Division and notify supervisors in writing, at least 30 days in advance of foreseeable event(s) and as soon as practical for unforeseeable event(s).
- 1) In an emergency, when the need for leave was not previously known, the employee must contact his or her supervisor within 48 hours or as soon as practical.
 - 2) An eligible employee may take leave consecutively or intermittently for qualifying conditions. If intermittent or reduced leave is needed, employees are strongly encouraged to schedule their leave so it does not unduly disrupt City operations.
 - 3) All employees requesting leave under this policy must complete the applicable Certification of Health Care Provider form and return it to the Human Resources Division within 15 working days.
 - 4) The Human Resources Division will process the certification and provide the employee with the Notice of Eligibility and Rights & Responsibilities form and Designation Notice.
 - 5) An employee on designated FMLA leave will have all absences related to that qualifying event count toward the total eligible 12 weeks of FMLA leave.
- d. Eligible employees must exhaust all available paid leave (accrued vacation, compensatory leave, sick leave, paid time off, or holiday leave) before going on a leave without pay status. Supervisors will be responsible for submitting the employee timecard to payroll and FMLA tracking form to the Human Resources Division while an employee is on FMLA leave if the employee is unable to do so.

- e. Subject to the terms, conditions, and limitations of the applicable health insurance plans, the City will continue to contribute to premiums in accordance with established policy during an employee's approved FMLA leave, however seniority and other benefits will not accrue during unpaid time off. The employee must continue to pay any portion of the premiums that the employee would typically pay if not on leave, either through payroll deduction or in person. The City shall collect employee premium amounts through coordination with the Finance Department. The City has the right to recover health insurance premiums if the employee does not return from FMLA leave.

- f. If the employee is returning from leave for their own serious health condition, the City may request a fitness-for-duty report from the health provider before the employee can return.
 - 1) Upon return from FMLA leave, the City will accommodate an employee's return to their original or an equivalent position.
 - 2) If an employee fails to return to work after the 12 weeks of leave have expired, the employee is responsible for reimbursing the City for any unpaid employee share of the premium costs.
 - 3) If any employee fails to report to work promptly at the end of the 12 weeks of FMLA leave, the City will assume the employee has resigned unless they have received an approved leave of absence.

- g. Additional Military Family Leave Provisions (Injured Service Member Leave)

In addition to the basic FMLA leave provisions, an eligible employee who is the spouse, child, parent or next of kin of a covered service member is allowed to take up to 26 weeks of leave during a single 12 month period to care for the service member with a serious injury or illness. Leave to care for a service member shall only be available during a single, 12 month period and, when combined with other FMLA qualifying leave, may not exceed 26 weeks during the single 12 month period. The single 12 month period begins on the first day an eligible employee takes leave to care for the injured service member. Expanded additional leave may also be available to care for certain former service members.

h. Work Prohibited While On FMLA Leave

Employees shall not work secondary employment during regularly scheduled working hours while on FMLA leave.

3-02 (8) Administrative Leave

a. Administrative leave with pay may be assigned by a Department Director or their designees under the following circumstances:

- 1) Pending the outcome of an investigation to determine possible disciplinary action against the employee.
- 2) With regard to incidents resulting in extreme stress.
- 3) To protect City interests during an end of employment process.
- 4) Other circumstances determined to be in the best interest of the City and employee.

b. An employee shall not engage in secondary employment during the actual hours designated as administrative leave. The City may, at its discretion, additionally restrict the activities of an employee on administrative leave with pay. Examples include being required to remain at the employee's residence during designated working hours (except to obtain medical care, to fulfill religious obligations, or as specifically authorized), remain readily available and immediately respond to phone contact or return to work, modification of working hours, or restrictions on secondary employment outside administrative leave hours.

c. After review by the City Attorney and with the authorization of the City Manager, an employee charged with a job related felony, after judicial review, may be placed on administrative leave without pay.

3-02 (9) Leave Without Pay - Unauthorized absence after an employee has exhausted all accrued or FMLA leave will be considered a voluntary resignation.

a. Full-time/Regular and Part-time/Regular employees are eligible to request leave without pay (unrelated to FMLA leave) for up to 12 months as described in this policy.

- b. Eligible employees interested in a leave without pay must submit a written request to their Department Director detailing the nature of the leave.
 - 1) Requests for leave without pay will be considered based on criteria such as the nature of the request, the impact to the organization, and the benefit to the employee and/or the City. The City does not grant a leave without pay, unless it is believed the employee will remain employed by the City at the end of the leave. The City may end an approved leave without pay at its discretion, upon reasonable notice to the employee.
 - 2) Prior written approval must be obtained from the employee's Department Director. Additionally, written approval must be obtained from the City Manager for requests exceeding forty (40) hours during a calendar year.
 - 3) Vacation leave, sick leave, holiday leave, and other City benefits will not continue to accrue during the approved leave of absence period.
 - 4) Employees that are granted a leave without pay are required to pay for employee benefits costs that are normally taken through payroll deduction.

3-02 (10) Breaks and Meal Periods - The City offers breaks and meal periods as work allows.

- a. The City may provide two paid breaks of up to 15 minutes each during a standard workday as determined by the supervisor.
- b. The City normally provides a one hour unpaid meal period for full-time employees during a standard workday.
- c. Employees in public safety positions shall take breaks and meal periods in accordance with Department work schedules and policies.
- d. Employees under the age of 18 are entitled to a meal period of at least 30 minutes not later than 5 hours from the beginning of their shift. A rest break of at least 10 minutes is required for employees under the age of 18 for every three hour period or part thereof that is worked.

3-03 EMPLOYEE BENEFITS

- 3-03 (1) Retirement - All Full-time/Regular and Part-time/Regular Benefited employees are covered by the Utah State Retirement System, unless exempted in accordance with Utah State Law.
- 3-03 (2) Medical & Dental Insurance - The City may offer group medical and dental insurance benefits to Full-time/Regular and Part-time/Regular/Benefited employees.
- a. Eligible employees are enrolled when hired and may make changes to group benefit plans once each year during a specified period known as "Open Enrollment."
 - b. Eligible employees who provide proof of insurance under another plan may choose to waive the City's coverage annually. A portion of the City's insurance premium cost may be reimbursed to the employee through the payroll process once a month.
- 3-03 (3) Life Insurance - Basic life insurance may be provided by the City for all Full-time/Regular and Part-time/Regular/Benefited employees.
- 3-03 (4) FICA (Social Security & Medicare) - All employees are covered by the benefits of Old Age, Survivors and Disability Insurance as provided by law. Contributions of the employee and the City will be made in accordance with Federal law.
- 3-03 (5) Training
- a. Employees are encouraged to obtain training through attendance at job related seminars, conferences, classes, certification courses, etc. The employee's Department Director or designee must pre-approve all training attendance and payment of associated costs.
 - b. When the Department Director approves training, the involved time will be treated as time worked, consistent with City policy and FLSA regulations.
 - c. When a course of training exceeds 40 hours, the Department Director may require the employee to enter into a written agreement requiring the employee to reimburse the City for the cost of the training, on a pro-rated basis, if the employee voluntarily terminates his or her City employment within one year of the final date of the training.

3-03 (6) Continuing Education

- a. Employees are encouraged to pursue continuing education opportunities to enhance their job skills, career mobility, and personal growth. Subject to available funding, employees may be eligible to receive partial tuition reimbursement on a budget year annual basis from a City-wide line item.
- b. Eligible employees desiring consideration must submit a completed Request for Tuition Reimbursement Form to the City Manager by the deadline established annually prior to each new fiscal year that funding is available.
- c. Eligibility:
 - 1) Employee must have successfully completed probation prior to the request deadline.
 - 2) Employee must be matriculated in an educational institution accredited by a Regional Accreditation Council of the U.S. Department of Education.
 - 3) Employee must complete each semester of courses with an average grade of "B" or higher or passing in pass/fail courses.
- d. Payment:
 - 1) Payment to approved employees will be made upon written evidence of satisfactory completion.
 - 2) Maximum payment of no more than 75% of tuition and mandatory fees, to the annually established limit.
 - 3) All payments for continuing education will be made through the Finance Department. While it is the intent of the City to establish this policy to meet IRS requirements for treating such payments as non-taxable, whether the payment is taxable depends on current tax law and any tax obligation is the responsibility of the employee.

- e. The City requires the employee to enter into a written agreement requiring the employee to reimburse the City for all tuition reimbursement received, on a pro-rated basis, if the employee voluntarily terminates his or her City employment. The requirement is one year of service after completion of a degree for each academic year of tuition reimbursement.
- f. Employees will attend, travel to or from, and study on their own time. To accommodate course scheduling, irregular work schedules may be authorized by Department Directors.

3-03 (7) Uniform Allowance - The City will provide employee uniforms when uniforms are required to fulfill job responsibilities. Uniforms will be maintained and worn in accordance with City and Department policies.

SECTION 4 EMPLOYEE CONDUCT

4-01 CODE OF CONDUCT

- 4-01 (1) Professionalism - The City of South Jordan is a public entity whose purpose, among others, is to provide professional services to its citizens. Its employees must adhere to high standards of public service that emphasize professionalism and courtesy. City employees shall conduct themselves in a way that will bring trust and respect to themselves and the City.
- 4-01 (2) Conflict of Interest
- a. In order to avoid potential conflicts of interest prohibited by state law and City Code, all new employees will file an “Officer and Employee Disclosure Statement” with the City Recorder.
 - b. If the value of an employee’s interest in an entity that does business with the City is significantly increased, the employee is required to file an updated “Officer and Employee Disclosure Form”.
 - c. Additionally, each Elected Official, Appointed Official, or employee promoted to or acting in the position of the following, is required to submit an “Officer and Employee Disclosure Form” annually.
 - 1) Department Directors
 - 2) Associate Department Directors
 - 3) Purchasing Coordinator
 - 4) Contract project managers
 - 5) Other employees as designated by the City Manager.
 - d. All employees will comply with all conflict of interest requirements of the City Code, including but not limited to, 2.40.
- 4-01 (3) Honesty - Employees shall be honest in word and conduct and never use their position to benefit themselves personally, or another party, through the disclosure of or by acting on confidential information, award of work, procurement of supplies, or use of City facilities, equipment, or resources.

