



Employee Handbook

Personnel Policies

EXAMPLE



[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] [REDACTED]

Welcome to employment with the [REDACTED],

We believe that each employee contributes directly to the [REDACTED] growth and success, and we hope you will take pride in being a member of our team. You are an important resource to the [REDACTED], and should be well informed on [REDACTED] personnel policies and procedures.

This handbook was developed to describe the expectations of your employer and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with the [REDACTED]. After carefully reading this Handbook, if you have any questions about your employment by the [REDACTED], please direct your questions either to the [REDACTED].

Every employee represents the [REDACTED]. The way we do our jobs presents an image of our entire organization. Customers judge all of us by how they are treated with each employee contact. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give. Our personal contact with the public, our manners on the telephone, and the communications we send to customers are a reflection not only of ourselves, but also of the professionalism of the [REDACTED].

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

[REDACTED]

INTRODUCTORY STATEMENT

The [REDACTED] Employee Handbook is designed to acquaint you with the [REDACTED] and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the Handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the [REDACTED] to benefit employees.

No employee handbook can foresee every circumstance or question about policy contained therein. As the [REDACTED] continues to evolve and grow, the need may certainly arise and the [REDACTED] reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of any such changes to the handbook as they occur. If any discrepancies or conflicting statements are found, [REDACTED] will prevail.

EMPLOYEE ACKNOWLEDGMENT

I certify that on this date, I received a copy of [REDACTED] Employee Handbook (the "Handbook"). I understand and agree that my receipt of the Handbook constitutes notification of its contents and that it is my responsibility to become familiar with and adhere to the policies and procedures, and any revisions made to it that are stated therein.

I understand that [REDACTED] reserves the right at any time, by [REDACTED], to modify the Handbook or to amend or terminate any policies, procedures, or employee benefit programs described therein (including, without limitation, to require and/or increase contributions toward these benefit programs).

I acknowledge that the Handbook is not a contract of employment between the [REDACTED] and myself, nor is it a legal document, and that I should not view it as such.

I further understand and agree that no officer, employee, administrator, manager or other representative of the [REDACTED], other than [REDACTED], has any authority to enter into any agreement guaranteeing my employment for any specified period of time. I also understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by [REDACTED].

EMPLOYEE'S SIGNATURE: _____

EMPLOYEE'S NAME (printed): _____

DATE: _____

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EXAMPLE

EMPLOYMENT

100 GENERAL PROVISIONS - NEW

The purpose of these policies is to establish a personnel system, which will recruit, select, develop and maintain an effective and responsible [REDACTED].

Governing body. Will establish personnel policies and rules, including the classification and pay plan. The governing body will adopt or provide for rules and regulations, resolutions or ordinances concerning personnel policies and other measures that promote the hiring and retention of capable, diligent, and honest employees, to be administered by the [REDACTED]. The governing body will prescribe the office hours, workdays and holidays to be observed by the various offices and departments [REDACTED].

[REDACTED]. Shall be responsible for assisting in the preparation and maintenance of the position classification plan and the pay plan, and shall perform such other duties in connection with a modern personnel program as are required. All matters dealing with personnel shall be routed to the Chief Administrative Officer, who shall maintain a complete system of personnel files and records. [REDACTED] may perform any or all of these duties and responsibilities or assign them to staff employees.

[REDACTED], [REDACTED] is the governing body and [REDACTED].

101 NATURE OF EMPLOYMENT - NEW

This handbook is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with [REDACTED].

However, this handbook cannot anticipate every situation or answer every question about employment. Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind. In order to retain necessary flexibility in the administration of policies and procedures, the [REDACTED] reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook.

These provisions supersede all existing policies and practices and may only be amended or added to with approval of the [REDACTED].

102 EMPLOYEE RELATIONS - NEW

Recruitment, appointments, and promotions of employees are made based on merit, except for employees appointed to confidential or managerial positions that have been designated by ordinance as exempt from the merit system.

Retention of employees with regular status is based on the adequacy of their performance and separation of regular employees will be for cause. Employees who have acquired regular status may be terminated, suspended without pay, or made to suffer other direct adverse financial consequences only after being given an opportunity to explain or rebut the facts given as the basis of the adverse action.

Written notice of the proposed adverse action shall be given to the employee as provide in these policies and shall contain a description of the facts that are the basis for the adverse action, the date upon which the adverse action will take effect, and the right of the employee at any reasonable time before the adverse action takes effect to explain or rebut the facts given.

The [REDACTED] believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that the [REDACTED] amply demonstrates its commitment to employees by responding effectively to employee concerns.

103 EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the [REDACTED] are based on merit, qualifications, and abilities to perform the essential function of the position. The [REDACTED] does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Applicants and employees shall be assured of fair treatment in all aspects of personnel administration without regard for political affiliation, race, creed, color, religion, sex, age, national origin or ancestry, marital status, change in marital status, physical or mental disability, sexual orientation, transgender, pregnancy, parenthood or any other protected classes under relevant federal, state and local laws. Individuals shall likewise be treated with proper regard for their privacy and constitutional rights as citizens.

This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. The [REDACTED] is an Equal Opportunity Employer. Furthermore, the [REDACTED] expressly prohibits any form of unlawful employee harassment based on the foregoing factors. Improper interference with an employee's ability to perform expected job duties is not tolerated.

Any employees with questions or concerns about any type of discrimination in the workplace

are encouraged to bring these issues to the attention of their immediate supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

104 BUSINESS ETHICS AND CONDUCT

This duty includes avoiding any activities which may conflict with [REDACTED] responsibilities; respecting and preserving [REDACTED] property and resources; maintaining official confidences; not abusing [REDACTED] time, benefits or privileges of employment; and acting ethically and honestly in all matters which may reflect on the reputation of the City of Hoonah.

The successful business operation and reputation of the [REDACTED] is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the [REDACTED] is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to the [REDACTED], its to act in a way that will merit the continued trust and confidence of the public.

The [REDACTED] will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with [REDACTED] for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every the [REDACTED] employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

105 HIRING OF RELATIVES

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

Relatives of persons currently employed by the [REDACTED] may be hired only if they will not

be working directly for or supervising a relative. The city employees cannot be transferred into such a reporting relationship. [REDACTED] also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

A nepotism waiver shall be reviewed by the city council if there is an employment or direct supervisory relationship between an individual and the current employee or otherwise has authority to take or to withhold official action affecting the terms or condition of the immediate family member's employment in a manner that violates state law. When a Familial relationship exists, an approved Nepotism Waiver is required prior to a final job offer being made to a classified or exempt position.

If a relative relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment.

For purposes of this policy, a relative is a person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage such as a spouse, biological child, adoptive child, parent, step parent, parent-in-law, sibling, half sibling, step sibling, sibling of spouse, sibling-in-law, step sibling-in-law, grandparent, step grandparent, grandparent-in-law, aunt or uncle, aunt or uncle-in-law, cousin, grandchild, and step grandchild. Unrelated employees residing together or otherwise engaged in a close personal relationship (such as domestic partner, co-habitant or significant other) are treated as being within the immediate family of each other for the purposes of this nepotism policy. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

106 HIRING PROCEDURES

Filling Vacancies: Whenever a vacancy occurs in an existing position or a new position is created for a [REDACTED], the clerk shall prepare and submit to the [REDACTED] at its next meeting a list of the persons requesting such employment and their applications. Whenever a vacancy occurs or a new position is created for a department head or other employee, the clerk shall prepare and submit to [REDACTED] a list of the persons requesting such employment,

their applications and any departmental comments thereon in the case of a vacancy other than as a department head.

Upon receipt of applications for City Officers, [REDACTED] may call for more applicants and delay hiring to fill the vacancy. Otherwise, it shall hire the person with the best qualifications for the vacant position. In the event the Council determines that none of the persons whose applications are submitted for a position as a [REDACTED] are qualified to fill the vacant position, the City Council shall call for more applicants, cause the clerk to advertise for the same, and delay hiring to fill the vacancy.

Upon receipt of applications for a department head or other employee to fill a vacancy or a new position, [REDACTED] shall, unless the position is abolished, fill the vacancy with the person best qualified in his/her judgment to perform the duties of the position. In the event [REDACTED] decides that no person has applied for the position who is qualified to fill the same, he/she may delay hiring and call the clerk to advertise and submit new applications, or keep the position open until filled.

A pre-employment examination by the physician of the employer's choice may be required when physical qualifications are a requirement of the job description or [REDACTED] [REDACTED], deems necessary. Examination costs will be paid by the employee unless otherwise determined by [REDACTED].

A Letter of Acceptance describing the conditions of employment will be signed by exempt and non-exempt employees and placed in the employee's personnel file.