- 4-01 (4) Confidentiality - Employees shall not disclose, or willfully allow to be disclosed, any information gained by reason of their position, for any reason other than its official or authorized purpose. Employees will comply with the confidentiality requirements of state law and the City Code, including restrictions against disclosing or using private protected, or controlled information acquired by reason of a member's official position for the employee's or another's private gain or benefit.
- 4-01 (5) Gifts & Gratuities - City of South Jordan employees are prohibited from knowingly receiving, accepting, taking, seeking, or soliciting, directly or indirectly any gift of substantial value or a substantial economic benefit which would tend to improperly influence a reasonable person in the person's position to depart from the faithful and impartial discharge of the person's public duties. This section does not apply to the following:
- a. an occasional non-pecuniary (not cash) gift having a value of less than \$50;
 - b. an award publicly presented;
 - c. any bona fide loan made in the ordinary course of business; or
 - d. political campaign contributions if the contribution is actually used in a political campaign.
- 4-01 (6) Attendance - All employees shall meet attendance and punctuality requirements in accordance with department and supervisory guidelines.
- 4-01 (7) Appearance - In order to maintain a professional atmosphere and appearance, all employees including those who wear uniforms, shall maintain the following minimum standards:
- a. Employees must maintain a high standard of personal hygiene. Employees must appear neat and clean and have no offensive odors. An employee's hair must be clean and groomed.
 - b. Employees must wear clothing appropriate to their employment. Appropriateness may vary, depending upon the nature of work performed, safety concerns, and the degree of public contact.
 - c. Employees must wear clothing that is clean and neat, and not torn or frayed. Employees must avoid clothing that is unduly revealing, immodest, or otherwise inappropriate for a professional office setting or other work environment.

- d. In addition to the above, all employees shall meet department dress and appearance policies.

4-01 (8) Personal Use of City Office Items - Personal use of City office items is generally discouraged, however, any such use may be permitted only upon pre-approval by the Department or Division Director.

4-01 (9) Personal Communication Devices - The use of personal communication devices shall not unreasonably interfere with the performance of the employee's duties or interfere with City business operations.

- a. City electronic communication devices and all content are the property of the City, and there is no expectation of privacy for any employee. These devices are provided to facilitate the effective and efficient completion of job duties. While limited personal use may be authorized by Department Directors, consistent with this policy, the City retains the right to monitor, deny access, or copy content at any time, including communications made on a third party server.
- b. Employees shall not use City electronic communication devices to violate the City's harassment, discrimination, or other policies.
- c. Employees shall not intentionally use City electronic communication devices to download, view, print, or store any sexually explicit content, except as necessarily required by the employee's official job duties. Inadvertent exposure shall be immediately reported to the employee's supervisor.
- d. Employees shall not use City electronic communication devices for on-line gaming, gambling, and unauthorized peer-to-peer file sharing.
- e. Unauthorized audio and/or video streaming is prohibited, to preserve the City's bandwidth capacity.
- f. Employees shall not use City electronic communication devices for any unauthorized personal, charitable, or business purpose.
- g. Misuse of City electronic communication devices may result in disciplinary action, including termination.

4-01 (10) Outside Activities - City employees shall not use City owned property or work time in support of outside interests and activities, except as authorized by a Department Director.

- 4-01 (11) Political Activity - City employees shall not use City owned property, work time, or influence of position over other employees while engaging in any political activity.
- 4-01 (12) Secondary Employment
- a. Employment with the City of South Jordan as a full-time or benefited part-time employee shall be an employee's primary employment. Such City employees are permitted to engage in secondary employment upon completion and approval of an employee's Notice of Secondary Employment. A Notice of Secondary Employment requires prior approval by an employee's Department Director. Employees will submit a new Notice of Secondary Employment annually, as part of Open Enrollment. Consistent with other sections of the Employee Handbook and applicable law, the City may restrict or limit secondary employment during administrative leave, sick leave, transitional duty, FMLA leave, or as a disciplinary action.
 - b. All other City employees are required to annually submit a Notice of Other Employment. A Department Director may rely on such Notice in determining if and how to act upon an actual or perceived conflict of interest.
- 4-01 (13) Abandonment - An employee who is absent from work for three consecutive days, and is capable of providing proper notification to their supervisor but does not, shall be deemed to have abandoned their position. The City considers abandonment as a voluntary termination.

4-02 HARRASSMENT, DISCRIMINATION, & RETALIATION

- 4-02 (1) General Policy - The City of South Jordan is committed to providing a work environment that is free of harassment or any other type of discrimination with regard to race, color, national origin, religion, sex (including gender), age, disability, or pregnancy. The City has a zero tolerance policy towards any form of unlawful harassment or discrimination by or to any employee or retaliation against any employee protected under this policy.

Misconduct identified in this policy is unacceptable behavior and is prohibited. The City will make reasonable efforts to prevent the conduct identified in this policy, and will promptly investigate all complaints of violation of this policy. An employee's violation of this policy, whether legally constituting sexual harassment, discrimination, or retaliation, will result in disciplinary up to and including termination.

- 4-02 (2) Prohibited Conduct - The City prohibits conduct that includes, but is not limited to:
- a. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when
 - 1) submission to such conduct is made either explicitly or implicitly a term of the condition of an individual's employment,
 - 2) submission to or rejection of such conduct by such individual is used as the basis for employment decisions affecting such individual, or
 - 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offense working environment.
 - b. Other inappropriate conduct, such as
 - 1) derogatory comments, insults, suggestive remarks, or jokes involving sexual activity, or a person's race, color, national origin, religion, sex (including gender), age, disability, or pregnancy,
 - 2) display of photographs, drawings, cartoons, written material, objects, or use of electronic communication devices which would offend a reasonable person,

- 3) inappropriate physical contact, such as patting or pinching,
 - 4) intentionally brushing against another person's body,
 - 5) stating or implying that an individual's job performance is attributable to that person's race, color, national origin, religion, sex (including gender), age, disability, or pregnancy,
 - 6) giving of unsolicited or inappropriate gifts of a personal and private nature, or
 - 7) sexual assault of any kind.
- c. Pervasive, unwelcome, demeaning, ridiculing, derisive, or coercive conduct towards another person based on race, color, national origin, religion, sex (including gender), age, disability, or pregnancy that
- 1) creates an intimidating, hostile, or offensive work environment,
 - 2) unreasonably interferes with a person's work performance, or
 - 3) otherwise adversely and unreasonably affects an employee's employment.
- d. Retaliation against any employee for reporting, filing a complaint, or for assisting the City in its investigation of a complaint under this policy, even if such underlying complaint is determined to be unfounded. Retaliation may be deemed a separate violation of this policy and may subject the perpetrator to disciplinary action. Examples of retaliation include
- 1) disciplinary action taken in bad faith,
 - 2) unwarranted changes in the terms of an employee's employment,
 - 3) spreading rumors about the employee,
 - 4) encouraging hostility from a co-worker,
 - 5) escalating the harassment, or

- 6) disclosing confidential information with regards to an investigation being conducted under this policy, including discussing the investigation with unauthorized individuals such as witnesses, potential other victims, or alleged harassers.

4-02 (3) Personal Employee Relationships

- a. Each City employee in a non-spousal romantic, dating, and/or sexual relationship with another City employee must promptly notify their Department Director upon beginning or ending such relationship. The Department Director is responsible for notifying Human Resources.
- b. Supervisors are prohibited from having a romantic, dating, and/or sexual relationship with a subordinate employee who they supervise in the chain-of-command.

4-02 (4) Employee Obligations

- a. Employees have the obligation to comply with this policy and avoid any prohibited conduct.
- b. Employees have the obligation to report violations of this policy.
- c. Employees have the obligation to fully cooperate in any investigation of an alleged violation of this policy, including the obligation to provide truthful and complete evidence and testimony in any investigation or proceeding.
- d. Employees have the obligation to refrain from making any bad faith or known false complaint of violation of this policy.
- e. Employees have the obligation to avoid retaliation against any person who files a complaint, or who participates or provides evidence or testimony in any investigation or proceeding under this policy.

4-02 (5) Reporting Violations of This Policy

- a. Employees are required to report all incidents that they believe to be violations of the City's Harassment, Discrimination, & Retaliation Policy. These reports shall be made when the employee first feels they or someone else has been harassed, subjected to inappropriate conduct, discriminated against, or retaliated against. Employees must file such complaint in writing with any one of the following: a supervisor, Department Director, Assistant City Manager, or the Human Resources Manager.
- b. Any supervisor or manager who becomes aware of possible discrimination, harassment, or retaliation shall immediately advise the Human Resources Manager and the Legal Office. Any employee employed in a supervisory capacity who has knowledge of an offense, and does not report the matter, shall be subject to disciplinary action.

4-02 (6) Investigation - The City shall investigate all complaints, regardless of whether they are written or verbal, as expeditiously and professionally as possible. Confidentiality of the complaint will be maintained to the extent it is practical, but cannot be guaranteed.

- a. Human Resources, the Legal Office, and the involved department will coordinate the investigation.
- b. Human Resources is responsible for moving the investigation forward, ensuring adequate documentation, and making recommendations.
- c. The appropriate Department Directors are responsible for accepting, modifying, or rejecting recommendations and, when appropriate, initiating disciplinary action.
- d. Disciplinary action placed in any personnel file will not include the name of any victim.
- e. An investigation determined to be unfounded will not be placed in any individual's personnel file. It will be retained as an investigative file. Access will be limited to Human Resources staff, Legal Office, and the Office of the City Manager.

- f. Appeals about the conclusions of the investigation will be handled as follows:
- 1) Disciplinary actions arising from the investigation will be handled consistent with the Employee Discipline section in this chapter.
 - 2) The adequacy or conclusions of the investigation will be handled consistent with the Employee Grievance Procedures section of this chapter, but will begin directly at Step Three (Appeal to City Manager).

4-03 ALCOHOL/DRUG-FREE WORKPLACE

4-03 (1) Federal Drug-Free Workplace Requirement - The City of South Jordan complies with the Federal Drug Free Workplace Act of 1988.

4-03 (2) Drug-Free Awareness Program

During new hire orientation, all new employees will receive training about the dangers of drug and alcohol abuse, a copy of this policy, and information and a brochure about the City's Employee Assistance Program.

4-03 (3) Employee Responsibilities:

- a. No employee shall unlawfully manufacture, possess, use, or distribute any controlled substance or alcohol in a City workplace.
- b. Any employee convicted under any criminal drug statute shall notify their supervisor and Department Director within five days after the conviction.
- c. No employee shall consume alcoholic beverages for eight (8) hours before work, during work hours, or during breaks or meal periods.
- d. No employee shall be impaired by alcohol, medication, or illegal drugs, or have any detectable trace amount of illegal drugs or a blood-alcohol level of .02 or higher in their system during work hours, or while representing the City of South Jordan in an official capacity.

e. Additional Responsibilities of "Safety Sensitive" Employees

- 1) For purposes of this policy, the City designated safety sensitive positions are:

Law enforcement officers
Special function officers
Firefighters
Job required CDL holders (consistent with the provisions of 4-03 (11))

- 2) All safety sensitive employees will report, to their immediate or other chain-of-command supervisor, the use of any medication that could reasonably be expected to impair their ability to perform their duties, prior to, or upon reporting for duty.
- 3) Any safety sensitive employee cited, arrested, or charged with any criminal drug or alcohol related offense shall notify their department director within 24 hours.

4-03 (4) Drug/Alcohol Testing Policy

All employees and prospective employees (including Human Resources Division designated volunteers and prospective volunteers) are required to participate in testing for the presence of drugs or alcohol, according to the provisions set forth below, as a condition of hire or continued employment. Failing or refusing to take a test or a confirmed, positive drug and/or alcohol test result, shall be deemed a violation of this policy.

4-03 (5) Pre-Employment Testing

- a. All prospective employees and designated prospective volunteers shall be tested for drug or alcohol usage.
- b. All job applicants shall be informed of the policy at the pre-employment interviews. A copy of this policy shall be available for their review.
- c. All applicants shall be required, prior to being hired or volunteering for the City, to sign an acknowledgment form agreeing to abide by the terms of this policy.
- d. The City will exclude from employment any job applicant who refuses to abide by the terms of this policy.
- e. Any applicant with a confirmed positive drug test may not reapply for employment with the City for one (1) year from the date of such result.

4-03 (6) Reasonable Suspicion (For Cause) Testing

- a. An employee may be required to submit to a drug test when reasonable suspicion arises and the employee's supervisor, manager, or Department Director and a City Designee concur that reasonable suspicion exists.

- b. The City Designees are:
 - Risk Manager
 - City Manager
 - Assistant City Managers
 - City Attorney
 - Assistant City Attorneys
 - Director of Government Services
- c. Once the authorized supervisors have determined that reasonable suspicion exists, testing shall be done as soon as practical.
- d. If an employee is sent to an outside clinic for a reasonable suspicion test, the employee shall be driven to the facility by the supervisor or his or her designee.
 - 1) The employee shall then be put on paid administrative leave until the results of the test are available.
 - 2) The supervisor shall make arrangements or help the employee make arrangements to get home without driving him or herself.

4-03 (7) Rehabilitation Testing

If the City returns an employee to work after he or she has enrolled in a rehabilitation program for drug or alcohol abuse and has successfully completed the rehabilitation program, such employee may be entered into a program of unannounced drug and alcohol testing for a predetermined period of time at the sole discretion of the City.

4-03 (8) Post-Incident Testing

- a. Post-incident testing will be conducted on employees involved in the following incidents
 - 1) treatment for a worker's compensation injury at a medical facility (either out-patient or in-patient); or
 - 2) a traffic accident involving bodily injury to any party, a collision with any pedestrian or person on a non-motorized device,
 - 3) or a police estimate of total property damage of \$1,000.00 or more, or

- 4) any event or incident estimated by the employee's supervisor to involve property loss or damage of \$1,000.00 or more.
- b. Such testing will occur as soon as practical after the accident. The employee may be returned to work after completion of the testing, unless the testing is based on reasonable suspicion.
- c. The employee's immediate supervisor and the Risk Manager shall be immediately notified of all such incidents.

4-03 (9) Random Testing

For purposes of maintaining safety and as a deterrent to drug and alcohol abuse, safety sensitive employees are subject to random drug and alcohol testing.

4-03 (10) Testing Protocols

- a. All drug testing under provisions of sections 4-03 (5) through (10) will be carried out in compliance with Title 34, Chapter 41, UCA.
- b. Any drug or alcohol testing shall occur during or immediately after the regular work period of current employees, and shall be deemed time worked for purposes of compensation and benefits for current employees.
- c. The City shall pay all costs of testing and transportation associated with a test required by the City.
- d. The information received from drug testing shall be the property of the City.
 - 1) Upon City receipt of the test results, the Human Resources Division shall, as soon as practical, notify the person tested, by telephone or in writing, of the test results.
 - 2) If the test results are positive, the person tested will be advised of the option to have the split sample tested, the expense to be equally divided between the donor and the City. The option must be exercised within 72 hours of the notification to the employee.

4-03 (11) Employee's Required to Hold a Commercial Driver's License (CDL)

Those employees required by their employment at the City to hold a CDL shall be tested as required by Federal and/or State law.

- a. Prior to requiring any drug or alcohol testing of a CDL holder employee, the supervisor will determine whether the testing is authorized under this policy or under the City's Drug/Alcohol Policy. CDL testing involves a different panel of drug and alcohol tests and requirements.
- b. All testing under CDL requirements will be preceded by specific notification by the supervisor to the employee that the test is being ordered as a CDL requirement.
- c. CDL post-accident testing is only conducted if the employee, during the drug testing window, is cited for a contributory moving violation or if another person is a fatality. All other post-accident testing will be done under the City's drug/alcohol testing policy.
- d. Any reasonable suspicion testing decision must be made by an officially trained supervisor. A City designee (4-03 (6)) must concur.
- e. Random drug testing is conducted just before, during, or just after performance of CDL duties.
- f. Rehabilitation testing, if offered by the City, shall meet CDL requirements.

4-03 (12) Disciplinary Action

Because of the serious nature of illegal use or abuse of alcohol, illegal drugs, or medication, appropriate employee disciplinary action will be taken, which may include termination. The City, at its discretion in a disciplinary action, may require an employee to participate in a rehabilitation program and mandatory drug and/or alcohol testing, at the employee's expense, as a condition of continuing employment.

4-03 (13) Voluntary Substance Abuse Counseling & Rehabilitation

- a. The City of South Jordan encourages employees who have a determined need, to enroll in a counseling or rehabilitation program.

- b. The employee shall immediately contact their supervisor and the Human Resources Division to coordinate leave status and benefits.

4-03 (14) Employee Questions About This Policy

Questions about this policy may be directed to the Human Resources Division.

4-04 TOBACCO-FREE WORKPLACE

- 4-04 (1) General Policy - The City of South Jordan is subject to and enforces the Utah Indoor Clean Air Act and is committed to providing a safe and healthy work environment.
- 4-04 (2) Employee Responsibility - All employees are prohibited from use of tobacco products (including chewing tobacco) throughout the work-place, including all City buildings, vehicles, and equipment. Use of tobacco products is also prohibited within 25 feet of any entrance-way, exit, open window, or air intake of City buildings.

4-05 VIOLENCE-FREE WORKPLACE

- 4-05 (1) General Policy - The City of South Jordan is committed to maintain a safe and efficient working environment where employees and the public are free from the threat of workplace violence.
- 4-05 (2) Employee Obligations
- a. Employees are obligated not to engage in violence or behavior that carries the potential for violence including, but not limited to assault, fighting, or foul, abusive, or threatening language or gestures.
 - b. Any possession of firearms or other weapons on City property, including City vehicles, or while conducting City business shall be in compliance with federal and state laws, and City Code. The Fire Chief may prohibit firearms or weapons at fire stations, on fire vehicles, or at fire scenes for safety reasons.
 - c. Employees must immediately report all incidents of violation of this policy to their supervisor or Department Director.

4-06 EMPLOYEE DISCIPLINE

- 4-06 (1) General Policy - It is the responsibility of all employees to observe rules of conduct necessary for the proper operation of City government. Administrative procedures have been established for the handling of disciplinary measures when required.
- 4-06 (2) Causes for Disciplinary Action - Causes for disciplinary action, up to and including termination, may include, but are not limited to the following:
- a. Violation of the laws of the United States, the State of Utah, or ordinances of the City of South Jordan or any other jurisdiction determined to be job related.
 - (1) A conviction (including a plea in abeyance or no contest) for the violation of any criminal law shall be prima facie evidence in any City hearing process.
 - (2) Violation may also be established in any City hearing process under an administrative standard of whether the evidence shows more likely than not the violation occurred regardless of the pendency or dismissal of criminal charges.
 - b. Violation of the code of conduct.
 - c. Conduct which endangers the peace and safety of others or poses a threat to the public interest.
 - d. Any behavior by an employee deemed inappropriate or disruptive to the work environment which may affect the ability of other employees to perform effectively.
 - e. Misconduct.
 - f. Malfeasance. (The performance of an act which is legally unjustified or conflicts with the law or City-policy).
 - g. Misfeasance. (The wrongful performance of a normally lawful act.)
 - h. Nonfeasance. (The omission of some act which ought to have been performed.)
 - i. Incompetence.
 - j. Negligence.