Emergency Positions:

The Mayor may hire persons to fill emergency positions arising from a situation requiring such temporary hiring without going through the advertising procedures. The city officer or department head of the [REDACTED], regardless of whether [REDACTED] has delegated authority to him/her to hire regular employees, may from time to time, hire persons to fill temporary positions arising from an emergency situation requiring additional hiring, but no such temporary hiring shall be made by the city officer or department head without verbal or written permission being granted by [REDACTED]. No person shall be hired on a temporary basis until an employment application form provided by the city clerk has been completed and submitted to the clerk and transmitted to [REDACTED] or department head for action.

106 IMMIGRATION LAW COMPLIANCE - NEW

[REDACTED] is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and

present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the [REDACTED] within the past three years, or if their previous I-9 is no longer retained or valid.

Employees may raise questions or complaints about immigration law compliance without fear of reprisal. Contact the [REDACTED] for more information or questions about immigration compliance.

107 CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the [REDACTED] wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Administrator for more information.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the [REDACTED] business dealings. For the purposes of this policy a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of the [REDACTED] as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

In compliance with State statutes the following is prohibited:

Improperly using private, controlled, or protected information acquired by reason of [REDACTED] [REDACTED], or securing special privileges or exemptions for yourself or others. Using or attempting to use your official position to secure special privileges for yourself or others; or knowingly receiving, accepting, taking, seeking, or soliciting, directly or indirectly, any gift or loan for yourself or another if the gift or loan tends to influence you in the discharge of your official duties.

These prohibitions do not apply to:

- An occasional non-monetary gift having a value of less than \$50;
- An award publicly presented;
- Any bona fide loan made in the ordinary course of business; or
- A political campaign contribution, if the contribution is actually used in a political campaign.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which [REDACTED] does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving [REDACTED].

108 OUTSIDE EMPLOYMENT

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with [REDACTED]. All employees will be judged by the same performance standards and will be subject to [REDACTED] scheduling demands, regardless of any existing outside work requirements.

Some types of outside employment may create a, with your City job or interfere with your performance in your City position. If you wish to take a second job you should discuss it with your supervisor, and obtain written approval by [REDACTED] or designee.

The following situations created by obtaining outside employment are not allowed:

1. Engaging in outside employment during the hours the employee is scheduled to work for [REDACTED];
2. Engaging in outside employment outside the hours the employee is scheduled to work for [REDACTED] when such employment will restrict or limit his/her usefulness to [REDACTED] or adversely affect his/her work;
3. Use of paid sick leave while engaged in outside employment.

Outside employment will present a conflict of interest if it has an adverse impact on [REDACTED].

109 STANDARDS OF EMPLOYEE CONDUCT-NEW

[REDACTED] does not violate the law and does not tolerate those who do. If an employee believes that anyone in or associated with the municipality has requested or directed him to do anything that violates the law, or has prohibited the employee from doing anything that the law requires him to do, the employee must report this immediately to a supervisor.

Employee responsibilities include but are not limited to the following:

- 1) Maintenance of production/service standards: quality, quantity, and priorities.
- 2) Responsible use of working time: self and other employees.
- 3) Cooperation with supervision and other employees.
- 4) Observance of safety and health rules.
- 5) Proper use and maintenance of company equipment and materials.
- 6) Respect for other employees and their property.

- 7) Acceptable personal appearance and dress.
- 8) Protection of confidential information.

110 DISABILITY ACCOMMODATION

██████████ is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

The American with Disabilities Act (ADA) prohibits illegal discrimination by an employer against an "otherwise qualified individual with a disability." Consequently, an employee should not be terminated for medical reasons without prior consultation with legal counsel.

This policy is neither exhaustive nor exclusive. ██████████ is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

111 JOB POSTING AND RECRUITMENT

██████████ provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time and part-time job openings are posted, although ██████████ reserves its discretionary right to not post a particular opening.

It is ██████████ policy to give first consideration to qualified employees to fill a vacant job position. The availability of all job openings will be announced within the organization, prior to outside recruitment for any position. As such, position vacancies shall be posted on all city bulletin boards accessible to all employees for (5) five working days before the announcement is made to external sources.

Job openings will be posted in three public places in ██████████ throughout the community and normally remain open for one week. Each job posting notice will include the dates of the posting period, job title, department, location, pay-rate, job summary, essential duties, and qualifications (required skills and abilities). Preference in employment or promotion shall be given to residents of ██████████. Qualified veterans, as defined by Alaska State law, shall be given employment preference (AS 39.25.159 (a) and (c)).

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the municipality.

EMPLOYMENT STATUS AND RECORDS

201 EMPLOYMENT CATEGORIES

For purposes of salary administration and eligibility for employee benefits, [REDACTED] classifies its employees into one of four categories. It is the intent of [REDACTED] to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by [REDACTED] management.

In addition to the above categories, each employee will belong to one other employment category:

FULL-TIME REGULAR CLASS 1 employees are those who are not in a temporary or introductory status and who are regularly scheduled to work [REDACTED] full-time schedule of 37.5 hours per week. Salaries are established in [REDACTED] Compensation Plan. Generally, they are eligible for all designated City of Hoonah benefits, subject to the terms, conditions and limitations of such benefit programs,

FULL-TIME REGULAR CLASS 2 employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work [REDACTED] full-time schedule of 37.5 hours per week. Salaries are established in the Compensation Plan. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are eligible for some of [REDACTED] benefits, subject to the terms, conditions and limitations as defined in the individual programs.

PART-TIME REGULAR employees are those who are not assigned to a temporary or introductory status and who are scheduled to work less than 30 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for the entire [REDACTED] other benefit programs.

TEMPORARY/SEASONAL employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for the entire [REDACTED] other benefit programs.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with [REDACTED] is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

CASUAL/ON-CALL employees are those who have established an employment relationship with [REDACTED] but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of [REDACTED] other benefit programs. Employees required to be "on call" shall be compensated at the rate of one regular work hour for every ten (10) hours of on call time.

202 INTRODUCTORY PERIOD

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. [REDACTED] uses this period to evaluate employee capabilities, work habits, and overall performance.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. During this period, introductory employees may be terminated with or without notice for any or no reason, without any right to due process, notice, explanation, or appeal in connection with the termination. Any significant absence will automatically extend an introductory period by the length of the absence. If [REDACTED] determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period no to exceed 90 days.

Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification. Successful completion of the introductory period does not in any way or for any purpose constitute a contract for or right to continued employment. Following the mandatory introductory period at the commencement of employment, an employee may be placed back on an introductory period for cause.

203 ACCESS TO PERSONNEL FILES

[REDACTED] maintains a personnel file on each employee. The personnel file includes originals such information as the employee's job application, letter of acceptance, resume, interview forms, employment eligibility verification (i-9), withholding allowances certification (W-4), records of training, documentation of performance appraisals, and a signed copy of the employee's acknowledgment of receiving a copy of the Personnel Policies and Procedures Manual, and other employment records.

██████████ policy is that only relevant job-related information is maintained on its employees, that such information is held in strict confidence. Personnel files are the property of ██████████, and access to the information they contain is restricted. Generally, only ██████████ representative of ██████████ who have a legitimate reason to review information in a file are allowed to do so. When a supervisor requires access to the personnel file of an employee under his/her supervision for the handling of personnel matters, the supervisor must obtain authorization for ██████████, ██████████.

Employees who wish to review their own file should contact ██████████. with 24 hours advance notice, employees may review their own personnel files in ██████████ offices and in the presence of ██████████. An employee, or his/her representative as designated in writing, may examine his/her personnel file upon request during normal working hours at ██████████.

██████████ may require an employee or former employee who requests copies of material to pay the reasonable cost of duplication. The personnel files shall remain locked in the Administrative Office at all times.

204 EMPLOYMENT REFERENCE/BACKGROUND CHECKS

To ensure that individuals who join ██████████ are well qualified and have a strong potential to be productive and successful, it is the policy of ██████████ to check the employment references of all applicants. Background checks will be completed on the candidates ██████████, ██████████, ██████████ and ██████████ according to all state and federal laws.

If reference checks are requested by prospective employers of present or past ██████████, ██████████ will respond in writing to those reference check inquiries which are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

For more information on reference checks see ██████████.

205 CHANGE OF EMPLOYEE STATUS

It is the responsibility of each employee to promptly notify ██████████ of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed notify ██████████.

206 EMPLOYMENT APPLICATIONS

██████████ relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment decisions.

Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

207 PERFORMANCE EVALUATION

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted three (3) months from the date of hire in any new position or change in position. This period, known as the introductory period, allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position.

Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Annual performance evaluations are scheduled approximately every 12 months.