- k. Insubordination.
- l. Failure to maintain skills.
- m. Inadequate performance of duties.
- n. Unauthorized or excessive absence or tardiness.
- o. Falsification or unauthorized alteration of records.
- p. Violation of City or department policies.
- q. Falsification of employment application.
- r. Discrimination.
- s. Sexual harassment or prohibited sexual conduct.
- t. Retaliation.
- u. Misrepresentation (making false statements or knowingly allowing false statements or false impressions to be accepted as valid in the course of the employee's job related duties).
- v. Theft or removal of any City property, or the property of any employee from the work premises without proper authorization.
- w. Gambling or engaging in a lottery on City property.
- x. Failure of a public safety employee to maintain physical fitness/ability standards.
- y. Inability to perform essential job duties, with or without reasonable accommodation.
- z. Any other action or behavior contrary to the best interests of the City.

4-06 (3) Types of Disciplinary Action - The following are not written in progressive order and are not to be deemed a progressive disciplinary scheme or system:

- a. Verbal Warning - A verbally communicated warning to an employee by a supervisor for a minor work behavior deficiency.

- b. Written Reprimand - A formal written notice outlining work performance deficiencies and required corrective action, to an employee by a supervisor for disciplinary purposes, which is documented in the employee's personnel file.
- c. Suspension - An employee may be suspended from work with or without pay for up to 30 days (240 hours) by a Department Director. For any suspension of more than two day (16 hours), the City shall first conduct a pre-disciplinary hearing as outlined in 4-06 (4), except for appointed, at-will, and probationary employees.
- d. Demotion - An employee may be demoted to a lower grade position with or without a reduction in pay by a Department Director. If the demotion is also an involuntary transfer to a position with less remuneration, the City shall first conduct a pre-disciplinary hearing as outlined in 4-06 (4), except for appointed, at-will, and probationary employees.
- e. Transfer - An employee may be transferred to another position within a department by a Department Director. An employee may be transferred to another position in a different department within the City with approval of the City Manager. If the transfer is an involuntary transfer with less remuneration, the City shall first conduct a pre-disciplinary hearing as outlined in 4-06 (4), except for appointed, at-will, and probationary employees.
- f. Termination - A full-time employee may be terminated by a Department Director after consultation with the City Manager or designee and the Legal Office. The City shall first conduct a pre-disciplinary hearing as outlined in 4-06 (4), except for appointed, at-will, and probationary employees. All other employees may be terminated at the discretion of Department Directors. A hearing is not required.
- g. Employees whose conduct constitutes grounds for discipline may be subject to one or more of the foregoing disciplinary actions depending on the severity of the improper conduct. The City reserves the right to impose disciplinary action, up to and including termination on a first offense, depending on the nature and severity of the improper conduct.

4-06 (4) Pre-Disciplinary Hearing - Whenever a full-time employee who is not an appointed, at-will, or probationary employee, is subject to possible suspension without pay for more than two days (16 hours), demotion or involuntary transfer from one position to another with less remuneration, or termination, a pre-disciplinary hearing shall be held prior to imposing disciplinary action.

- a. The employee shall be given written notice of the hearing, prior to the hearing, which will include an explanation of the charges against the employee and notice that discipline, up to and including termination, will be considered.
- b. The pre-disciplinary hearing shall be conducted by the employee's Department Director or designee for the purpose of allowing the employee to respond to the charges and present information the employee believes is relevant to the decision.
- c. A decision as to the disciplinary action to be taken, if any, shall be made by the Department Director or designee, and the employee shall be notified in writing within five working days after the hearing. This written notification shall include:
 - 1) The grounds for disciplinary action.
 - 2) Any disciplinary action to be imposed.
 - 3) The effective date and duration of the disciplinary action.
 - 4) Any required corrective action necessary for the employee to avoid further disciplinary action.
 - 5) Notice and a copy of the post-disciplinary hearing process outlined in 4-06 (5), if the imposed disciplinary action is termination, a suspension of more than two days (16 hours), or demotion or involuntary transfer from one position to another with less remuneration.
- d. Waiver of Pre-Disciplinary Hearing

An employee may waive the right to a Pre-Disciplinary Hearing. Such waiver must be in writing, signed by the employee, and specifically acknowledge that the employee has received a copy and read the requirements of 4-06, accepts the proposed discipline, and acknowledges that the waiver also applies to the right to appeal to the Appeal Board.

4-06 (5) Appeal Board (10-3-1106, UCA)

- a. A full-time employee, who is not an appointed, at-will, or probationary employee, may use the post-disciplinary hearing process. Appeals to the Appeal Board shall be taken by filing written notice of the appeal with the City Recorder within ten days of receipt of the notice of the imposition of the suspension of more than two days (16 hours), demotion or involuntary transfer from one position to another with less remuneration, or termination, ten days from the receipt of notice by the City Manager or designee.
- b. The Appeal Board shall consist of three members. The City Manager, at his or her discretion, may appoint his or her self, Assistant City Managers, or Department Directors as Appeal Board members.

- c. Exhaustion of Internal Grievance Procedures

The City designates the Appeal Board as the only internal post-disciplinary appeal procedure for terminations, suspensions without pay for more than two days (16 hours), demotions or an involuntarily transfer from one position to another with less remuneration.

- d. Appeal Hearing Process

- 1) The employee shall be entitled to appear in person before the Appeals Board and to be represented by counsel (at the employee's expense), to have a public hearing, to confront the witnesses whose testimony is to be considered, to present the employee's own witnesses, to receive and present evidence, and to examine the evidence to be considered by the Appeals Board.
- 2) The Appeals Board determines the admissibility of evidence and its use. Further, the Appeals Board is not bound by the rules of evidence and may consider any evidence it determines relevant to the matter.
- 3) The City Recorder records and takes minutes of each session, except for the Appeal Board's deliberations.
- 4) The City Attorney or designee represents the City's interests.

- 5) The standard of review is an administrative standard of whether the evidence shows that it is more likely than not that the findings and action taken by the Department Director are supported.
- 6) The Appeals Board may establish hearing procedures consistent with 10-3-1106, UCA, and may modify those procedures at the hearing as may be equitable and conducive to a determination of the issues.

e. Decision of Appeals Board Hearing

- 1) Each decision of the Appeal Board shall be by secret ballot.
- 2) Each decision of the Appeals Board shall be certified to the City Recorder within 15 days from the date the matter was referred to it by the City Recorder; however, upon consent of both the employee and the City, the Appeals Board may extend the 15 day period to a maximum of 60 days.
- 3) In the event the appeals board does not uphold the action of the Department Director, the City Recorder shall certify the decision to the employee affected, and to the City Manager and Department Director. If the Board does not uphold the suspension, demotion or termination, the board shall provide in its order
 - a) the employee shall receive the employee's salary for the period of time during which the employee was discharged or suspended without pay,
 - b) or that the employee be paid any deficiency in salary for the period during which the employee was demoted or involuntarily transferred to a position of less remuneration.
- 4) Any final action or order of the Board may be submitted for review by either the employee or the City to the Utah Court of Appeals by filing a petition for review no later than 30 days from the date of the issuance of the final action or order of the Appeals Board.

4-06 (6) Requests to Purge Disciplinary Records - An employee may submit a written request to have prior disciplinary records purged to the City Manager.

- a. The employee must wait a minimum of two years before a request will be considered. Requests will only be considered if there have been no intervening disciplinary actions.
- b. The City Manager shall consider the request within 10 working days of receipt.
- c. All decisions shall be at the sole discretion of the City Manager or designee.

4-07 EMPLOYEE GRIEVANCE PROCEDURES

4-07 (1) General Policy - A grievance is defined as a complaint made by a City employee of a decision, or action taken by the City which affects an employee's employment status, except disciplinary actions. Disciplinary action appeals, if permitted, shall be handled consistent with the Employee Discipline policy (4-06). All employees have the right to file a grievance.

4-07 (2) Grievance Process - The following process shall be followed in processing grievances made by City employees:

- a. **Step One** - An employee wishing to grieve an incident or action meeting the definition above must submit the grievance in writing to his/her immediate supervisor within 10 business days of a decision or action. The written grievance should include at a minimum, the date, description of the decision or action in question, and the remedy sought.

The employee's immediate supervisor shall respond to the employee's grievance in writing, detailing his or her decision, within 10 business days of receipt of the grievance.

- b. **Step Two** - If the employee is not satisfied with the response of the immediate supervisor, the employee may submit a written grievance to their Department Director within 10 business days of the immediate supervisor's response.

The Department Director shall respond to the employee's grievance in writing, detailing his or her decision, within 10 business days of receipt of the grievance.

- c. **Step Three** - If the employee is not satisfied with the response of the Department Director, the employee may submit a written request to the City Manager within 10 business days of receipt of the Department Director's response.

The City Manager or designee shall respond to the employee's grievance in writing, detailing his or her decision, within 10 business days of receipt of the grievance

The decision of the City Manager is final and not appealable.

4-07 (3) Documentation

Copies of all grievances and responses shall be forwarded to the Human Resources Division for filing upon receipt or issuance.

This page intentionally left blank.

SECTION 5 FINANCIAL POLICIES & PROCEDURES

5-01 PURCHASING

- 5-01 (1) General Policy – The City of South Jordan shall comply with all applicable federal laws and regulations, state laws, and city ordinances and resolutions regarding the procurement of goods, services and contracts. A complete copy of the City purchasing policy may be obtained from the finance department.
- 5-01 (2) Credit Cards - City credit cards shall be used for official City business only and all use shall comply with the City purchasing policy.

5-02 TRAVEL POLICY

- 5-02 (1) General Policy – All travel for City business outside a 50 mile radius of the City of South Jordan shall be requested on a travel request form and be pre-authorized by an employee’s department head.
- a. City vehicles may be used for travel associated with City business.
 - b. An employee may use their personal vehicle for City business as circumstances warrant and will be reimbursed for mileage in accordance with the following:
 - 1) A mileage log must be kept which details the reason for the trip and the number of miles driven to and from the travel destination. Mileage reimbursement requests must be signed by the employee’s department head and submitted to the finance department.
 - 2) Mileage will be reimbursed at the rate authorized by the Internal Revenue Service.
 - c. A rental car will be authorized only if it is determined to be the most cost effective means of transportation while away on City business.
 - d. When travel requires an overnight stay, the employee will be granted up to \$5.00 per day for personal phone calls.
- 5-02 (2) Per Diem – Employees shall be paid per diem for City related travel in accordance with the following:
- a. The maximum daily per diem allowance for City employees will be \$33.00.
 - b. Travel that requires less than a full day shall be compensated as follows:
 - 1) Breakfast - \$8.00 maximum when necessary to depart before 7:00 a.m.
 - 2) Lunch - \$8.00 maximum when necessary to return after 2:00 p.m.
 - 3) Dinner - \$17.00 maximum when necessary to return after 7:00 p.m.

SECTION 6 RISK MANAGEMENT

6-01 RISK MANAGEMENT PHILOSOPHY

- 6-01 (1) General Policy - It is the philosophy of South Jordan City to reduce the potential for loss from exposures through sound risk management practices in all City, department, and individual employee activities. Within the constraints of the budget and the City's obligation to provide certain public services, City risk management and safety practices will reflect a strong consideration for the safety of employees and the public.
- 6-01 (2) Department Responsibility for Risk Management and Safety - Each Department Director is responsible to implement risk management programs required by the City insurance carriers, the City Risk Committee, and the City Manager to protect the health, safety and welfare of City employees and public; prevent financial losses and reduce insurance premiums; conduct the affairs of the department to reduce insurance premiums and to reduce the potential for claims and lawsuits against the City. To this end each Department Director will:
- a. Utah Risk Management Mutual Association ("URMMA") - Implement all applicable URMMA risk reduction policies or programs;
 - b. Risk Coordinators - Appoint one or more Department Risk Coordinator(s) to oversee the implementation of risk management and safety within the department, to represent the department on the City's Incident Review Committee and to assist the Division of Risk Management in the processing of risk-related incidents arising from the operations of the respective City departments; and
 - c. Department Policies and Practices - Develop and maintain policies and practices designed to meet the particular risk management needs of the department.

- 6-01 (3) Individual Responsibility for Risk Management and Safety - Individual employees shall take responsibility for their own safety as well as the safety of other employees, citizens, and property. Employees shall abide by reasonable safety precautions and exercise due care while on the job. Adequate training, appropriate supervision, reasonable scheduling, proper equipment and other management tools should be utilized by the department and followed by each individual employee to create a safe working environment. Individual employees are responsible to immediately report to their supervisor any potential hazards likely to cause an accident and should be forthcoming in identifying and bringing to the attention of supervisors, Risk Coordinators, and their Department Director, safety concerns that cannot be addressed and resolved by the individual employee.
- 6-01 (4) Risk Committee - The Risk Committee is hereby established to formulate and implement formal policy and philosophy relative to risk management and safety.
- a. Members of the Risk Committee - The Risk Committee shall be comprised of the Leadership Council and the Risk Manager. The City Manager shall act as Chair of the Risk Committee. The Risk Manager shall act as the Executive Secretary to the Risk Committee.
 - b. General Duties - The Risk Committee shall perform the following general duties:
 - 1) Assist the Risk Manager in formulating objectives for risk management in the City of South Jordan and in implementing those objectives; and
 - 2) Review the findings and recommendations of the Incident Review Committee.
 - c. Risk Committee Meetings - The Risk Committee shall meet at least quarterly as part of a regularly scheduled meeting. The Risk Manager shall be responsible for preparing agendas for the meetings and for keeping minutes of all Risk Committee meetings.

6-02 PROCESSING RISK-RELATED INCIDENTS

6-02 (1) General Policy - In order to effectively manage and administer potential and actual risk- related incidents involving South Jordan City, its agents, employees, assigns and/or property, it is necessary to establish a comprehensive procedure for the processing of incidents and claims involving persons or property directly or indirectly connected with City operations. Irrespective of whether an accident, loss or claim results in actual liability to the City or actual injury to persons or other property, it is crucial that all incidents with or without potential for claim against the City be adequately and properly reported and processed. An employee who becomes aware of any occurrence which may give rise to a lawsuit, who receives a notice of claim, or is sued because of an incident related to his employment shall give immediate notice to his or her supervisor and the City Manager through the Risk Manager or Legal Office.

6-02 (2) Processing Incidents

- a. Risk-related Incident Defined - A risk-related Incident (“Incident“) is defined as any event or occurrence involving a South Jordan City employee or South Jordan City property where there is property damage or injury to any person, or where there is a reasonable likelihood of a claim or lawsuit being filed against the City as a result of the event or occurrence. Any given Incident will present its own unique issues. Therefore, if there is any question as to appropriate action to be taken at any point during the processing of an Incident, these issues should be immediately directed to the City's Risk Manager.
- b. Initial Action by Employee Following an Incident - Immediately following an Incident, any employee involved in or aware of the Incident shall seek appropriate medical aid and notify the South Jordan City Police Department or other public safety agency as the situation reasonably dictates. Injured employees shall follow the Workers Compensation Policy as outlined in the Employee Handbook.
- c. Notification of an Incident - Generally the City is made aware of an Incident in one of three ways. Following the occurrence of an Incident, the following process shall be followed:

- 1) Employee or Department Involvement - If an employee is involved in or becomes aware of an Incident, the employee shall contact his or her supervisor immediately. The supervisor will prepare a written Incident Report and submit it to the Department Director. Within one business day from the occurrence of the Incident, the Department Director shall notify the Risk Manager of the Incident in writing (written memorandum or email). The writing shall minimally include a statement from the employee summarizing the Incident and include all facts, conditions and events leading to the Incident, as well as witness statements, photographs and any other information that would aid in accurately and fully documenting the Incident. Any injuries to City employees arising from an Incident shall be handled pursuant to the City Workers' Compensation Policy.
 - 2) Claim Against the City - If an individual desires to make a claim against the City, the department contacted by the individual shall refer the individual to the Risk Manager. The individual may complete the standard "Notice of Claim" form as provided by the Risk Manager or submit their claim in a manner compliant with the Governmental Immunity Act of Utah. Completed claims should be returned with any accompanying documentation, as required, to the City Recorder's Office, then to the Risk Manager.
 - 3) Legal Process Served on the City - Any legal process served on the City by a constable or other law enforcement officer, such as a 60-day Notice of Claim or formal lawsuit (whether that lawsuit be for equitable relief and/or monetary damages), shall be immediately forwarded to the Risk Manager, with the original copy kept on file by the City Recorder.
- d. Analysis of Incident by Division of Risk Management - Upon receipt of notice of the Incident, the Division of Risk Management shall (1) notify the City Manager, the City Attorney, and URMMA of the Incident if the Incident involves an actual or potential claim against the City; and (2) forward to the City Attorney any formal 60-day Notice of Claim or formal lawsuit served on the City.

- e. Additional Investigation of Incident - The Risk Manager shall conduct additional investigation as appropriate, or as advised by the City Manager, City Attorney or URMMA. Such investigation may include gathering police reports, supplemental reports, expert witness statements, bids on damage or loss from the City's independent contract appraiser and other relevant information. City departments are expected to cooperate fully in gathering information and assisting the Risk Manager as needed.

- f. Incidents Involving Actual or Potential Claims Against the City - Following the investigation by the Risk Manager, Incidents involving actual or potential claims against the City shall be processed either in-house or by URMMA.
 - 1) Claims Processed In-house by the Risk Manage - Any Incident where the property damages claimed are less than \$7,500.00, and not involving a personal injury, litigation (whether equitable relief is sought, i.e. permanent injunction, temporary restraining order, mandamus, etc., or dollar damages,) or another attorney, shall be handled in-house and overseen by the Risk Manager pursuant to policies and procedures approved by the City Manager. The Risk Manager will consult the City Attorney and/or City Manager as appropriate.
 - a) Claims Processed In-house Which Are Denied: If a claim is not approved or is denied by the City, the Risk Manager shall notify, in writing, the following individuals: (1) the claimant; (2) URMMA; (3) the City Attorney; (4) the City Manager; and (5) the affected department. The Risk Manager shall then close the file, which shall remain closed subject to any potential litigation that may be filed at a later date.
 - b) Claims Processed In-house Which Are Not Denied: The Risk Manager shall notify the claimant, the affected department and the City Attorney, in writing, of any claims which are to be paid. The Risk Manager shall prepare a requisition for payment of the claim, and shall make available to the claimant a waiver and release to be properly signed and notarized. Upon properly executing the waiver and release, a check will be issued to the claimant.

- c) Approved Claims Where Employee is at Fault: If it is determined that an employee is partially or wholly responsible for a claim, an appropriate penalty or discipline may be imposed upon the employee.
 - d) Approved Claims Where Department Policy or Practice is at Fault: If it is determined that a Department policy or practice is at fault, the Department Director will make an appropriate remedy.
- 2) Claims Processed by URMMA - Any Incident where the damages claimed exceed \$7,500.00, or any Incident that involves a claim for personal injury or a violation of constitutional rights, shall be tendered to URMMA. The City shall provide whatever support is necessary or required under the URMMA Joint Protection Agreement. In situations where the claim is in litigation, the City Attorney's Office shall be the liaison between URMMA, outside counsel and the City. In situations where the claim is not in litigation, the Risk Manager shall be the liaison between the City and URMMA, advising the City Attorney as the claim proceeds.
- g. Incidents Involving No Actual or Potential Claims Against the City - Incidents involving no actual or potential claims against the City shall be processed in-house by the Risk Manager.
 - h. Opposing Attorney Involvement in Claim - If at any time throughout the Incident process outlined above an attorney opposing the City becomes involved in the process, or any formal legal action is initiated, the City Attorney's Office shall immediately be notified. The City Attorney's Office shall take the lead in processing the claim or in being liaison for the City, consistent with the terms of this policy.