██████████ awards step increase pay adjustments in an effort to recognize that the employee has been performing work which consistently meets and occasionally exceed standards. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process.

Performance evaluations will be maintained in the employee's files, and a copy will be provided to the employee each time an evaluation is conducted.

208 JOB DESCRIPTIONS

██████████ maintains job descriptions for all positions within the municipality. Each description includes a job title, a job information section, a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a supervisory responsibilities section, a qualifications section (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required), a physical demands section, and a work environment section.

██████████ maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

██████████ prepare job descriptions for new positions created.

Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the supervisor if you have any questions or concerns about your job description.

209 SALARY ADMINISTRATION

Salary administration at [REDACTED] is managed to achieve consistent pay practices, compliance with applicable labor laws, consistency with Equal Employment Opportunity, and offer competitive salaries within our labor market. Although every effort will be made to offer our employees competitive wages, local economic conditions are a key factor in wage setting practices.

Pay Plan:

[REDACTED] will establish and maintain a uniform and equitable pay plan for [REDACTED], which will consist of pay rates for each classification. Salaries shall be in accordance with the classification plan and typically will be determined with due regard to the following considerations:

- A. Internal skills, training, experience, abilities, and education
- B. Prevailing rates of pay for similar employment in both public and private organizations
- C. Inflationary factors
- D. Other benefits received by employees
- E. The financial policy and economic condition of [REDACTED]

Pay Plan Development and Allocation:

[REDACTED] will conduct a study of salary levels for positions of comparable qualifications and level of responsibility in the public and private sectors and will make recommendations to [REDACTED] for adjustments to the pay ranges as part of the annual budgeting process. Implementation of adjustments is subject to the availability of funds.

Appointment:

Pay for newly-hired employees will normally be set at the minimum of the pay range assigned to a job class. However, [REDACTED] may approve hires up to the range of midpoint, as warranted by job qualifications and experience, subject to the availability of funds.

Salary and Wage Increases:

Each employee's performance is reviewed annually by his or her supervisor. Evaluations are given to ensure quality performance, to provide feedback, to set performance goals, and to determine eligibility for pay increases. [REDACTED] will administer salary and wage increases, when merited, according to the following guidelines:

- A. Each individual salary or wage shall not exceed the specified compensation range.
- B. Merit increases may be made at any time to recognize outstanding performance of duty based on written recommendations of the department head and approved [REDACTED].
- C. All employees are eligible for consideration for merit increases.
- D. Bonuses may be provided for exceptional performance as recommended by the [REDACTED].

210 SOCIAL SECURITY NUMBER

To protect employees' personal information, [REDACTED] prohibits the use of employees' Social Security numbers for identification purposes, except as allowed by law.

[REDACTED] will to collect, use, or release Social Security numbers as required by state or federal law, and may use Social Security numbers for internal verification or administrative purposes. All employees are required to participate in the Federal Social Security/Medicare Program. In this program employees contribute 1.45% and [REDACTED] contributes 1.45% to Medicare and 6.2% each to Social Security. For more information, contact [REDACTED].

Employees who have questions about this policy or who feel that their Social Security number has been used inappropriately by [REDACTED] should contact [REDACTED].

EMPLOYEE BENEFIT PROGRAM

300 EMPLOYEE BENEFITS

This section of the handbook is meant to highlight some features of [REDACTED] employee benefits programs. [REDACTED] group health insurance programs and retirement-related benefits are described more fully in summary plan booklets, which you will receive once you are eligible to participate in these programs. Complete descriptions of these programs are also contained in [REDACTED] master insurance contracts.

In the event of any conflict or inconsistency between the information in this Handbook and the information in the master contracts, the master contracts/documents shall govern. For more complete information regarding any of [REDACTED] benefits programs, please contact [REDACTED].

Medical/Dental:

Eligibility: Medical insurance, dental insurance, life insurance and retirement plan options are available to the full-time regular class 1 employees, and dependents. [REDACTED] is eligible for full time benefits except for PERS retirement.

Terms: The terms of the health benefits are outlined in your copies of the plan booklets. You are responsible for knowing and abiding by the limitations and specifications of the plans. Please read the plan booklets carefully so that you and your dependents know what steps to follow when regular or emergency help is needed. Extra copies of the booklets are available from the plan representatives and/or [REDACTED].

Medical and Dental Insurance Plans: Full-time, regular employees may enroll in the municipal group health insurance plan with the municipality paying 100% of the employee's premium. Employees wanting to cover a spouse or dependents but not both, will pay 10% of the employee's premium and 25% of the spouse's or dependent's premium. Employees wanting to cover spouse and dependents will pay 10% of the employee's premium and 25% of the spouse and 25% of the dependent's premium. Employees become eligible to join after 30 days of employment.

[REDACTED] may enroll in the municipal health insurance plan with the municipality paying the premium.

Change in Family Status: Changes in family status, such as births or children leaving home, can be made by filling out a change form available from [REDACTED]. You are responsible for filling out and submitting the appropriate forms within 30 days of the qualifying change or you must wait until the next open enrollment period.

Newborn children: Coverage becomes effective upon the date of birth if the newborn child is enrolled within 30 days after the date of birth. Adopted children's benefits become effective at the time they are placed in the physical custody of the employee, assuming they are enrolled within 30 days after that date.

Insurance Providers:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

This plan currently requires a \$3000 deductible with a \$35 co-payment per office visit. There is no primary care provider; however, you must go to a participating physician in the preferred provider organization (PPO).

Life Insurance Plan:

Full-time, regular employees Class 1 employees may enroll in the municipal life insurance plan with the municipality paying the employee's premium. [REDACTED] pays 100% of the insurance premium which provides for [REDACTED] in the benefit amount of \$10,000. Employees become eligible to join after 30 days of employment.

group rates plus a 2% administration fee. [REDACTED] provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under [REDACTED] health insurance plan. The notice contains important information about the employee's rights and obligations.

Premiums are due on the first day of the month of coverage. If payment is not received timely, coverage will be dropped from the group plan without further notice 30 days after the premium due date.

302 ANNUAL LEAVE

[REDACTED] grants annual time off with pay to its Full-time Regular Class 1 and Class 2 employees. Upon hire Employees will begin accruing leave on the pay period they start working in. Annual leave will be increased based on chart below.

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

- * Initial Hire 15 days each year.
- *After 2 years 18 days each year
- *After 4 years 21 days each year
- * After 9 years 24 days each year

The length of eligible service is calculated on the basis of a benefit year. This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation.

Employees may request [REDACTED] buy back annual leave. Employees wishing to take advantage of this benefit should submit a request to [REDACTED].

Vacations may be taken as weekly periods, individual days or even hourly increments so long as the periods chosen meet with departmental approval. You should submit a vacation request to your supervisor early. Vacation time off is paid at the employee's base pay rate at the time of the vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

Employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year.

Employees are required to take their earned time off with pay. There is a 30-day (240 hours) maximum accrual. This means that no employee can have more than 30 days (240 hours)

accrued time off with pay on the [REDACTED] books. Any amount over the maximum will be lost.

In the event of termination, annual leave will not be paid to the employee in any amount exceeding 30 days (240 hours). Accrued but unused time off with pay will be paid to the employee at 100% of hourly value upon the employee's voluntary termination, subject to the requirements of the "Termination of Employment" section of this Handbook.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

303 SICK LEAVE BENEFITS

[REDACTED] provides paid sick leave benefits to all Full-time Regular Class 1 eligible employees for periods of temporary absence due to illnesses or injuries.

Eligible employees will accrue sick leave benefits at the rate of 1.5 days per year (one day for every full month of service). Sick leave benefits are calculated on the basis of a benefit year, the 12-month period that begins when the employee starts to earn sick leave benefits.

Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member who resides in the employee's household.

Employees who are not able to report for work shall notify their immediate supervisor before the scheduled shift is to begin, if possible. For each additional absence from scheduled shift, the immediate supervisor must be notified. If sick leave used at any one time exceeds three days, a doctor's certificate is required to be presented to the immediate supervisor.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 30 calendar days' worth of sick leave benefits. An employee who separated from [REDACTED] in good standing and who re-enters eligible service within six calendar months after separation shall be credited with one-half of the sick leave that he/she had at the time of separation.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid out to employees while they are employed or upon termination of employment.

304 HOLIDAYS

[REDACTED] will grant holiday time off to Full-time Regular Class 1 and Class 2 employees.

- New Year's Day (January 1)
- Elizabeth Peratrovich Day (February 16)
- Presidents' Day (third Monday in February)
- Seward's Day (Last Monday in March)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Alaska Day (October 18)
- Veterans' Day (November 11)
- Thanksgiving and the day after (Fourth Thursday and Friday in November)
- Christmas Eve (December 24)
- Christmas (December 25)

According to applicable restrictions, [REDACTED] will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

To be eligible for holiday pay, employees must work or be in pay status the last scheduled day immediately preceding and the first scheduled day immediately following the holiday.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If an eligible nonexempt employee works on a recognized holiday, he or she will receive holiday pay plus wages at the straight time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining whether overtime pay is owed.

305 LEAVE WITHOUT PAY

When an employee is absent from work and does not have earned leave, they may request in writing to their supervisor "Leave Without Pay" [LWOP] subject to the approval of the Mayor before it is taken. A non-exempt employee will only be paid for the hours worked. An employee must exhaust all their earned vacation and sick leave before leave without pay is considered.

Employees who have exhausted their accrued annual leave may be granted leave without pay, not to exceed a total of ten (10) working days in any year, for any compelling reason subject to approval by his/her [REDACTED].

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during leave without pay and will resume upon return to active employment.

306 MEDICAL LEAVE

██████████ provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

██████████ employees are eligible for Federal and State FMLA Leave

To be eligible for Federal FMLA leave an employee must have worked for ██████████ for at least twelve months and worked at least 1,250 hours during the twelve months preceding the leave. The twelve month period is calculated according to the “rolling backward” method. Under this method, an employee will not be eligible for family medical leave if the employee has taken twelve weeks of family and medical leave in the twelve calendar months immediately preceding each day of leave requested.

Eligibility for State FMLA leave requires an employee to have worked for ██████████ for at least 35 hours for six consecutive months or 17.5 hours for twelve consecutive months. The rolling backward method applies as well. Under this method, an employee will not be eligible for family medical leave if the employee has taken eighteen weeks of family or medical leave in the twelve calendar months (or twenty-four months, if appropriate) immediately preceding each day of leave requested.

Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates.

Any changes in this information should be promptly reported to ██████████. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within any 12-month period. Employees will be required to first use any accrued paid leave time before taking unpaid medical leave.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Employees will become responsible for the full costs of these benefits if they wish coverage to continue during unpaid leave. When the employee returns from medical leave, benefits will again be provided by the Employer according to the applicable plans.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment. So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide the Employer with at least two weeks' advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, [REDACTED] will assume that the employee has resigned.

307 FAMILY LEAVE

[REDACTED] provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with 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.

[REDACTED] employees are eligible for Federal and State FMLA Leave

To be eligible for Federal FMLA leave an employee must have worked for the City for at least twelve months and worked at least 1,250 hours during the twelve months preceding the leave. The twelve-month period is calculated according to the "rolling backward" method. Under this method, an employee will not be eligible for family medical leave if the employee has taken twelve weeks of family and medical leave in the twelve calendar months immediately preceding each day of leave requested.

Eligibility for State FMLA leave requires an employee to have worked for the City for at least 35 hours for six consecutive months or 17.5 hours for twelve consecutive months. The rolling backward method applies as well. Under this method, an employee will not be eligible for family medical leave if the employee has taken eighteen weeks of family or medical leave in the twelve calendar months (or twenty four months, if appropriate) immediately preceding each day of leave requested.

Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks within any 12-month period. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than five calendar days. Being a military care giver for an injured service member [this qualifies for up to 26 weeks of leave in any single 12-month period

per injury occurrence – FMLA 825.126. Married employee couples may be restricted to a combined total of 18-workweeks' leave within any 24-month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

The eighteen and twelve week periods run concurrently for the same condition. Employees will be required to first use any accrued paid leave time before taking unpaid family leave.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide [REDACTED] with at least two weeks' advance notice of the date the employee intends to return to work. When family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during leave without pay and will resume upon return to active employment.

If an employee fails to report to work promptly at the end of the approved leave period, the Employer will assume that the employee has resigned.

308 PREGNANCY-RELATED ABSENCES

[REDACTED] will not discriminate against an employee who requests an excused absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according to the medical leave policy provisions and all applicable federal and State laws.

For up to one year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby. [REDACTED] has designated an agreed upon private place for this purpose. A small refrigerator reserved for the specific storage of breast milk is available. Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

309 TIME OFF TO VOTE

Employees may take time off to vote if unable to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, [REDACTED] will grant up to thirty minutes of paid time off to vote.

Employees do not need to fill out a leave slip for this paid time off, but do need to coordinate, in advance, the time off with their supervisor.

[REDACTED] that if a qualified voter who does not have sufficient time outside regular working hours within which to vote at a State election may, without loss of pay, take off as much working time as will enable voting.

310 BEREAVEMENT LEAVE

If you are a full-time regular class 1 employee, you will be granted up to 10 days of sick leave or shifts from work in the event of the death of your spouse, or member of your immediate family. In addition, you may use annual leave to attend funerals. All requests for bereavement leave should be made to your immediate supervisor.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage such as a spouse, parent, sibling, child and the same relationship by half, step or in-law. Unrelated employees residing together or otherwise engaged in a close personal relationship (such as domestic partner, co-habitant or significant other) are treated as being within the immediate family of each other for the purposes of this nepotism policy. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

311 COURT LEAVE: JURY AND WITNESS DUTY LEAVE

A full-time regular employee who is called to serve as a juror or subpoenaed as a witness shall be entitled to court leave. The request for such leave shall be supported by written documents such as a subpoena, marshal's statement of attendance, and request for compensation for services, per diem and travel issued by other parties.

The employee shall turn over to [REDACTED] for deposit all monies received from the court as compensation for service, and in return shall be paid his current salary while on court leave.

312 MILITARY LEAVE

A military leave of absence will be granted to eligible employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

The leave will be unpaid. However, the employee may elect to use vacation leave to cover all or part of the military leave. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Vacation, sick leave, and holiday benefits will continue to accrue during a military leave of absence.

Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact [REDACTED] for more information.

313 WORKERS' COMPENSATION INSURANCE

[REDACTED] provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither [REDACTED] nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by [REDACTED].

[TIMEKEEPING/PAYROLL](#)

401 TIMEKEEPING

Accurately recording time worked is the responsibility of every employee. Federal and State laws require [REDACTED] to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. For more information, contact the State, Department of Labor, Wage and Hour and request Administrative Pamphlet #100.

Overtime eligible employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Overtime eligible employees should report to work no more than ten minutes prior to their scheduled starting time nor stay more than ten minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

402 WORK SCHEDULES

██████████ workweek begins on Monday at 12:00am and ends on Sunday at midnight; office hours are 8:00am – 4:30pm. Time sheets and payroll records are required, recording: the day and number of hours worked, including overtime worked by non-exempt employees. Overtime work must always be approved by a supervisor before it is performed.

Work schedules for employees vary throughout the organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor involved. However, such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime. Employees should consult their supervisor to request participation in the flextime program.

403 PAYDAYS

All employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a holiday, employees will receive pay on the first day of work following the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee may collect earned wages before their vacation.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to ██████████. Employees will receive an itemized statement of

wages when [REDACTED] makes direct deposits.

404 EMPLOYMENT TERMINATION

The types of termination listed below may be used to help determine the appropriate type of termination to use. Any involuntary termination or termination of an employee who may feel pressured into a “voluntary” termination—also known as constructive termination—should be reviewed with legal counsel before termination is pursued or a resignation is accepted. This will ensure the employee’s “due process” rights are not violated.

The following are examples of some of the most common circumstances under which employment is terminated:

Resignation. The voluntary employment termination initiated by an employee. When an employee wishes to leave employment with the City, he/she will provide such notice in writing and present it to [REDACTED]. Three days without reporting to work or contacting the appropriate official may be considered a voluntary resignation, at the discretion of [REDACTED].

Resignation in Lieu of an Involuntary Termination Agreement: [REDACTED], may conclude that an employee should be voluntarily terminated. If Involuntary Termination proceedings have begun, but have not been completed, and an employee suggests that he/she would like to voluntarily resign rather than be fired, [REDACTED] may agree to a Resignation, In Lieu of an Involuntary Termination Agreement.

Discharge. The involuntary employment termination initiated by the organization. [REDACTED], will complete an Employee Termination Notification.

Reduction in Force/Layoff. The involuntary employment termination initiated by the organization for financial or workload reasons. Whenever it is necessary to reduce the number of employees in [REDACTED] because of lack of work or lack of funds, [REDACTED] may attempt to minimize layoffs by readjustment of personnel through reassignment of duty in other work areas; or [REDACTED] may determine that it is necessary to Reduce Force or Layoff certain employees without further cause.