- i. Settlement of Claims- City Manager Option and Settlement Limitations. The City Manager may chose to exercise final decision-making authority with regard to the settling of any claims, the disposition of lawsuits, the imposing of penalties on departments or employees at fault, or any other issues that in the opinion of the City Manager affect the rights or liabilities of the City. The final decision-making authority of the City Manager, the City Attorney, or the Risk Manager shall only be limited by applicable provisions of State and local law, contractual obligations of the City which require otherwise, or formal City Council action.

- j. Repair of Damage to City Property Arising from Incidents- It shall be the responsibility of each City department to arrange for repair or replacement of damaged City property. The department which has responsibility for the use of the City property shall be responsible for preparing a requisition for the repair of such property. Upon completion of the repair, the Department Director (or the Fleet Manager in City vehicle incidents) shall notify the Risk Manager that the repair is acceptable and complete. Where practicable, the Risk Manager shall pursue subrogation for any costs incurred by the City as a result of damage to City property. Costs recovered by the Risk Manager for materials used or replaced property shall be forwarded to the department that paid for the repair or replacement of the damaged property unless otherwise determined by the City Manager. The file shall then be closed.

6-03 INCIDENT REVIEW COMMITTEE AND CORRECTIVE ACTION

- 6-03 (1) General Policy - To ensure that all Incidents are investigated and evaluated in a fair, impartial and consistent manner and to further encourage and implement safe work practices, each incident shall be reviewed by the Incident Review Committee (herein the "Committee"). Any Incident involving personal injury, damage to equipment or vehicles, and/or claims against the City shall be reviewed by the Committee.
- 6-03 (2) Incident Review Committee Process
- a. Composition of the Committee - The Committee shall be composed of the Risk Coordinators from each City department and the Risk Manager. The Risk Manager shall serve as Chair of the Committee.
 - b. Meeting Schedule - The Committee shall meet regularly at least quarterly. Additional meetings shall be held as needed, based on the number of Incidents arising each month or as such need may otherwise be determined by the Risk Manager.
 - c. Procedure of the Committee - The Committee shall receive all information that pertains to the incident and take testimony as needed. As determined by the Risk Manager, employees involved in an incident where there appears to be fault on the part of the employee shall be required to appear before the Committee to present an explanation of the employee's involvement in the Incident. The Committee shall analyze each Incident and determine, at minimum, the following:
 - 1) whether the Incident was reasonably preventable;
 - 2) whether an employee or a department was at fault;
 - 3) what action should be taken to prevent future similar Incidents.
 - d. Records of the Committee - Minutes of all Committee meetings shall be kept. Such minutes shall include, at minimum, the following:
 - 1) the names of the members of the Committee at each meeting;
 - 2) the name of any person appearing before the Committee;

- 3) a summary of the facts of each Incident, as found by the Committee; and
 - 4) the findings of the Committee relative to whether an Incident was preventable, the extent to which a department or an employee was at fault, and how similar Incidents can be avoided in the future.
- e. Corrective Action
- 1) Employee Corrective Action - Whenever the Committee finds that an employee was at fault, the Department Director shall be responsible to consider taking corrective action involving the employee. In determining the appropriate corrective action, the Department Director shall consider at minimum the following:
 - (a) cost to the City as a result of the Incident;
 - (b) employee attitude regarding the Incident;
 - (c) corrective action taken on prior Incidents;
 - (d) whether the Incident was preventable and the extent of fault on the part of the employee as determined by the Committee; and
 - (e) action that will be the most beneficial to the City and/or most educational to the employee involved.
 - 2) Summary of Corrective Action - Written documentation by the Department Director of corrective action taken shall be kept in the employee's personnel file in the Human Resource Division and in the department employee files, consistent with City policy. Copies of such documentation shall be forwarded to the Risk Manager.
 - 3) Report to Risk Committee - The Risk Manager shall periodically report the findings of the Committee relative to each Incident to the Risk Committee.

6-04 WORKERS COMPENSATION

6-04 (1) Workers Compensation Program Overview

- a. Program Oversight and Administration - City employees injured during the performance of their job duties are covered by the City's workers compensation program (the "Program"), which provides medical reimbursement and indemnity benefits, as provided by state law. The Program is overseen by the Risk Management Division ("Risk Management") of the City Attorney's Office. Claims administration is provided by a contract worker's compensation program administrator "Program Administrator". Transitional duty is coordinated between Risk Management and the Human Resources Division.
- b. Designated Medical Care Provider - By contract, the City designates a medical care provider "Medical Provider" to care for work related injuries. Except in the case of life or limb threatening injuries, the City does not pay other medical providers or facilities for the treatment of worker's compensation injuries, even if the injury is work related, unless the Medical Provider refers the employee AND the referral is approved by Risk Management or the Program Administrator PRIOR to the treatment.
- c. Employee Discipline - Failure by an employee to follow program reporting protocol, treatment policies, transitional duty requirements, or any other law, policy, or procedure related to the program in a timely and complete manner, shall result in employee disciplinary action up to and including termination.

6-04 (2) Treating and Reporting an Injury

- a. Medical Treatment - When injured, an employee shall immediately obtain necessary medical treatment from the Medical Provider. If the condition is life threatening the employee should call 911. Life threatening conditions include conditions such as unconsciousness, uncontrolled bleeding, severe respiratory distress, major burns, spinal cord injury, shock, or poisoning. Once initial emergency medical treatment is given and the employee is physically able, the employee shall report to the Medical Provider for follow-up treatment. It is the responsibility of the employee to advise the emergency medical provider that the City will not be financially responsible for any follow-up treatment by such emergency medical provider or by providers referred by the emergency medical provider, unless the follow-up treatment or referral is previously approved by the City's Medical Provider and by Risk Management or the City Contract Administrator.

- b. Reporting an Injury - Immediately following any injury, however minor, or immediately following emergency medical treatment, the employee shall report the injury to the employee's supervisor and to Risk Management. The report shall be made NO LATER THAN 24 HOURS following the occurrence of the injury. Although initial notice of the injury to Risk Management may be made by telephone recording (if the injury occurs after regular City business hours), a claim is not deemed "reported" until the employee speaks personally with a staff member of Risk Management and the appropriate injury report required by the Program Administrator is completed. The employee is responsible to follow up with Risk Management and speak to a staff member to assure that all details of the injury are reported. If an injury is so severe as to render the employee physically incapable of following the reporting process as required, the employee's supervisor shall assure that the required reporting is completed.

6-04 (3) Return to Work; Mandatory Transitional Duty

- a. Return to Full Duty Allowed by Medical Provider - Immediately following initial treatment for a work related injury, the employee shall obtain a written return to work release (“Work Release”) from the Medical Provider and SHALL CONTACT RISK MANAGEMENT BEFORE RETURNING to the employee’s regular place of work. The employee shall return to work for regular full duty (“Full Duty”) unless directed otherwise by the treating Medical Provider. An employee shall not return to the work site following a work related injury without a Work Release signed by the employee’s Medical Provider being delivered to Risk Management. Risk Management will provide a copy to Human Resources. The employee’s supervisor shall verify that the employee has contacted Risk Management before allowing the employee to return to the work site.

- b. Return to Full Duty Not Allowed by Medical Provider - If an employee is directed by the Medical Provider to not return immediately to Full Duty, the employee shall immediately notify the employee’s supervisor and Risk Management of the following:
 - 1) that the Medical Provider has directed the employee to not return to Full Duty;
 - 2) the reasons for such direction and the prognosis of the injury;
 - 3) the expected date and time the employee will be released by the Medical Provider to Transitional Duty and ultimately Full Duty; and
 - 4) the work restrictions the Medical Provider has placed on the employee.

- c. Secondary Employment - An employee on workers compensation leave or transitional duty shall not engage in any secondary employment except as first authorized by Risk Management.

- d. **Mandatory Transitional Duty** - The City of South Jordan has an aggressive return to work policy. Temporary modified duty (“Transitional Duty”) is mandatory on the part of the employee when determined practicable by Risk Management and the Human Resources Division. Transitional Duty will be made available to all injured employees who, based on the Medical Provider’s opinion, are unable to return to Full Duty immediately following an injury. An injured employee shall be required to return to Transitional Duty immediately upon release to do so by the Medical Provider. **THE FOLLOWING ARE THE RESPONSIBILITY OF THE INJURED EMPLOYEE:**
- 1) to notify any and all medical providers or specialists who provide treatment for the work related injury that Transitional Duty for the employee is available and mandatory;
 - 2) to provide a complete and accurate description of the employee’s job description and regular work tasks to the medical provider or specialist to enable such provider or specialist to determine whether the employee will return to Full Duty or to Transitional Duty; and
 - 3) to assure that if return to Full Duty immediately following the work related injury is not approved by the Medical Provider, that written work restrictions (“Work Restrictions”) are prepared by the Medical Provider in consultation with the employee and the City, and that such restrictions are provided to Risk Management.
- e. **Employee to Report to Risk Management with Work Release and Written Work Restrictions** - Upon release to work by the Medical Provider for either Transitional Duty or for Full Duty, the employee shall immediately report to Risk Management with a work release and any work restrictions from the Medical Provider. **THE EMPLOYEE SHALL NOT RETURN TO THE WORK SITE PRIOR TO CONTACTING RISK MANAGEMENT.** The employee’s supervisor shall verify that the employee has reported to Risk Management, shall confirm any Work Restrictions placed on the employee with Risk Management, and shall review any Work Restrictions with the employee before allowing the employee to return to the work site.

- f. Transitional Duty Assignments - The Human Resources Division, in consultation with Risk Management and the department in which the employee works, shall determine the Transitional Duty in which the employee shall be required to participate until the employee is released to Full Duty, in writing, by the Medical Provider.