Retirement. [REDACTED] belongs to the State of Alaska Public Employees' Retirement System (PERS). The voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization. When an employee wishes to leave employment with [REDACTED], he/she will provide such notice in writing and present it to [REDACTED].

Employees will receive their final pay in accordance with applicable State law.

Employee benefits will be affected by employment termination in the following manner: All accrued, vested benefits that are due and payable at termination will be paid. Some benefits

may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

405 PAYROLL ADVANCES

██████████ does not provide pay advances on unearned wages to employees.

406 ADMINISTRATIVE PAY CORRECTIONS - NEW

██████████ takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of ██████████ so that corrections can be made as quickly as possible.

407 PAY DEDUCTIONS AND SETOFFS

The law requires that ██████████ make certain deductions from every employee's compensation. Among these are applicable federal withholding taxes. ██████████ also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base."

██████████ offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs. Pay setoffs are voluntary pay deductions taken by ██████████, usually to help pay off a debt or obligation to ██████████ or others.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, contact the city treasurer.

[WORK CONDITIONS AND HOURS](#)

501 SAFETY

To assist in providing a safe and healthful work environment for employees, customers, and visitors, ██████████ has established a workplace safety program. This program is a top priority for ██████████. Its success depends on the alertness and personal commitment of all.

██████████ makes every effort to comply with all relevant federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies, and programs conducive to such an environment. ██████████ provides information to employees about workplace safety and health issues through regular internal

communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

You are expected, as a part of [REDACTED] comprehensive safety and loss prevention program, to place safe work practices and identification of unsafe conditions in highest priority while performing your daily tasks. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

[REDACTED] provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Each supervisor shall be responsible for:

1. Providing safe work procedures and environments;
2. Informing and training employees in safe work habits;
3. Detecting and correcting unsafe practices and conditions;
4. Investigating accidents and preparing accident reports;
5. Encouraging employees to report unsafe conditions and to submit practical safety suggestions.

Each employee shall be responsible for:

1. Obeying rules and exercising caution in all work activities;
2. Using the safety equipment that has been provided in performing your daily work assignments
3. Wearing the prescribed uniform and safety shoes as required.
4. Not operating equipment or using tools for which training or orientation has not been received.
5. Warning co-workers of unsafe conditions or practices they are engaged in which could lead to or cause an accident.
6. Developing and maintaining safe work habits;
7. Promptly reporting all accidents and injuries;
8. Immediately reporting any unsafe condition;
9. Knowing the location and use of fire extinguishers, the location of fire exits and the best method for reporting a fire.

Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify [REDACTED] or appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

502 PROTECTION FOR WHISTLEBLOWERS AND INFORMATION REPORTING

As a public employee, you have a responsibility to formally inform appropriate administrative officials if you become aware of, or reasonably suspect, the waste of public funds, property, manpower, or a violation of law, relating to your employment. An appropriate administrative official is your immediate supervisor, unless you reasonably believe the supervisor cannot or will not fairly and constructively report the problem. If that is the case, you may report the incident to [REDACTED].

[REDACTED] may not discharge, threaten, or otherwise discriminate against an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment for any reason pertaining to the Alaska Statute 39.90.100.

Improper Disclosure/ Spreading of Rumors: You are responsible for refraining from spreading information which is hostile to [REDACTED] operations or other employees which you know, or have reason to know, is malicious, false, or frivolous. You also are not to disclose, or induce others to disclose, confidential information acquired due to your position. You are not allowed to use confidential information for your gain, benefit or purposes.

Assist Investigations: You have a duty to participate in an investigation, hearing, inquiry, or other form of administrative review by [REDACTED] arising from a report of the existence of any waste of public funds, property, manpower, or violation of law as may be requested by City officials.

503 USE OF CELL PHONES/TEXTING

[REDACTED] provides cellular telephones to some employees as a business tool. Usage of these phones is primarily intended for business-related calls. However, occasional brief personal use is permitted within a reasonable limit. Cell phone invoices are monitored regularly by the Finance Department.

Employees are prohibited from using cell phones while operating or driving city vehicles and equipment. Employees are expected to pull off the road and come to a complete stop prior to dialing or answering a cell phone, viewing or sending a text message.

Sending or viewing personal text messages during the work schedule within a reasonable limit is permitted. Misuse of this provision is grounds for disciplinary action. Social networking

sites such as Facebook and Twitter should not be accessed during the work day unless the employee is on a personal break.

504 OFFICE PHONES AND MAIL

The use of [REDACTED] telephones for personal long distance and other toll calls is not permitted, except with use of a personal calling card. Employees should use discretion and limit the amount of personal local calls made from [REDACTED] telephones.

The use of [REDACTED] paid postage for personal correspondence is prohibited.

505 SMOKING

In keeping with [REDACTED] intent to provide a safe and healthful work environment, smoking is prohibited inside or within 50 feet of any [REDACTED] facility, or inside any [REDACTED] vehicle.

This policy applies equally to all employees, customers and visitors.

506 OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the work.

Overtime pay shall arise because an employee is both authorized to work and actually works.

Overtime compensation is paid to all nonexempt employees in accordance with federal and State wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. Overtime will be paid for all hours in excess of 8 hours per day or 40 hours per week for non-exempt employees.

Note: An employee occupying a position identified as executive, administrative or professional for the purposes of the Fair Labor Standards Act (FLSA), for the payment of overtime are exempt from the overtime provisions of the FLSA and are not entitled to overtime or compensatory time off.

507 COMPENSATORY TIME - NEW

[REDACTED], has established Compensation Time Off in lieu of payment for any hours worked beyond a forty hour work week for non-exempt employees. An individual written agreement between the [REDACTED] and each employee will define the work time and day that will be designated "comp-time" for each pay period and reflected on the timesheet.

The Employees will be compensated for their time worked with compensation time for those specific hours worked. If [REDACTED] fails to provide the comp-time off within the specified agreement any overtime will be paid at time and a half the following pay period. One and a half hours of compensatory time off is granted for each hour of overtime work.

If accrued compensatory time off is not used by an FLSA-nonexempt employee within 26 pay periods or if the employee transfers to another agency or separates from service before the expiration of the 26 pay period time limit, the employee must be paid for the earned compensatory time off at the overtime rate in effect when earned.

For public employees, compensatory time off may be approved in lieu of overtime pay for irregular or occasional overtime work for both Fair Labor Standards Act (FLSA) exempt and nonexempt employees who are covered by the definition of "employee" as defined in the United States Code.

508 USE OF EQUIPMENT AND VEHICLES

Every employee and person who operates [REDACTED] equipment must have a current Alaska Drivers License.

Vehicles and equipment essential in accomplishing job duties are expensive and in some circumstance, difficult to replace. When using [REDACTED] vehicles and equipment employees are expected to exercise great care, perform all required maintenance, and follow all operating instructions, safety standards and guidelines.

Use of [REDACTED] vehicles and/or equipment for personal use must have prior approval, in writing, from the Department head responsible for such items, and [REDACTED]. Permission shall clearly identify the item to be used, the duration and specific purpose of use, as well as any conditions set upon approval of use up to and including payment for such use.

Employees may not pick-up passengers or a member of the public, or have ride-alongs/tag alongs in [REDACTED] vehicles unless a Waiver of Liability is signed and submitted to the Department head and [REDACTED]. Failure of an employee to have a signed and filed Waiver of Liability reverts responsibility to the employee.

If an employee notices any equipment or vehicle in need of repair, or is defective, he/she should notify his/her supervisor immediately.

The improper, careless, negligent, destructive or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

██████████ does not provide insurance coverage for privately owned vehicles. Employees are encouraged to contact their own private insurance provider for rules regarding use of privately owned vehicles to and from work.

██████████ will not be held liable for loss or damage to employees' privately owned tools and equipment used for work purposes. Employees are discouraged from bringing personal equipment and tools to the workplace.

509 HEAVY EQUIPMENT USE - NEW

Only authorized persons shall use ██████████ heavy equipment. Generally, only Public Works employees may be authorized to use heavy equipment by ██████████ Public Works Foreman. Any person who operates heavy equipment should have a current State of Alaska CDL license.

If individuals and/or construction and building contractors, desire to have the ██████████ heavy equipment operator services, they must sign a "City Services Agreement," which releases ██████████ from liability for injuries and property damage.

██████████ Public Works Foreman shall determine whether the individual or contractor's personnel are qualified to operate the ██████████ heavy equipment, otherwise an operator is provided.

510 EMERGENCY CLOSINGS - NEW

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid.

511 BUSINESS TRAVEL EXPENSES

██████████ will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All employee travel must be approved in advance by the respective Department head and ██████████. Employees must complete a travel authorization form prior to approval which states the nature and estimated costs for travel.