6-04 (4) Workers Compensation Wage Replacement (“Indemnity Benefits”)

- a. Wage Replacement Amount (Indemnity Benefit) - If a worker’s compensation injury or illness causes total temporary disability (i.e. the employee cannot perform ANY work tasks for the City) as determined by the Medical Provider and confirmed by Risk Management, the employee receives weekly wage replacement (“Indemnity Benefits”) equal to 66 2/3 percent of the employee’s weekly wages at the time of the injury, up to a maximum of the state weekly average, adjusted for eligible dependents. The Indemnity Benefit continues until the employee is released by the Medical Provider to Transitional or Full Duty.
- b. First Three Calendar Days After Injury Not Compensated - An injured employee does not receive Indemnity Benefits for the first three days after the injury occurs, unless the period of total temporary disability lasts more than 14 days.
- c. Supplement to Indemnity Benefit - Employees may receive supplemental Indemnity Benefits on a taxable basis, to 100% of employee’s regular wages where an employee has accrued sick leave, compensatory time, and/or vacation leave. No employee may receive more than the equivalent of 100% of his or her regular wages, adjusted for taxes and deductions. Supplemental compensation may be allowed by an employee delivering the workers compensation Indemnity Benefit received from the Program Administrator to the Finance Department. The employee will then be provided a regular pay check for the employee’s full salary by the City consistent with this paragraph.
- d. Transitional Duty Wages and Benefits - Employees who return to work in a Transitional Duty capacity receive 100% of their normal wages and benefits.

6-04 (5) Failure to Follow Applicable Law, Policies and Procedures

- a. Questions Concerning Program Requirements - Employees are strongly encouraged to contact Risk Management if questions should arise regarding the reporting, treatment, or processing of workers compensation claims. Additional details pertaining to the City's program may be obtained by contacting Risk Management.
- b. Loss of Benefits - Failure by an employee to follow procedures for reporting and processing workers compensation claims as required by State law and the Utah Labor Commission may result in the denial of a claim and/or in the loss of benefits by the employee.

This page intentionally left blank.

SECTION 7 VEHICLE USE

7-01 VEHICLE USE

- 7-01 (1) Authorization to Drive - To be authorized to drive a city-owned vehicle, an employee or volunteer must:
- a. possess a valid Utah driver's license for the type of vehicle being operated, and
 - b. complete an URMMA approved defensive driving course (except Police Officers, who will complete EVO training).

Exception: Seasonal employees must successfully complete a post-employment City administered "commentary drive" instead of the defensive driving course requirement.

- 7-01 (2) Training Requirements - Additionally, Departments may impose such familiarization or training requirements on vehicle operators as may be necessary.
- 7-01 (3) Pool Vehicle Use - Pool vehicles are authorized for use by authorized employees or volunteers who do not have a City vehicle assigned to them that need transportation to conduct City business, subject to availability.
- 7-01 (4) Personal Use - Personal use of City vehicles is prohibited, except for incidental local use such as taking breaks or meal periods, or completing a personal errand that does not require indirect travel. The Police and Fire Departments have their own personal use policies.
- 7-01 (5) Permitted Passengers - Only authorized employees and volunteers are allowed to ride in City vehicles, except for the purpose of conducting City business or as otherwise authorized by policy.
- 7-01 (6) Leave Restriction - Employees on leave for three (3) or more consecutive days, who are authorized to take home a City vehicle, will leave the vehicle at the workplace during the leave.
- 7-01 (7) Emergency Use - Directors of Departments may grant occasional overnight take home vehicle use due to an isolated incident of need because of the lateness of the hour or other circumstances where it is impractical for the user to return a City vehicle at the end of a duty shift.

7-02 DRIVER/OPERATOR DUTIES AND RESPONSIBILITIES

- 7-02 (1) Maintenance - All repair or damage issues shall be reported immediately to Fleet staff and the driver's division supervisor when the driver becomes aware of such issue.
- a. When a driver is notified of scheduled service due, the driver shall make a service appointment no later than 5 working days after notification.
 - b. Drivers are responsible for the care and general maintenance of City vehicles under their control or assigned to them. This includes frequent checking of the oil and other fluids, lubrication levels, tire pressure, and prompt reporting of problems. They shall not, however:
 - 1) use fuel, oil lubricant, or other liquid additives in the vehicle other than that provided or authorized by Fleet staff.
 - 2) make any repairs or have any repairs made to the vehicle at any facility (other than simple repairs, i.e. light bulb, fuse, etc.) not authorized by the Fleet Division, or
 - 3) add or remove auxiliary equipment to vehicles without the permission of the Fleet Division.
 - 4) display unauthorized bumper stickers or other items.
- 7-02 (2) Cleanliness - Drivers shall maintain a high degree of cleanliness of both the interior and exterior of assigned vehicles. Failure to do so may result in disciplinary action.
- 7-02 (3) Mileage - Each time a City vehicle is refueled at a city fueling site or off-site station using a Gascard, the driver/operator will accurately enter odometer/hour meter readings. If an incorrect reading is entered, the driver/operator will notify Fleet staff of the correct readings. If no notification is given, a warning will be issued for the first offense. A second or subsequent offense may result in disciplinary action.

- 7-02 (4) Unassigned Vehicle Inspection Checklist - Each city employee taking an unassigned City vehicle for a shift must complete a written vehicle inspection checklist. This checklist shows that the vehicle appears to be in good condition and is safe to drive. On the inspection checklist, the employee shall note any defects, deficiencies, problems, exterior damage, etc. If a problem makes the vehicle unsafe or risks mechanical damage, the employee will report the vehicle to the supervisor and Fleet staff so it can be serviced immediately.
- 7-02 (5) Motor Pool Inspection/Problem Report – A driver who uses a motor pool vehicle will look over the vehicle before using it. If a safety related problem is identified, the vehicle will not be used. On returning the vehicle, the driver will turn in a signed and dated problem report to Fleet staff, if needed.
- 7-02 (6) Long-distance Travel - When using a city vehicle for non-emergency one-way travel of 200 miles or more, the driver shall have the vehicle inspected by a Fleet mechanic within 2 business days prior to departure to ensure the vehicle is safe and road worthy.
- 7-02 (7) Vehicle Registration Renewals - It is the responsibility of each driver assigned to a vehicle (and the Division Managers responsibility for unassigned vehicles) to complete the state inspection/emissions test by the date and at the location specified by the Fleet Division.
- 7-02 (8) Compliance with Laws - All City employees and volunteers shall drive and park in accordance with all state and local laws, including wearing seat belts. Any citation received shall be the responsibility of the driver.
- 7-02 (9) Idling – Drivers will not allow an unattended vehicle to idle excessively, except as required for safety reasons or operation of auxiliary equipment. Emergency vehicles are exempt during emergency situations.
- 7-02 (10) Locking Vehicles - Unattended City vehicles shall be locked at all times.

7-02 (11) Abuse or Neglect of Vehicles - Drivers will not abuse or neglect City vehicles. Abuse or neglect includes but is not limited to:

- a. misusing vehicles.
- b. exceeding a vehicle's capacity.
- c. operating vehicles without adequate training.
- d. allowing others to operate vehicles without adequate training.
- e. being reckless, careless, irresponsible, or not paying attention while operating vehicles.
- f. operating with an overheated engine.
- g. failure to properly observe instrument panel indicators.
- h. operating with flat or under-inflated tires.
- i. failure to report defects and needed repairs to Fleet division.
- j. driving vehicle that is in need of repairs.
- k. failure to inspect equipment properly before and after use.
- l. failure to have a vehicle serviced after notification is given.

7-02 (12) Supervisor Responsibility - Supervisors will know the condition of the vehicles under their direct responsibility. Supervisors will keep in close touch with operators to make sure all equipment is properly cared for and maintained. Supervisors are responsible for:

- a. Periodic audits of inspection reports to make sure the inspections are done on time and are accurate.
- b. Quarterly inspections of the conditions of vehicles under his/her supervision.
- c. If any problems are found, the supervisor will keep a separate inspection report for audit purposes. The supervisor will discuss any discrepancies with any person who completed an inconsistent report, and notify Fleet staff of any conditions requiring Fleet action.

7-03 USE OF PERSONAL VEHICLES FOR CITY BUSINESS

- 7-03 (1) Employees and volunteers are strongly discouraged from using personal vehicles for City business. City vehicles should be used when practical.
- 7-03 (2) Prior to any use of personal vehicles for City business, employees and volunteers whose job description does not require a driver license must have prior authorization from their supervisor and the Risk Manager, after verification of their driver license status and driving history.
- 7-03 (3) When using a personal vehicle for City business, all relevant City policies and ordinances apply, such as training, accident reporting, and compliance with legal requirements.
- 7-03 (4) Mileage reimbursement is available at the current IRS rate for authorized personal vehicle use, upon submission of the appropriate form (available on the “S” drive.)
- 7-03 (5) Employees and volunteers using personal vehicles for City business are subject to post-accident and reasonable suspicion drug testing.

7-04 GENERAL LIABILITY PROVISIONS

7-04 (1) City Vehicles

- a. City vehicles are insured by the City.
- b. Third party claims are handled by the City's insurer to the policy limits.
- c. Injuries to City employees and volunteers will be handled as worker's compensation claims.

7-04 (2) Personal Vehicles

- a. Personal vehicles shall be insured by the owner.
 - 1) As part of the hiring process, all employees will certify in writing their acknowledgement of their legal obligation to have state mandated minimum liability coverage on any personal vehicle they may be authorized to drive on City business.
 - 2) Employees are encouraged to review the merits of additional "business use" or higher liability coverage with their insurer.
- b. Property damage to the personal vehicle is covered by the City to the limit of the City's \$500.00 deductible.
- c. Third party claims will be handled by the City's insurer to the policy limits, except for the owner's deductible.
- d. Injuries to City employees and/or volunteer occupants will be handled as worker's compensation claims.