When approved, ██████████ will reimburse the actual costs of travel, lodging, and other expenses directly related to accomplishing business travel objectives. Employees whose travel plans have been approved are responsible for making their own travel arrangements. When approved, ██████████ will reimburse the actual costs of travel, lodging, and other

expenses directly related to accomplishing business travel objectives

Expenses that generally will be reimbursed include:

- airfare, ferry, for travel in coach or economy class or the lowest available fare;
- car rental fees;
- fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel taxi fares
- cost of standard accommodations or similar lodgings
- tips not exceeding 15% of the total cost of a meal or 10% of a taxi fare
- mileage costs for use of personal cars at the standard IRS allowance

Per diem allowance in addition to the travel expenses listed above, for each day away from home that requires an overnight stay or is ten hours or more including travel time, a daily per diem allowance equal to the federal local meals rate for the destination is paid by check, either before departure or upon return, as the employee requests.

Website: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Cash advances to cover reasonable anticipated expense may be made to employees, after travel has been approved. Employees should submit a written request to their supervisor when travel advances are needed.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

When travel is completed, employees should submit completed travel expense reports within 14 days. Reports should be accompanied by receipts for all individual expenses.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

512 TRAVEL AND TRAINING

██████████ strives to provide travel and training money for staff to attend job-related training and conference functions. The City Administrator and Department heads will review and schedule training needs. If an employee becomes aware of training available for their particular job, they should advise their department head of the training and submit a request for travel and/or training.

Travel expenses, hotel, meals and/or per diem will be paid as explained in the previous section.

An employee that obtains travel and training funds and fails to use the funds for the stated purpose is subject to disciplinary action; up to and including termination of employment.

If an employee receives travel and training funds from [REDACTED] and fails to maintain employment with [REDACTED] for one year following the training the employee will be liable to the city for part, or all of the funds received. The employee may be required to sign an agreement committing to a year's employment. The agreement will require the employee to repay the City for travel and training costs if the one year commitment is not satisfied.

514 WORKPLACE VIOLENCE PREVENTION- NEW

[REDACTED] is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, [REDACTED] has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the [REDACTED] without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

[REDACTED] will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, [REDACTED] may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

██████████ encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Administrator before the situation escalates into potential violence. ██████████ is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

515 COMPUTER AND EMAIL USAGE

Computers, computer files, the email system, and software furnished to employees are ██████████ property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored.

██████████ strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, ██████████ prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexual or explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

██████████ purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, ██████████ does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. ██████████ prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, ██████████ or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

516 INTERNET USAGE

Internet access to global electronic information resources on the World Wide Web is provided

by ██████████ to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, personal use may be permitted with prior authorization.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of ██████████ and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of the ██████████. As such, the ██████████ reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by the City of Hoonah in violation of law or the City of Hoonah policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- * Sending or posting discriminatory, harassing, or threatening messages or images
- * Using the organization's time and resources for personal gain

- * Stealing, using, or disclosing someone else's code or password without authorization

- * Sending or posting messages or material that could damage the organization's image or reputation

- *

- * Participating in the viewing or exchange of pornography or obscene materials
- * Sending or posting messages that defame or slander other individuals
- * Attempting to break into the computer system of another person
- * Refusing to cooperate with a security investigation
- * Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- * Using the Internet for political causes or activities, religious activities, or any sort of gambling
- * Jeopardizing the security of the organization's electronic communications systems
- * Sending or posting messages that disparage another organization's products or services
- * Passing off personal views as representing those of the organization
- * Sending anonymous email messages
- * Engaging in any other illegal activities

517 SOCIAL NETWORKING - NEW

██████████ takes no position on an employee's decision to start or maintain a blog or participate in other social networking activities. However, it is the right and duty of the company to protect itself from unauthorized disclosure of information. ██████████ social networking policy includes rules and guidelines for company-authorized social networking and personal social networking.

Blogging and other forms of social media or technology include, but are not limited to, YouTube and other video sites, Wiki sites, sites such as Facebook, Pinterest, Tumblr, and Twitter, chat rooms, industry chat boards, personal blogs and other similar forms of online journals, diaries and personal newsletters not affiliated with the ██████████. Unless specifically instructed, employees are not authorized to speak on behalf of the ██████████.

Employees may not publicly discuss members, products, colleagues or any work-related matter, whether confidential or not, outside company-authorized communication channels. Employees are expected to protect the privacy of ██████████; its employees are prohibited from disclosing personal employee and non-employee information and any other proprietary or non-public information to which employees have access.

██████████ reserves the right to monitor comments and discussions about the company, its employees, members and the industry, including products and competitors, posted on the Internet by anyone, including employees. Employees are cautioned that they should have no expectation of privacy while using company equipment or facilities for any purpose.

██████████ strongly urges employees to report any violation, or possible or perceived violation, of this section to a supervisor, a manager, or Human Resources. Violations include discussions of ██████████ and its employees and members, any discussion of proprietary information and any unlawful activity related to blogging or social networking.

██████████ investigates and responds to all reports of violations of the social networking policy and other related policies, and may take legal action where necessary against any employee who engages in prohibited or unlawful conduct.

██████████ respects the right of employees to use blogs and social networking sites as a medium of self expression and public conversation and does not discriminate against employees who use these media for personal interests and affiliations or other lawful purposes.

Employees are personally responsible for their commentary on blogs and social networking sites, and can be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any offended party, including ██████████.

Employees may not use ██████████, including computers, company-licensed software or other electronic equipment, nor facilities or company time, to conduct personal blogging or social networking activities.

Employees may not use blogs or social networking sites to harass, threaten, discriminate or disparage any employee or anyone associated with or doing business with ██████████.

Any employee who chooses to identify him/herself as an ██████████ employee must understand that some readers may view the employee as a spokesperson for ██████████. Because of this possibility, an employee who identifies him/herself as an ██████████ employee must state that the views expressed in any blog or social network are the employee's own and not those of ██████████, nor of any person or organization affiliated or doing business with ██████████.

Employees may not post on personal blogs or other sites the name, trademark or logo of ██████████ or any business with a connection to ██████████. Employees may not post company-privileged information, including copyrighted information or company-issued documents.

An employee who has questions relating to this policy, a personal blog or social networking should ask the employee's manager or supervisor.

518 WORKPLACE MONITORING

Workplace monitoring may be conducted by [REDACTED] to ensure quality control, employee safety, security, and customer satisfaction.

Computers and cell phones furnished to employees are the property of [REDACTED]. As such, computer usage and files may be monitored or accessed.

Because [REDACTED] is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

EMPLOYMENT CONDUCT

601 EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, the [REDACTED] expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

As an integral member of [REDACTED] team, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that you refrain from any behavior that might be harmful to you, your coworkers, and/or [REDACTED] or that might be viewed unfavorably by current or potential customers or by the public at large.

Whether you are on duty or off, your conduct reflects on [REDACTED]. Consequently, you are encouraged to observe the highest standards of professionalism at all times. It is the responsibility of each employee to comply with these standards, department policies and the supervisory instructions given to them for performance of their duties.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. Types of behavior and conduct that [REDACTED] considers important include, but are not limited to, the following that may result in disciplinary action, up to and including termination of employment:

1. Theft or inappropriate removal or possession of property
2. Falsification of timekeeping records
3. Working under the influence of alcohol or illegal drugs

4. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating [REDACTED]-owned vehicles or equipment
5. Fighting or threatening violence in the workplace
6. Boisterous or disruptive activity in the workplace
7. Negligence or improper conduct leading to damage of [REDACTED]-owned or customer-owned property
8. Insubordination or other disrespectful conduct
9. Violation of safety or health rules
10. Smoking in prohibited areas
11. Sexual or other unlawful or unwelcome harassment
12. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
13. Excessive absenteeism or any absence without notice
14. Unauthorized absence from work station during the workday
15. Unauthorized use of telephones, mail system, or other [REDACTED]-owned equipment
16. Unauthorized disclosure of business "secrets" or confidential information
17. Violation of personnel policies
18. Unsatisfactory performance of contract

Duty to Promote Work Efficiency and Morale: This duty includes being present, punctual, and fit for all assigned duties; acting competently; following supervisor instructions; respecting the personal health, dignity, reputation, property, and time of coworkers; reporting work place hazards and fostering safety; and promoting positive communication, good morale, and maximum efficiency within the organization. It is your responsibility to call deficiencies in the workplace to the attention of your supervisor. Do not complain to the press, City Council, or [REDACTED] before giving your supervisor an opportunity to address your grievances.

Duty of Service to the General Public: This duty includes promoting the health, safety and welfare of the general public; displaying respect for members of the public; being diplomatic, helpful, and speaking truthfully; promptly removing or reporting public hazards; being conscious of and containing costs of government; and dressing and acting in a professional manner which encourages confidence in [REDACTED] and its work force.