7-04 (3) Rental Vehicles - Employees that rent vehicles for City use are required to purchase the full liability insurance offered by the car rental company.

7-04 (4) Limitation of Liability – The City reserves the right to limit insurance coverage and/or worker's compensation as provided by law, such as actions "outside the scope of an employee's employment."

INDEX

A			
Abandonment	4-01(13)	Discrimination	4-02
Administrative Leave Without Pay	3-02(8)(c)	Drinking On-duty	4-03(3)(c)
Administrative Leave	3-02(8)	Driver Duties	7-02
Alcohol	4-03	Driving City Vehicle	7-01(1)
Anti-Nepotism	2-01(1)(a)	Drug Testing Designees	4-03(6)(b)
Appeal Board	4-06(5)	Drug Testing Policy	4-03(4)
Appearance	4-01(7)	Drug Testing Protocols	4-03(10)
Application Requirements	2-01(4)	Drug-Free Awareness	4-03(2)
Application Retention	2-01(4)(d)	Drugs	4-03
Attendance	4-01(6)	E	
At-Will	2-01(1)(b)	Emergency Use of City Vehicles	7-01(7)
Audio Streaming	4-01(9)(e)	Employee Benefits	3-03
Authorization to Drive	7-01(1)	Employee Discipline	4-06
B		Employee Grievance Procedures	4-07
Bereavement Leave	3-02(4)	Employment Classifications	2-02
Breaks	3-02(10)	Employment of Minors	2-01(1)(b)
C		Equal Opportunity Employer	2-01(2)
Call Back Compensation	3-01(8)	Essential Job Duties	4-06(2)(y)
Causes for Disciplinary Action	4-06(2)	Exempt Employees	2-02(5)(b)
CDL Drug Testing	4-03(11)	Expectation of Privacy	4-01(9)(a)
Cell Phones	4-01(9)	F	
Chewing Tobacco	4-04(2)	Falsification of Application	2-01(4)(c)
City Manager (Duties)	1-03(1)	Family Medical Leave Act	3-02(7)
Classification	3-01(2)	Federal Drug-Free Workplace	4-03(1)
Clothing	4-01(7)(b)(c)	FICA	3-03(4)
Commentary Drive	7-01(1)	Financial Policies & Procedures	5-00
Commuting IRS Rules	3-01(10)	Firearms	4-05(2)(b)
Compensatory Time	3-01(7)	Fitness Standards	4-06(2)(x)
Computers	4-01(9)	Floating Holiday	3-02(2)(e)
Confidentiality of Investigations	4-02(6)	FLSA	2-02(5)
Confidentiality	4-01(4)	FMLA	3-02(7)
Conflict of Interest	4-01(2)	Full-time/At-Will	2-01(1)(b)
Continuing Education	3-03(6)	Full-time/Regular	2-01(1)(a)
Core Values	1-02	Full-time/Seasonal	2-01(1)(c)
Corrective Action Plan	2-02(4)	Funeral Leave	3-02(4)
Cost of Living Increase	3-03(5)	G	
Courtesy	4-01(1)	Gambling	4-01(9)(d)
Credit Cards	5-01(2)	Garnishment	3-03(3)(e)
Criminal Drug Conviction	4-03(3)(b)	Gifts	4-01(5)
D		Gratuities	4-01(5)
Dating	4-02(3)	Grievance Procedures	4-07
Demotion	4-06(3)(d)	H	
Dental Insurance	3-03(2)	Harassment	4-02
Disciplinary Actions	4-06	Health Insurance	3-03(2)
Discipline Appeal Board	4-06(5)	Holiday Leave	3-02(2)
Disclosure Form	4-01(2)	Honesty	4-01(3)
		Hostile Work Environment	4-02(2)(a)

I		Overtime	3-03(6)
Idling	7-02(9)	P	
Impairment	4-03(3) (d)	Part-time/Intern	2-01(1)(f)
Incident Review Committee	6-03	Part-time/Regular/Benefited	2-01(1)(e)
Indemnity Payments	6-04(4)	Part-time/Seasonal	2-01(1)(d)
Integrity	4-01(4)	Passengers in City Vehicles	7-01(5)
Interim Performance Evaluations	2-03(2)	Pay Advance	3-03(3)(f)
Intern	2-01(1)(f)	Pay Plans	3-01(2)
Investigations	4-02(6)	Paychecks	3-01(3)
IRS Rules for Commuting	3-01(10)	Payroll	3-01(3)
J		Peer-to-peer File Sharing	4-01(9)(d)
Job Abandonment	4-01(13)	Per Diem	5-02(2)
Job Offer	2-04(5)(b)	Performance Evaluations	2-03
Job Postings	2-01(3)	Performance Reviews	2-02(3)
Jury Duty	3-02(6)	Personal Communications Devices	4-01(9)
L		Personal Employee Relationships	4-02(3)
Leave Without Pay	3-02(9)	Personal Hygiene	4-01(7)(a)
Leaves	3-02	Personal Use of City Office Items	4-01(8)
Legal Process	6-02(2)(c)	Personal Use of City Vehicles	7-01(4)
Life Insurance	3-03(3)	Policy Implementation	1-04
Limited Personal Use	4-01(9)(a)	Political Activity	4-01(11)
Local State of Emergency	3-01(6)(e)	Pool Vehicle Use	7-01(3)
Locking Vehicles	7-02(10)	Post-Incident Testing	4-03(8)
Lying	4-06(2)(u)	Pre-Disciplinary Hearing Waiver	4-06(4)(d)
M		Pre-Disciplinary Hearing	4-06(4)
Manager by Ordinance	1-03(1)	Pre-Employment Drug Testing	4-03(5)
Meal Periods	3-02(10)	Probation	2-02(2)
Medical Insurance	3-03(2)	Probationary Period	2-02(2)(a)
Medication	4-03(3)(d)	Professionalism	4-01(1)
Medication	4-03(3)(e)(2)	Progressive Discipline Not Required	4-06(3)
Merit Increases	3-03(4)	Progressive Discipline Not Required	4-06(3)(g)
Mileage Log	5-02(1)(b)	Purchasing Policy	5-01(1)
Mileage Reimbursement Forms	5-02(1)(b)	Purchasing	5-01
Mileage Reimbursement Rate	5-02(1)(b)	Purging Disciplinary Records	4-06(6)
Military Family Leave	3-02((7)(g)	Q	
Military Leave	3-02(5)	Quid Pro Quo Harassment	4-02(2)(a)
Minors	2-01(1)(b)	R	
Misrepresentation	4-06(2)(u)	Random Drug Testing	4-03(9)
Mission Statement	1-01	Reasonable Suspicion Drug Testing	4-03(6)
N		Recruitment	2-01
Nepotism	2-01(1)(a)	Reduction In Force	2-04
Notice of Claim	6-02(1)	Rehabilitation Testing	4-03(7)
Notice of Claim	6-02(2)(c)	Rental Vehicles	7-04(3)
Notice of Other Employment	4-01(12)(b)	Reporting an Employee Injury	6-04(2)
Notice of Secondary Employment	4-01(12)(a)	Reporting Harassment	4-02(5)
O		Retaliation	4-02
On Call Compensation	3-01(9)	Retaliation	4-02(2)(d)
On-line Gaming	4-01(9)(d)	Retirement	3-03(1)
Outside Activities	4-01(10)	Return to Work	6-04(3)(a)
		RIF	2-04

Risk Committee	6-01(4)	Violence-Free Workplace	4-05
Risk Coordinators	6-01(2)(b)	Volunteer Orientation	2-01(1)(g)(2)
Risk Management	6-00	Volunteer	2-01(1)(g)
Risk-related Incident	6-02(2)(a)	W	
Romantic Relationship	4-02(3)	Weapons	4-05(2)(b)
S		Witness Duty	3-02(6)
Safety Sensitive Employees	4-03(3)(e)	Work Hours	3-01(1)
Seasonal	2-01(1)(c)(d)	Work Week	3-03(3)(a)
Seatbelts	7-02(8)	Worker’s Comp. Sec. Employ.	6-04(3)(c)
Secondary Employment	4-01(12)	Worker’s Comp. Wages	6-04(4)
Selection Procedures	2-01(5)	Worker’s Compensation	6-04
Sexual Harassment	4-02	Written Warning	4-06(3)(b)
Sexual Relationship	4-02(3)	Z	
Sexually Explicit Content	4-01(9)(c)	Zero Tolerance Policy	4-02(1)
Sick Leave Accrual	3-02(3)(a)–(d)		
Sick Leave Conversion	3-02(3)(h)		
Sick Leave	3-02(3)		
Smoking	4-04		
Split Sample Drug Testing	4-03(10)(d)		
Suspension	4-06(3)(c)		
T			
Table of Contents	i		
Termination	4-06(3)(f)		
Third Class City	1-03(1)		
Time Worked	3-03(6)(b)		
Tobacco-Free Workplace	4-04		
Training	3-03(5)		
Transfer	4-06(3)(e)		
Transitional Duty (Worker’s Comp.)	6-04(3)(d)		
Transitional Duty	3-02(3)(f)		
Travel Expenses	5-02		
Travel Policy	5-02		
Tuition Reimbursement	3-03(6)		
U			
Uniform Allowance	3-03(7)		
URMMA Defensive Driving	7-01(1)(a)		
URMMA	6-01(2)(a)(c)		
Use of Personal Vehicles for City	7-03		
USERRA	3-02(5)		
V			
Vacation Leave	3-02(1)		
Vehicle Cleanliness	7-02(2)		
Vehicle Inspection Checklist	7-02(4)		
Vehicle Inspections	7-02(12)		
Vehicle Liability	7-04		
Vehicle Maintenance	7-02(1)		
Vehicle Use	7-01		
Verbal Warning	4-06(3)(a)		
Veteran’s Preference	2-04(5)(c)		
Video Streaming	4-01(9)(e)		

This page intentionally left blank.