Should your performance, work habits, overall attitude, conduct, dress or demeanor become unsatisfactory in the judgment of [REDACTED], based on violations either of the above or any other [REDACTED] policies, rules, or regulations, you will be subject to disciplinary action, up to and including termination.

602 DRUG AND ALCOHOL USE

██████████ is committed to providing a safe, healthy and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

It is the policy of ██████████ to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. The use of controlled substances is inconsistent with the behavior expected of employees, subjects all employees and visitors at ██████████ facilities to unacceptable safety risks, and undermines ██████████ ability to operate effectively and efficiently. The unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance in the workplace, or while engaged in ██████████ business off the City's premises, are strictly prohibited.

Employees convicted of controlled substance related violations in the workplace must inform ██████████ within five days of such conviction or plea. Employees who violate any aspect of this policy may be subject to disciplinary action up to and including termination. At its discretion, ██████████ may require employees who violate this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment.

Employee actions and conduct:

You are to inform your supervisor any time you are taking any prescription or over-the-counter drug which can or will, according to label warnings or physician instructions, impair your ability to safely perform assigned duties, such as drugs causing drowsiness, restricted vision, or restricted motor control if you are required to operate a vehicle or motor equipment on ██████████ ██████████ business. Prescription or over-the-counter drugs belonging to the employee should be kept out of sight in the employee's possession.

You are not to report to work under the influence of alcohol or drugs that may cause impaired performance of duties, or when the ability to perform assigned duties is significantly or legally impaired. Your supervisor has the option of sending you for a drug test if there is a concern regarding your impairment. If there is a question as to whether a drug may impair, you need to discuss it with your supervisor.

While on-call or on-duty, you are not to consume alcohol or any drug which may impair ability to perform assigned duties.

If you are called back to work during nonscheduled work hours and have recently consumed alcohol or drugs that impair your ability to safely perform, you are to inform your supervisor that you are unable to safely respond and perform. Your supervisor will determine whether or not you should perform the duties. If you are impaired by alcohol or drugs you should not operate a motor vehicle.

You shall not manufacture, distribute, dispense, possess, or use controlled substances in the workplace. If you are convicted for a violation of a criminal drug statute occurring in the workplace, you must notify [REDACTED] in writing no later than five calendar days after such conviction.

Off-the-job use of alcohol and drugs, including those that lead to criminal conviction or loss of your driver's license, shall be dealt with as it affects your performance or ability to perform the functions of the job.

Violations of this policy may lead to disciplinary action, up to and including termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the City Administrator to receive assistance or referrals to appropriate resources in the community.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the City Administrator without fear of reprisal.

603 DRUG AND ALCOHOL TESTING RANDOM DRUG TESTING

Note: This policy does not satisfy the requirements for the CDL Drug and Alcohol Testing Regulations which are federal requirements see the City Administrator for more information.

[REDACTED] is a drug-free workplace. [REDACTED] is committed to providing a safe, healthy and productive work environment for all employees. Using or being under the influence of illegal drugs or alcohol and marijuana on the job may pose serious safety and health risks.

To help ensure a safe and healthy working environment, [REDACTED] may request a urine and/or blood sample from any employee under the following circumstances:

- job candidate post offer conditional;
- after a vehicular accident in which the employee is involved during work hours or in the City of Hoonah vehicle; and
- upon reasonable suspicion of substance abuse.
- employees holding positions for which drug testing is required by federal law;
- when a public safety employee is promoted, demoted, or transferred;

A “public safety position” is any position in the police or fire department having a substantially significant degree of responsibility for the safety of the public where the unsafe performance of an incumbent could result in death or injury to self or others.

Subject to any limitations imposed by law, a refusal to provide a body substance sample under the conditions described above may result in disciplinary action, up to and including termination of employment. Questions concerning this policy or its administration should be directed to the Administrator.

604 SEXUAL AND OTHER UNLAWFUL HARASSMENT

It is [REDACTED] policy to regard sexual harassment as a very serious matter. [REDACTED] is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment. The victim will be informed of the decisions and discipline.

Complaint Procedure: If you experience any job-related harassment based on your sex, race, or another factor, or believe you have been treated in an unlawful, discriminatory manner, promptly report the incident to [REDACTED] and the incident will be investigated promptly. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the City Administrator or any other member of management. Employees can raise concerns and make reports without fear of reprisal.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- * Unwanted sexual advances.
- * Offering employment benefits in exchange for sexual favors.
- * Making or threatening reprisals after a negative response to sexual advances.
- * Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.

- * Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- * Verbal sexual advances or propositions.
- * Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- * Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Administrator or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Administrator or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

605 ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, [REDACTED] expects employees to be reliable and to be punctual in reporting for scheduled work. Habitual and even frequent absenteeism and tardiness is not acceptable. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

606 RETURN OF PROPERTY

Employees are responsible for all [REDACTED] property, materials, or written information issued to them or in their possession or control.

Employees must return all [REDACTED] property immediately upon request or upon termination of employment. Where permitted by applicable laws, [REDACTED] may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. [REDACTED] may also take all action deemed appropriate to recover or protect its property.

607 RESIGNATION

If you desire to terminate your employment relationship with [REDACTED], you are urged to notify [REDACTED] at least two weeks in advance of your intended termination. Such notice should preferably be given in writing to your supervisor and department head. Proper notice generally allows [REDACTED] sufficient time to calculate all accrued benefits, deductions, and notices for continuation of benefits as well as other monies to which you may be entitled and to include such monies in your final paycheck.

608 WORKPLACE SEARCHES

[REDACTED] wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, [REDACTED] prohibits the possession, transfer, sale, or use of such materials on its premises. [REDACTED] requires the cooperation of all employees in administering this policy.

In order to safeguard the property of [REDACTED] employees, [REDACTED] customers, and the [REDACTED] and to help prevent the possession, use, and sale of illegal drugs on [REDACTED] premises, [REDACTED] reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from the [REDACTED] property. All offices, desks, files, lockers, etc., are the property of [REDACTED], and are issued for the use of employees only during their employment. Inspections may be conducted at any time at the discretion of [REDACTED].

609 PROGRESSIVE DISCIPLINE

The purpose of this policy is to state the City's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The City's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future

Your supervisor will inform you what is expected at work, what constitutes employee misconduct, what management and the employee may do to correct any misconduct, and what employee rights are related to disciplinary action.

As an employee, you are required to observe the rules of conduct necessary for the proper operation of ██████████ government. Administrative procedures have been established to handle disciplinary measures when they are required. All such measures will follow the presentation of charges to any employee.

Disciplinary action, up to and including termination, may be imposed for misconduct.

Written documentation concerning any disciplinary action imposed on an employee will become a permanent part of that employee's personnel file.

Disciplinary Action:

Disciplinary action may call for any of the following steps depending on the severity of the problem and the number of occurrences. There may be circumstances where one or more of the steps are bypassed.

Verbal Warning:

Whenever grounds for disciplinary action exist, and the supervisor determines that more severe action is not immediately necessary, the problem demonstrated should be verbally communicated to the employee.

Whenever possible, sufficient time for improvement should precede any additional disciplinary action.

Written Reprimand:

██████████, may reprimand an employee for cause. ██████████, shall furnish the employee with a written Employee Written Reprimand Notification setting forth the reason(s).

A copy of the Employee Written Reprimand Notification, signed by ██████████ and the employee, shall be permanently placed in the employee's personnel file. If the employee refuses to sign the form, ██████████, will so state.

Suspension:

██████████, may suspend an employee with or without pay for up to, but not exceeding, thirty (30) days for cause.

On or before the effective date of the suspension, ██████████, shall furnish the employee with a written Employee Suspension Notification setting forth the reason(s) for suspension.

A copy of the Employee Suspension Notification, signed by ██████████ and the employee, shall be permanently placed in the employee's personnel file. If the employee refuses to sign the form, ██████████ will so state.

An employee on suspension shall be responsible for making full contributions to the appropriate insurance and other benefits.

Demotion:

██████████, may demote an employee for cause, when his/her ability to perform required duties falls below an acceptable standard or for disciplinary purposes. The act of demoting an employee shall only be taken after issuance of a verbal warning, written reprimand, or suspension.

On or before the effective date of the demotion, ██████████, shall furnish the employee with a written Employee Demotion Notification setting forth the reason(s) for demotion.

A copy of the Employee Demotion Notification, signed by ██████████ and the employee, shall be permanently placed in the employee's personnel file. If the employee refuses to sign the form, ██████████ will so state.

Termination:

██████████ may terminate an employee by furnishing the employee with a written Employee Termination Notification. A city officer who holds full-time regular status may be dismissed by the City Council, but only for just cause.

A copy of the Employee Termination Notification, signed by ██████████ and the employee, shall be permanently placed in the employee's personnel file. If the employee refuses to sign the form, ██████████, will so state.

Causes for Disciplinary Action

Causes for disciplinary action, up to and including termination, may include, but are not limited to, the following:

1. Violation of the laws of the State of Alaska or the United States, other than minor traffic

- offenses;
2. Violation of the code of personal conduct as described in this Handbook;
 3. Conduct which endangers the peace and safety of others or poses a threat to the public interest;
 4. Unjustified interference with work of other [REDACTED] employees;
 5. Misconduct;
 6. Malfeasance;
 7. Misfeasance;
 8. Nonfeasance;
 9. Incompetence;
 10. Negligence;
 11. Insubordination;
 12. Inadequate performance of duties;
 13. Unauthorized absence;
 14. Falsification or unauthorized alteration of records;
 15. Violation of [REDACTED] policies;
 16. Falsification of employment application;
 17. Discrimination in hiring, assignment, or promotion;
 18. Sexual harassment;
 19. Violation of personnel policies and procedures;
 20. Use of alcohol or drugs, other than medication prescribed by a physician, that affect job performance;
 21. Falsifying of [REDACTED] records;
 22. Knowingly marking the time sheet of another employee, authorizing one's time sheet to be marked by another employee, or unauthorized alteration of a time sheet;
 23. Carelessness which affects the safety of personnel;
 24. Threatening, intimidating, coercing, or interfering with fellow employees on the job, or the public at large;
 25. Theft or removal of any [REDACTED] property or property of any employee from the work area premises without proper authorization;
 26. Misusing, destroying, or damaging any [REDACTED] property or the property of any [REDACTED] employee;
 27. Being under the influence of illicit drugs or alcohol during the workday;
 28. Sleeping during working hours;
 29. Fighting (verbal or physical) on [REDACTED] premises;
 30. Any act that might endanger the safety or lives of others.

Conducting an Investigation:

[REDACTED], shall conduct an investigation into the allegations that form the grounds for disciplinary action. During the investigation to determine the facts upon which disciplinary action may be imposed, [REDACTED], may place an employee on paid or unpaid administrative leave.

No disciplinary action shall be imposed until a hearing, with appropriate written notice, has been conducted by [REDACTED]. The investigation shall include an opportunity for the employee to respond to the allegations.

Imposing Disciplinary Action

[REDACTED] shall conduct disciplinary action in a consistent manner. Each employee shall be afforded prior access to [REDACTED] rules, policies, and procedures. Affected employees shall receive timely notice of the pre-disciplinary meeting, overview of allegations, and potential disciplinary action.

Prior to imposing the disciplinary action, [REDACTED] shall afford the employee the opportunity to review the disciplinary action with [REDACTED]. The employee shall have the opportunity to respond to the allegations. The employee's written response, if any, and other related documents, shall be placed in the employee's personnel file.

In determining the severity and type of the disciplinary action, [REDACTED], may consider aggravating and mitigating circumstances such as:

1. The repeated nature of the misconduct;
2. Prior disciplinary action imposed;
3. The severity of the misconduct;
4. The employee's work record;
5. The effect on [REDACTED] operations and/or
6. The potential of the misconduct to harm person(s) or property.

For disciplinary action other than a verbal reprimand, [REDACTED], shall notify the employee, in writing, of the findings of the investigation. The written statement shall include:

1. The grounds for disciplinary action, including a description of the specific misconduct for which the disciplinary action is being imposed;
2. Any prior disciplinary action imposed;
3. The disciplinary action to be imposed;
4. The effective date and duration of the disciplinary action; and
5. The corrective action necessary for the employee to avoid further disciplinary action.

Suspension, demotion, or termination of an employee shall require the approval of [REDACTED].

[REDACTED], may note the disciplinary action on their personal notes at the time the disciplinary action is imposed and/or on the employee's performance evaluation form.

Appeal Procedures

No appeal rights exist for the following:

1. New employees on probation;
2. Contractual employees;
3. Verbal warnings;

4. Written reprimands.

Appeals Board

Upon written receipt of an Employee Termination Notice, non-probationary, non-contractual, non-city officers' employees have the right to first appeal the disciplinary process and action imposed by [REDACTED], to an Appeals Board.

An employee must submit written notice of appeal to [REDACTED] within ten (10) days or that employee will be deemed to have waived all appeal rights.

The Appeals Board shall be made up of five (5) members:

1. Two (2) members will be from [REDACTED]; one (1) of these two will chair the Appeals Board;
2. Two (2) members will be employee representatives, who will be elected by popular vote. (Each [REDACTED] employee will vote for two (2) employee representatives from City employees. The top two (2) vote getters will become the employee representatives. If sufficient City employees are not available, comparable members may be chosen from the community who are mutually agreeable to both the City and the employees.
3. One (1) will be selected by the City Council and the employees.
4. No member of the Appeals Board shall be related to the employee, or supervisor of employee, by blood or marriage.

The Appeals Board may overturn the Employee Disciplinary Action. If the Disciplinary Action is overturned:

1. The Appeals Board may reinstate any loss of pay associated with the Disciplinary Action;
2. [REDACTED], shall remove the record of the Disciplinary Action from the employee's personnel file.

If the Appeals Board upholds the Employee Disciplinary Action, no further action can be taken by the affected employee.

Grievance Procedures

Employees who perceive that they have a grievance against [REDACTED] should exhaust the administrative procedure set forth below before addressing their grievance through any other forum. An employee may file a grievance about any perceived work-related injustice or oppression resulting from an act, occurrence, omission, condition, or unfair labor practice. Issues addressable throughout the grievance process include, but are not limited to:

1. Employee-supervisor relationship
2. Shift and job location assignments
3. Working conditions
4. Practices affecting granting of leave

Grievances should be resolved at the lowest administrative level possible. Employees and supervisors shall attempt to resolve grievances informally by discussing the grievance issues before any formal written grievance is filed. Each employee pursuing a formal grievance must prepare and submit a separate written grievance/appeal. Written grievances shall contain, at a minimum, the following information:

1. Name of employee
2. Date of the occurrence or action underlying the grievance
3. Nature of the grievance
4. Historical information related to the grievance
5. Requested resolution
6. Signature of the employee filing the grievance
7. Date filed

Employee grievances must be filed within ten (10) days of the occurrence or event giving rise to the grievance, or within ten (10) days of the employee's acquiring knowledge of the occurrence or event giving rise to the grievance.

At each level of the grievance process, after an administrator has received an employee grievance, the administrator shall have ten (10) working days to respond in writing to the grievance.

If an administrator is unable to answer the grievance within the specified time period due to exigent circumstances, the administrator may take an additional ten (10) working days to answer the grievance, if they notify the employee in writing of the exigent circumstances and that the extension is being exercised. If a grievance remains unresolved or the decision is considered unacceptable, the employee may appeal the decision to the next higher level of appeal.

Without exigent circumstances, if the supervisor fails to respond within the allotted time, the employee may proceed to the next level of appeal.

Only the issues presented in the original grievance may be considered throughout the appellate process. A grievance and any necessary appeals shall be processed through the following chain of command, if applicable:

1. Department head
2. [REDACTED]
3. [REDACTED]

The decision of [REDACTED] constitutes the final level of appeal and is final with no further appeal allowed.

Confidentiality

Written grievance reports shall be private. [REDACTED] may declare the grievance documents to be confidential and/or order the entire record, or any part of it, sealed.

Filing

No document related to a grievance shall be placed in the employee's personnel file.

If any disciplinary action against an employee is rescinded as a result of the grievance process, [REDACTED], shall remove the record of the disciplinary action from the employee's personnel file.

If any disciplinary action against an employee is modified as a result of the grievance process, the unmodified record of the disciplinary action shall be removed from the employee's personnel file and the modified record of the disciplinary action shall be placed in the employee's personnel file.

612 ILLNESSES IN THE WORKPLACE - NEW

[REDACTED] takes the right steps to protect employee safety and privacy. First and foremost, we want to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees, visitors or others. We also want to ensure the continuity of business operations in the event of a severe influenza pandemic.

Many times, with the best of intentions, employees report to work even though they feel ill. We provide employees with paid sick time to compensate employees who are unable to work due to illness. During flu season and/or an influenza pandemic, it is critical that employees do not report to work while they are ill.

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. [REDACTED] supports these endeavors as long as employees are able to meet acceptable performance standards.

Medical information on individual employees is treated confidentially. [REDACTED] will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment