



Employee Handbook

Approved by City of Sand Springs

Last Updated 7/1/2018

MISSION STATEMENT

Provided by 2015 Steering Committee

As City of Sand Springs Employees, we strive to provide professional and efficient service to our citizens, guests and co-workers.

We will accomplish this by taking pride in our work at all times, treating everyone with respect and fairness, and maintaining ethical behavior in all interactions.

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I 00 INTRODUCTION

This handbook is intended to be an informative guide to employees of the City of Sand Springs regarding its policies, procedures, and benefits. The City is proud of the procedures and policies that we have developed. We think you will find that they reflect our commitment to treating our employees fairly.

It is the City's hope that you will find this handbook useful and informative. However, if you have any questions about any of these procedures and policies, do not hesitate to ask your supervisor. Whether you are just joining the City or are a current employee, the City looks forward to working with you.

We welcome employees' comments and suggestion for improving all aspects of our operation. One of the contributing factors to our success is the maintenance of an open, responsive and on-going two-way system of communications. We encourage all employees to exchange ideas and information to help themselves and, in turn, the City.

This Employee Handbook replaces all previous versions of the Employee Handbook.

Disclaimer: This handbook is provided as a guide and is not to be considered a contract. The City reserves the right to make changes to its policies, procedures, and other statements made in the handbook. Economic conditions, federal and state law and organizational needs may require the handbook to be re-written. This is necessary to successfully provide the appropriate employment relationship and to obtain the goals of the organization. No such change in the Employee Handbook shall modify the at-will nature of employment at the City.

Employees who are covered by a Collective Bargaining Agreement will refer to the City Policies and Procedures handbook on matters not addressed under their approved contract.

200 GENERAL POLICIES AND PROCEDURES

201. Authority (11 O.S. § 10-113)

The City Manager serves as the Chief Executive Officer and Head of the administrative branch of the City and supervises and controls all departments, officers and agencies of the City, except those otherwise provided for in the City Charter.

The City Manager shall appoint, and when necessary for the good of the service, remove, demote, lay-off or suspend all heads of administrative departments and other administrative officers and employees of the City except as otherwise provided by law.

202. Scope

These policies apply to all employees. It is the expressed intent of the City Council that the City Manager shall administer and enforce all provisions of these policies with respect to all City employees.

These policies are not a contract of employment, nor are they intended to be and shall not be interpreted by an employee as a contract of employment.

203. Interpretation of Personnel Policies

The City Manager shall provide administrative interpretation of the Personnel Policies to the various Department Heads.

204. Conflict

Should the interpretation, application, administration, or enforcement of any rule or regulation contained in the Personnel Policies conflict with any Charter provision, City ordinance or other law, such Charter provision, ordinance or other law shall prevail.

A Department Head may make department/division rules and regulations, consistent with the Personnel Policies, governing the conduct and performance of employees. The City Manager may review department rules for consistency with Personnel Policies. Department/Division rules and regulations may be published, and a copy furnished to each employee to whom they apply. Disciplinary action may be based upon breach of any such rules and regulations.

300 WORKPLACE POLICIES

301. Equal Employment Opportunity (EEO)

The City is an equal employment opportunity employer where required by law. Employment decisions are based on merit and business needs, and not on race, ancestry, religion, gender, age, marital or civil union status, national origin, sexual orientation, place of birth, citizenship, veteran status, or disability, as defined and required by state and federal laws.

It is the policy of the City to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). We will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. We will also make a reasonable accommodation whenever possible for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on the City, in conformance with state and federal law.

Equal employment opportunity notices are posted as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any employee believes he or she has been discriminated against.

Management is primarily responsible for seeing that our equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal actions the policies are followed. Any employees, including managers, responsible for or involved in discriminatory practices or actions will be subject to termination.

The City intends to provide a work environment that is pleasant and free from intimidation, hostility or other offenses that might interfere with work performance. Harassment of any sort - verbal, physical, and visual - will not be tolerated. Members of certain classes are protected by law. Those protected classes include, but are not necessarily limited to race, ancestry, religion, gender, age, marital or civil union status, national origin, sexual orientation, place of birth, citizenship, veteran status, or disability, or any other protected status defined by law.

302. Harassment

302.1 What Is Harassment?

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, pranks, intimidation, physical assaults or contact, or violence that substantially interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment. Harassment is not necessarily sexual in nature. It may also take the form of other activity, including derogatory statements, not directed to the targeted employee but observed by the affected employee. Other prohibited conduct includes, but is not limited to, written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

302.2 Responsibility

All City employees, and particularly managers, have a responsibility for keeping our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to your immediate supervisor Human Resources Director or to the City Manager. When a supervisor of the City becomes aware of the existence of harassment, he or she must report it to the highest administrative level whether or not the victim wants the organization to do so.

302.3 Reporting

While the City encourages you to communicate directly with the alleged harasser, and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, it is not required that you do so. It is essential, however, to notify your supervisor or his supervisor immediately even if you are not sure the offending behavior is considered harassment. Any incidents of harassment must be immediately reported. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate would be subject to severe disciplinary action up to and including termination. The City will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted. No adverse employment action will be taken against any employee who makes a good faith report of alleged harassment or who participates in the investigation of such a complaint.

303. Policy Statement on Sexual Harassment

303.1. What Is Sexual Harassment?

Sexual harassment may include unwelcome sexual advances, requests for sexual favors or other verbal or physical contact of a sexual nature when such conduct substantially interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment. It also encompasses such conduct when it is made a term or condition of employment or compensation, either implicitly or explicitly and when an employment decision is based on an individual's acceptance or rejection of such conduct.

It is important to note that sexual harassment crosses age and gender boundaries and cannot be stereotyped. Among other perceived unconventional situations, sexual harassment may even involve two women, two men, or a bystander.

Examples of a hostile, intimidating, and offensive working environment include, but are not limited to, pictures, cartoons, symbols, or apparatus found to be offensive and which exist in the workspace of an employee. This behavior does not necessarily link improved working conditions in exchange for sexual favors but it must be unwelcome and substantially interfere with an individual's work performance or create an intimidating, hostile, or offensive working environment.

The City will investigate any complaint of sexual harassment and will take immediate and appropriate disciplinary action if sexual harassment has been found within the workplace. Complaints related to sexual harassment should be made as soon as possible in any of the following manners:

1. Submit a complaint/report to an immediate supervisor; and/or
2. Submit a complaint/report in writing to the Director and/or
3. Submit a complaint/report in writing to the City Manager
4. Submit a complaint/report in writing to the Chief of Police.

Any employee not comfortable with reporting to any of the above individuals, may make a report directly to the Human Resources Director of the City.

Notice of this policy is posted on the main organization bulletin board. If this policy is determined not to have been violated, the complainant and the accused person shall be notified, with appropriate instruction provided to each, including the right of the complainant to contact any of the state or federal agencies identified in this posted policy notice.

304. Workplace Violence

The City is committed to maintaining a safe work environment for its employees. The City will not tolerate any form of violence, to include threats, intimidation, harassment, physical attacks, or other acts of violence that are considered inappropriate and unacceptable behavior in the workplace. Any employee who is found to perpetrate or participate in such actions will be subject to corrective action, up to and including termination of employment. Some examples, but not inclusive acts, would be:

1. Physical grabbing, inappropriate touching, pushing or shoving, or hitting of another individual
2. Threatening violence verbally
3. Threatening violence by banishing a weapon or any object that could be used as a weapon
4. Writing and conveying messages that indicate violent tendencies.

Any employee who has knowledge of actions they believe could lead to an episode of workplace violence, should immediately report the situation to their supervisor.

Possession of firearms or other weapons are prohibited unless authorized by City Manager or Designee.

305. Whistleblower Policy

Any City employee or volunteer is encouraged to report waste, fraud or abuse, without retribution and will not be retaliated against for making the report.

The report will be investigated and even if determined not to be waste, fraud or abuse, the individual making the report will not be retaliated against. There will be no punishment for reporting problems including firing, demotion, suspension, harassment, failure to consider the employee for promotion, or any other kind of discrimination, unless it is found the complaint was known to be false, was made knowingly and willfully with reckless disregard for its truth or falsity, or involved the disclosure of known confidential information.

There are several ways to make a report of suspected waste, fraud or abuse, by making a report in writing or in person, as follows:

1. Submit a complaint or report in writing to an immediate supervisor; and/or
2. Submit a complaint or report in writing to the Director and/or
3. Submit a complaint or report in writing to the City Manager
4. Submit a complaint or report in writing to the Chief of Police.

Any employee not comfortable with reporting to any of the above individuals, may make a report directly to the Human Resources Director of the City.

Any complaint of financial wrongdoing received by a supervisor, the City Manager, Police Chief or Human Resources Director, shall be also provided to the City's auditor

The identity of the Whistleblower shall remain confidential to those persons directly involved in applying this policy, unless the issue requires disclosure for law enforcement or employee discipline. A prompt investigation shall be conducted for all reports received.

Upon receipt of a complaint, the City will investigate the complaint and report to the person making the complaint the results, unless precluded by law or policy from making such a report.

Any employee who retaliates against another employee who makes a report pursuant to this policy shall be subject to termination.

Any uncertainty about interpretation of the policy shall be resolved by the terms of the Whistleblower Act of the State of Oklahoma.

306. Tobacco and Vapor-Free Workplace

In accordance with Ordinance Number 1290, City employees will abide by the following as defined in section 9.36.020 of said ordinance:

1. The use of lighted tobacco in any form is a public nuisance and dangerous to public health and is hereby prohibited when such possession is in any indoor or outdoor areas owned or operated by this city.
2. All buildings and other properties, including indoor and outdoor areas, owned or operated by this city, shall be entirely tobacco free to include all forms of tobacco products including vapor products.
3. All indoor and outdoor recreational areas owned or operated by this city, shall be entirely tobacco free to include all forms of tobacco products including vapor products.

307. Drug-Free & Alcohol-Free Workplace

The City will not tolerate substances in the workplace that interfere with or impair an employee's mental or physical capacity to perform his/her duties or cause a risk to employees, property, or the public. This includes using, possessing, selling, distributing or being under the influence of intoxicants.

It is a condition of continued employment for an employee to abide by the terms of this statement. Any employee who pleads guilty to, or pleads no contest to, or who is convicted of a criminal drug statute occurring in the workplace must notify management no later than five (5) days after such conviction. City of Sand Springs will impose the following action against such employee:

Suspension up to termination; or satisfactory participation in a drug abuse assistance or rehabilitation program

Additionally, the City will not consider for employment any applicant who tests positive on a detection test for illegal drugs. Those individuals will be prohibited from employment with the City of at least one (1) year period; however, he/she must successfully pass the drug screen. In certain cases as required by law or regulations, proof of substance rehabilitation may be required.

An employee or knowing party shall report to a supervisor, Division Superintendent or Department Head any employee suspected of violating this policy and such supervisor or manager will take appropriate action.

Any employee who is involved in a workplace incident resulting in property damage or personal injury may be required to undergo a drug test.

308. Confidential Information

Employees may be provided access to confidential information, including protected, sensitive and privileged information, during the course of their employment. Such confidential information shall only be used for the express purpose of addressing work assignments and will not be discussed or disclosed with others unrelated to those work assignments. Employees shall hold confidential all confidential information accessible as an employee of the City and shall not use their position to access information unrelated to their work assignments. Confidential information includes, among other categories:

1. Personal information, including medical information, about any individual
2. Any confidential information of a prospective location of a business or industry we obtain through the City's economic development relationships prior to public disclosure of such information

3. Certain law enforcement records as required by state and federal laws
4. Any inadvertent disclosure of confidential information through technological means shall be reported immediately to a supervisor and shall be managed as set forth by State law. 24 O.S. §§ 161, et seq.

Employees will be subject to corrective action up to and including termination of employment, for knowingly or unknowingly revealing information of a confidential nature.

309. Conflict of Interest

Employees should avoid any situation that involves, or may involve, a conflict between their personal interest and the interest of the City. As in all areas of their duties, employees dealing with suppliers and vendors or any person doing or seeking to do business with the City are to act in the best interest of the City.

The City recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts to their supervisor so that the City may assess and prevent potential conflicts of interest from occurring.

If an employee has any question whether an action would create a conflict of interest, he or she should immediately contact their supervisor. Failure to appropriately disclose a conflict of interest situation may result in corrective and/or disciplinary action, up to and including termination

310. Nepotism (11 O.S. § 8-101)

For the purpose of this section, “*immediate family member*” includes: spouse, child(ren), father, mother, grandfather, grandmother, grandchildren, brother/sister, step and/or in-law relations (father/mother/brother/sister/son/daughter) uncle/aunt, nephew/niece, of the employee or the employee’s spouse.

An employee’s immediate family member shall not be employed, transferred or promoted where:

One immediate family member would have the authority to supervise, appoint, remove, discipline, or evaluate the performance of the other;

One immediate family member would be responsible for auditing the work of the other;

That person is an immediate family member of the Mayor, any member of the City Council, or the City Manager. Persons who have been continuously employed by the City for a period of two years prior to the election of the related Mayor or Council Member or the appointment of the City Manager are excluded from this prohibition; or

Other circumstances exist which would place an immediate family member in a situation of actual or reasonably foreseeable conflict of interest.

Management has the right to take appropriate action to resolve situations addressed that exist or are created.

At application, an employee shall notify the City of any immediate family member employed with the City. Any employee in a position prior to the date of adoption of these policies shall be grandfathered from application of this section, but must disclose any immediate family member working for the City to the Department Director to assist in accommodating work assignments.

311. Minimum Standards

Applicants must be eighteen (18) years of age, except in temporary summer jobs where the minimum requirement is sixteen (16) years of age; and police and fire positions where minimum age requirement is twenty-one (21) years of age.

All applicants accepted for employment by the City, except temporary employees, are required to undergo a pre-employment physical examination by a physician if directed by the City Manager or his/her designee.

The City will follow the requirements of EEOC guideline concerning the employment of the handicapped. Each handicapped applicant must fulfill the requirements and qualifications for the position and reasonable accommodations will be provided where possible.

312. At-Will Employer

The City is an at-will employer. This means we recognize that you retain the option, as does the City, of ending your employment with us at any given time, with or without notice and with or without cause. As such, your employment with us is at-will and neither this handbook nor any other oral or written representations by any City official or employee may be considered a contract for any specific period of time.

313. Collective Bargaining

Police and Fire employees covered by the Fire and Police Arbitration Law of the State of Oklahoma are the only employees in bargaining units recognized by the City of Sand Springs for the purpose of collective bargaining. Collective bargaining will be in compliance with the applicable Oklahoma Statutes.

When instances arise which are outside the scope of the approved Collective Bargaining Agreement, all parties will refer to the policies as outlined herein.

314. Job Announcements

When a position becomes available or is created, existing personnel will be given the opportunity to promote or transfer to that position provided application is made prior to closing date on Job Announcement and they meet the selection criteria that will be required for outside applicants.

Temporary Personnel who have been on assignment for a minimum of thirty (30) days with the City will be considered as existing personnel for the purpose of in-house Job Announcements only.

When a vacancy in a position occurs or a position is created, notice of such vacancy or created position shall be posted for at least three (3) working days.

Job announcements and recruiting methods may be utilized simultaneously at the discretion of the City Manager or his/her designee.

When a vacancy occurs, and upon budgetary allowances, the Human Resources Department will issue a Job Announcement and post this notice on the appropriate bulletin board for at least three (3) working days.

315. Recruiting

Methods of recruiting may include, but not be limited to, placement of vacancy announcements to online job boards and/or contacting staffing agencies for potential placement, thus meeting the Equal Opportunity Employment requirements.

Applications will be accepted at announced days and times in the Human Resources Office or other designated location. All external applications will be accepted online only. Internal applicants may utilize form 16 for a potential promotion/transfer.

Applications referred by commercial employment agencies will be accepted; however, without any obligation on the part of the City to pay fees on behalf of the successful applicant.

316. Employee Transfer/Promotion Requests

City employees who desire to apply for a vacancy or position within their department or in a department other than their own shall submit an Employee Transfer/Promotion Request. City employees will be given proper consideration and shall be required to undergo the same selection criteria as required for outside applicants.

317. Interviews

Pre-employment interviews with the selected prospective job candidates will be conducted in the following manner based on the classification of the vacancy. Positions requiring certain pre-requisites may be subject to a skills test prior to placement.

317.1. Non-Supervisory Defined:

An hourly employee responsible for day to day operations within the City. While this level of personnel may have supervisory responsibilities, this level has no say on the hiring, firing of subordinates.

Upon selecting candidates for vacancies, the Hiring Manager will contact Human Resources prior to scheduling interviews. Human Resources will provide interview questions and evaluation sheets for the panel. The panel will consist of the Hiring Manager and one other equivalent Supervisor/Superintendent from a department other than the department to which the employee will be reporting to. The Human Resources Department may sit in on panels at their discretion. The Department Head may request a secondary one on one interview if they so desire.

317.2. Supervisory Defined:

A salary and sometimes hourly employee whose primary duty is to supervise an employee or activity. This level of employee is considered mid level management and may make recommendations regarding the hiring, firing and/or discipline of subordinates.

Upon selecting candidates for vacancies, the Hiring Manager will contact Human Resources prior to scheduling interviews. Human Resources will provide interview questions and evaluation sheets for the panel. The panel will consist of the Hiring Manager and one other additional Hiring Manager other than the department to which the employee will be reporting to. The Human Resources Department may sit in on panels at their discretion. The Department Head may request a secondary one on one interview if they so desire.

317.3. Department Head Defined:

A salaried employee whose primary duty is to operate and maintain the staffing of the department/s in which he/she is assigned. This level of employee is considered upper management and has great influence as to the hiring/firing of subordinates which he/she manages.

Upon selecting candidates for vacancies, the Department Head will contact Human Resources prior to scheduling interviews. Human Resources will provide interview questions and evaluation sheets for the panel. The panel will be determined by the City Manager and HR Director and may consist of a panel of Department

Heads. A search firm may be used for initial interviews with final interviews done at the City Manager's discretion after consultation with his/her Department Head staff.

318. Probationary Period

Applicants selected for initial hire, or rehire, will be placed on six (6) months employment probation and may be dismissed at any time for the good of the service during such probationary period without the right to a hearing. Employment probation may be extended, with specific approval of the City Manager.

Employees who have not yet satisfied their probationary period and who are granted a transfer between departments will have their probationary period extended to a minimum of six months.

Employees who are no longer under a new hire probationary period and who are promoted whether within the same department or for another department will have a minimum of a three (3) month probationary period.

Probationary employees dismissed from the position from which they were appointed do not have appeal rights.

319. Employment Classifications

319.1. Full-Time

Any employee who is regularly scheduled to work 30 or more hours per week. A full-time employee may be re-classified as part-time or temporary if these requirements are not met.

319.2. Part-Time

Any employee who is regularly scheduled to work less than 30 hours per week. A part-time employee may be reclassified as full-time or temporary if these requirements are not met.

319.3. Temporary

Any employee who works for a specified period of time, usually less than 90 days, regardless of the number of hours worked. Temporary employees are not eligible to receive any paid benefits.

319.4. Exempt

Any employee who is not eligible for overtime according to the Fair Labor Standards Act (FLSA).

319.5. Non-exempt

Any employee who is eligible for overtime according to the Fair Labor Standards Act (FLSA).

Use of the term "temporary" in this handbook is not intended nor should it be construed as intending, that non-temporary employees are considered permanent. **No one's employment with the City is guaranteed to be permanent. All employees are at-will and can quit or be discharged at any time for any reason or no reason.**

320. Personnel Records

The City maintains a personnel file for each employee. Maintaining these files with up-to-date information is very important as it provides the City with contact information in case of emergency, addresses for mailings, data for payroll purposes, and information required for insurance programs and other benefits. All employees should promptly notify the Human Resources department of any change in:

1. Address
2. Telephone number

3. Marital status for benefit plan purposes
4. Beneficiary or dependents indicated in your life insurance policy
5. Number of dependents for tax withholding purposes
6. Party to be notified in case of an emergency

Any changes in family status must be reported to the Human Resources Department within 30 days of the event. A delay in filing the proper forms could result in lack of coverage. If you become divorced or widowed, it is a good idea to check whom you have as designated beneficiaries. In the event of your death, your listed beneficiary will receive any life insurance benefits due. Be sure the listed beneficiary is the person you intend to receive the benefits.

Employees may inspect and receive copies of their own personnel records upon written request.

Any employee may view his/her official personnel records at any time during normal working hours in the Human Resources Office and in the presence of a member of the Human Resources Office after receiving permission from his/her Department Head or Supervisor to be absent from his/her place of duty. The time of review will be scheduled with the Human Resources Office in advance.

The City intends to protect the privacy of each employee and is committed to the confidential handling of every employee's personnel information. All individual records, computer generated employee reports, personnel files, and information therein, except those specified by ordinance or statute as public records, shall be restricted as confidential, and shall be available only with the approval of the City Manager. However, information contained in personnel records and files may be revealed to municipal employees:

1. for the use of any report or record, when pertinent and necessary to an official function of the municipal service;
2. for the purpose of an official audit or investigation, when made under proper authority;
3. for any other purpose authorized by the City Manager.

All data relating to employee status, performance, commendations, disciplinary actions, and qualifications shall be kept in the confidential files of the Human Resources Department, along with any other employee information the City Manager shall deem necessary. These shall be considered the official records, and all pertinent information received by the various departments pertaining to an employee should be forwarded to the Human Resources Office.

All inquiries from outside agencies and prospective employers of current employees or employees who have terminated for any reason will be referred to the Human Resources Office. No individual Department Head or Supervisor is authorized to release information concerning present or former employees to any person. Exceptions will be made in the instance a waiver of liability signed by the employee in question is presented.

321. Performance Evaluations

The purpose of a system of employee performance evaluations is to aid in developing a better City service and employees through periodic evaluation and recording of the employee's performing job duties, strong and weak points, and further provides documentation for future positive personnel actions, such as pay increases, and documentation for progressive disciplinary actions, if required.

Factors to be evaluated and reported are as follows:

1. Knowledge/Skills/Abilities
2. Quality of work
3. Initiative

4. Productivity
5. Reliability and Dependability
6. Collaboration and Teamwork
7. Communication
8. Leadership
9. Adaptability
10. Judgment
11. Safety
12. Customer Service
13. Supervisory Skills (if applicable)

All employees shall receive a performance evaluation from their supervisor annually on the employee's anniversary date. Probationary employees during their initial hire date will receive an evaluation at five months of employment, at the end of the probationary period, and annually thereafter. Special reports may be prepared by the Supervisor as deemed appropriate for exemplary performance or substandard performance, whichever is appropriate.

Pay increases will not be granted for less than satisfactory performance ratings. Satisfactory performance is defined as the quantity and quality of job performance whereby an employee is retained and receives the benefits of same.

Employee's performance ratings may not be appealed beyond the Department Head; however, the employee may submit a statement with the evaluation to be included, and considered, in his/her personnel file.

The employee is required to sign the evaluation; however, his/her signature does not mean he/she agrees with the evaluation, only that the rated employee has been shown and read the evaluation report.

322. Salary Administration

It is the policy of the City of Sand Springs that insofar as the city is financially able, and in keeping with the principle of economy in government, pay rates in the classified service shall be comparable to prevailing rates for similar work in private industry and in other similar public jurisdictions. The pay plan shall provide means for rewarding employees for long and meritorious service.

Salary adjustments may be applied to the pay plan structure at any time during the fiscal year. Such salary adjustments will be determined by the financial condition of the city and upon approval by the City Council.

Appointment above the base rate of pay established in the pay plan may be made when the City Manager determines that it is in the best interest of the City. Approval may be based on qualifications of the applicant being in excess of the requirements for the job; that there exists a shortage of qualified applicants available for the base rate; or that qualified applicants declined employment at the base rate.

322.1. Pay Plan

The City of Sand Springs has adopted a pay plan for the movement of wages. Movement on the pay plan will be based on the outcome of the employee's performance evaluation so long as budget allows.

322.2. Promotions

When an employee is promoted from a lower class to a higher class in which additional duties and responsibilities are assigned to him/her, the employee will be placed in that step of the pay plan which will give the employee at least one (1) incremental pay step increase. Employees promoted will serve an initial three (3) months promotional probation.

Merit increases or promotions are not to be considered automatic and must be earned. The Department Head will be responsible for recommendation and justifying all merit increases or promotions.

322.3. Demotions

Employees who are demoted will be placed in their position or a position of lower grade for which they are qualified to perform and will have their salaries adjusted according to the pay plan.

Requests for employee demotions, disciplinary or non-disciplinary, must be fully documented and submitted to the Human Resources Department for prior approval by the City Manager.

322.4. Effective Dates of Salary Changes

The effective date of all salary changes shall be the date specified by the City Manager, which in most cases will be the first day of the pay period immediately following approval.

322.5. Disqualification Factors

Beginning July 1, 2017, pay increases for merit and/or promotion may not be granted where performance is not satisfactory.

323. Hazardous Conditions

The City of Sand Springs desires to achieve a balance to ensure the safety and protection of municipal workers, as well as citizens, by providing basic and necessary services to citizens during periods of inclement weather or other hazardous conditions.

It is the policy of the City that all non-critical personnel will be permitted to be absent from the workplace during such times as hazardous conditions may exist.

323.1. Critical Personnel Defined

Critical personnel are those employees whose job affects the safety and well-being of the general public.

Critical personnel include:

1. All Police personnel, unless otherwise notified by the Chief of Police
2. Police/Fire Emergency Dispatchers
3. Fire personnel, unless otherwise notified by the Fire Chief.
4. Water and Wastewater Plant Operators
5. One or more persons from each department other than those above who are designated by the department as department representatives.

The City Manager, designee, or Department Heads May deem other personnel as critical or non-critical depending upon the circumstances.

323.2. Notification to Employee Procedures

The City Manager, or designee, will determine when City facilities will be closed or hours of operation changed due to hazardous conditions.

Any changes to hours of operations will be communicated to employees as soon as possible after a determination is made. Employees should always consider all facilities open for operation unless notified otherwise.

323.3. Employee Responsibilities

Unless the City Manager, or designee, has determined that City facilities will be closed or hours of operation changed due to hazardous conditions, normal leave policies will apply and employees should make every reasonable effort to report for work, but use their own discretion in determining the safety of attempting to get to work.

If the City Manager, or designee, has determined that City facilities will be closed or hours of operation changed due to hazardous conditions, non-critical personnel are not required to report to work in accordance with the declaration. Unless the City Manager determines that administrative leave will be granted, non-critical employees who do not report to work, or who arrive after their normal starting time, or who leave before the end of their scheduled work day due to hazardous conditions, whether at their discretion or the City Manager's (or his designee), must charge their time loss to vacation leave, compensatory leave, or leave without pay. Supervisors should monitor usage of sick leave prior to approving such leave. Employees already scheduled not to work or who are off on leave will not be eligible for administrative leave.

Employees are expected to notify their supervisor if they will not be reporting to work, or intend to report to work after their normal starting time, or leave before the end of their scheduled work day.

323.4. Reporting Absences

A leave request will be completed and signed by the employee and their supervisor indicating the reason for the employee's absence in the same manner as for any other instance of absence.

324. Professional Attire

The City recognizes that standards of appropriate dress may vary based on public contact and the nature of the employee's job responsibilities. Appropriate personal appearance and hygiene is expected by the City. Each employee is responsible to use good judgment and dress appropriately for his/her job.

Appropriate office attire means clean, neat and conservative clothing. It would include attire such as dresses, shirts, slacks, sweaters, skirts and shoes. Examples of inappropriate attire would include revealing articles of clothing, slogans imprinted on clothing, sweat or jogging suits, spandex, leggings without an appropriate length cover, very short skirts, shorts, facial piercings and unnatural hair color. Exceptions may be made at the discretion of the Department Head.

While this guideline cannot address all types of inappropriate attire, it is intended to assist employees in exercising positive judgment. If employees are unsure of the suitability of their attire, they should ask their supervisor for guidance.

It is the policy of the City that an employee's dress and grooming will be appropriate to the work situation. In all cases, issues of job duties and safety will be considered when carrying out the provisions of this policy. However, radical departures from conventional dress or personal grooming standards are not permitted, regardless of the nature of the job performed. Final determination of whether an employee's manner of dress or grooming is appropriate to the workplace rests with the City Manager.

Unless specifically exempted, all administrative and administrative support employees will be required to wear business casual attire Monday through Thursday of every workweek. Jeans may be worn on Fridays. However, even on a day that is designated as jeans day, attire should be appropriate for meetings or with individuals where business attire would be expected.

325. Employee Uniforms Policy

The City of Sand Springs will provide uniforms, as budget allows, for designated employees whose job activities are routinely observed by the general public, are on or near private property, or routinely handle chemical materials. It is mandatory for all employees who are provided uniforms to wear them.

Uniforms will be considered city property.

325.1 Federal Guidelines

It is the intent of this policy to comply with the IRS Publication 15-B, the Employer's Tax Guide to Fringe Benefits. This publication states clothing or uniforms are excluded from wages of an employee (not taxable) if they meet the below conditions:

- They are specifically required as a condition of employment; and
- They are not worn or adaptable to general usages as ordinary clothing.

The City of Sand Springs determines that jeans do not meet the above criteria and therefore qualify as a taxable fringe benefit and will be paid and taxed through payroll. Non-logo'd clothing also do not meet the above criteria and will not be supplied. Furthermore, while office employees are not required to wear the city-logo'd shirts that are provided by the City; it has been determined that as long as employees mostly wear those shirts or jackets while conducting City business and not for personal use, and as long as the value is minimal, it is considered excludable as a "de minimis fringe benefit" as defined by the IRS.

325.2 Provisions

Employees who are issued uniforms will adhere to the following provisions:

1. Uniforms will be worn in a manner that reflects positively on the City.
2. Uniforms will not be worn to conduct business other than that of the City of Sand Springs
3. Uniforms will be worn only by the persons to whom they are assigned
4. Uniforms are to clean and presentable at the beginning of each work day

325.3 Procedures

1. Prior to the issue of uniforms, each employee will agree, in writing, to pay for the replacement of uniforms lost or damaged beyond repair (including those uniforms with holes, stains, or bleaching) while the employee is off duty and authorize the City to deduct replacement costs from his/her payroll check.
2. Any employee who has been issued uniform clothing items must return them cleaned upon leaving employment with the City, to be confirmed by Department Head.
3. Field Employees will be issued uniforms based upon the approved standard uniform design for that department, per Department Head's recommendation to the City Manager and as approved by the City Manager.
4. Department Heads will determine which employees are Field Employees for purposes of issuing uniforms within their department.
5. Department Heads will determine which employees are Office and Administrative Employees for purposes of issuing City-logo clothing.
6. Department Heads may also determine which employees are not necessarily Field Employees but require more uniform clothing than Office and Administrative Employees, and may issue appropriate uniform clothing to those particular employees.

7. Office and Administrative Employees, including Department Heads, may be provided City-logo clothing annually to be worn during work as necessary. Amount to be determined in the annual budget.
8. Uniforms will be laundered by the person whom they are assigned.
9. All Field Employees will receive an annual allowance for the purchase of Safety-toe work boots and work pants/jeans/overalls, as budget allows

400 EMPLOYEE CONDUCT

401. Political Activities (11 O.S. § 22-101.1)

Employees are encouraged to exercise their right to vote. The ability of an employee to hold elective office is governed by the dual office holding laws of the State of Oklahoma.

No employee shall participate in political activities during working hours or while in a City uniform or vehicle or while on City premises. Once off duty and not in a City uniform or vehicle, an employee is free to participate in political activities to the same extent as any citizen.

No officer or employee of the City except the councilmen and personnel who receive no compensation for their services, may work for or against or attempt to influence, the nomination, election, or defeat of any candidate for councilman, or the recall of a councilman; but this shall not prohibit the ordinary exercise of one's right to express his opinion and to vote

Any person who violates this section shall be punished, upon conviction thereof, by a fine not exceeding twenty dollars including costs. Such violation shall constitute cause for removal from office or employment; and if the regular removal of authority has not already removed a person who violates this section, he shall be automatically be removed by conviction of violation this section effective at the time the conviction becomes final

402. Public Relations

All employees are expected to avoid conduct at work or elsewhere which may cause embarrassment or criticism to the City. It is essential that attitudes and actions both on and off duty bring credit to the City since the City is often measured by the personal contact of its employees.

403. Social Media

As a City employee, the public may view you as a representative of the City. All employees are expected to conduct their personal social media activities lawfully and exemplifying themselves as is expected by a City employee both during and after work hours. Conduct which brings discredit, embarrassment or is unbecoming of a City employee may be grounds for disciplinary action, up to and including termination.

Use of social media for personal use during work hours should be limited and not interfere with any job duty.

Employees who wish to avoid association with the City on social media are advised to remove any employee status from profile information or posted information and are instructed not to make statements on behalf of the City unless authorized to do so.

404. Outside Employment

The City recognizes and respects your right to work for another employer of your choice while still employed by us.

You must inform your immediate supervisor and obtain Department Head approval if you plan to engage in any type of employment outside of us. It is important that outside employment does not present a potential conflict of interest, effects your job performance to deteriorate, or reflect negatively on the City.

An employee is prohibited from engaging in any secondary employment that interferes with scheduled City work, or occurs when the employee is off work from City employment on administrative leave, sick leave, injury

leave, FMLA leave, or is receiving temporary total disability benefits from the City under workers' compensation laws.

Furthermore, an employee is prohibited from performing work for outside employment or agencies while using city equipment including but not limited to computer technology, city vehicles and other city equipment unless authorized by the City Manager or Designee.

405. Financial Activity

No employee who has the authority to make purchases or enter into contracts shall have any financial interest in the profits of any contract, service or other work performed for or by the City. Violation of the provision of this section shall be cause for dismissal.

406. Financial Responsibility

Employees who habitually fail to meet financial obligations shall be counseled by their Supervisor or Department Head. If proper financial arrangements are not made in a reasonable length of time, dismissal may result. This is not intended to penalize honest employees who—from causes beyond their control--have accumulated unpaid debts due to illness, death or legitimate emergencies; however, satisfactory arrangements must still be made with creditors.

407. Solicitations

Any kind of solicitation for money by City employees while on duty is forbidden unless authorized by the City Manager. Causes, fund raising drives, and promotions will be considered solicitations and must be approved by the City Manager.

500 MEDIA RELATIONS POLICY

501. Introduction

This policy establishes guidelines for the formation and use by the City of Sand Springs of traditional media and social media sites as a means of conveying information to members of the public.

The purpose of this policy is to ensure professionalism and consistency in how the City works with media of all types. The policy also addresses specific procedures for the successful delivery of media.

502. Definitions

502.1. Traditional Media

The City of Sand Springs defines traditional media as any print, radio, television or online media outlet. This includes national, regional, local, neighborhood and community outlets. Online media refers to Web-based outlets that public news, investigative reports, analysis, commentary, events and general information.

502.2. Social Media

Content created by individuals, using accessible, expandable and upgradable publishing technologies, though and on the Internet. Examples include but are not limited to: Facebook, Twitter, blogs, YouTube, LinkedIn, Instagram and SnapChat.

502.3. City Social Media Sites

Refers to sites the City established and maintains.

502.4. City Spokesperson

The person identified as most knowledgeable and informed of a particular subject matter. Spokespersons are identified by the City Manager, Public Information Officer (PIO) and Department Head.

502.5. Public Information Officer (PIO)

Person who oversees coordination of all media (including social media.) The PIO is the City's current Marketing Manager with exception to Police and Fire departments where Chiefs and Deputy Chiefs serve as PIOs.

503. Responding to Media Inquiries

It is the responsibility of employees to immediately notify their supervisor or PIO of significant events or issues that occur and may be of interest to the general public.

Employees receiving media inquiries via e-mail, phone or in-person may direct the individual to the City's PIO.

The City's PIO will work with the City Manager and appropriate Department Head to obtain necessary information and appropriate responses.

Some personnel information may legally be precluded from release.

504. Media Contact Guidelines

Only PIO or City Manager's designee will distribute media releases and/or request media coverage; all releases will be viewed and approved by appropriate personnel prior to dissemination to media outlets.

The following media relations tools will only be used by the City's PIO or City Manager's designee: media advisories, media events/photo opportunities, news conferences, letters to the editor, media corrections statements.

Those who are not authorized to speak on behalf of the city are not to do the following:

1. Make personal comments about individual council members, council actions or official city policy.
2. Speculate about what action the City may take on an issue.
3. Contact the media regarding non-City related issues or events.

505. Social Media Guidelines

The City of Sand Springs utilizes social media tools to expand audience reach in order to address the way residents communicate and obtain information online. Social media channels are useful for disseminating time-sensitive information in a rapid manner.

All City of Sand Springs social media sites used by departments are subject to review and approval by Administration (i.e., City Manager, Marketing Manager or designee.)

506. Administration of Social Media Sites

Only individuals authorized by Administration may publish content to the City's Web site or social media sites.

Whenever possible, content posted to City social media sites should contain links directing users back to the City's official Web site for in-depth information, forms, documents or online services necessary to conduct business with the City of Sand Springs.

City Administration reserves the right to terminate any City social media site or posting at any time, without notice.

City social media sites are subject to the Oklahoma Open Records Act. Any content maintained on a City social media site may be considered a public record and subject to public disclosure.

Information posted should be relevant, timely and should not be designed to raise partisan questions, issues or promote a political agenda or campaign.

City social media site articles and comments containing any of the following forms of content shall not be allowed:

1. Comments not topically related to the particular social media article being commented upon.
2. Profane language or content.
3. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability.
4. Sexual content.
5. Solicitations or commerce.
6. Illegal activity.
7. Information that may tend to compromise the safety or security of the public or public systems.
8. Content that violates a legal ownership interest of any other party.

All video, photo, graphics or other materials are protected under federal copyright laws. If materials used are not created by the City, permission to use these materials must be obtained from the original source prior to use (or be available copyright free) and provided to the City of Sand Springs.

Employees representing the City on City social media sites shall conduct themselves at all times as a professional representative of the City and in accordance with all City policies. Do not express personal opinions when operating as a City representative.

600 DISCIPLINE AND SEPARATION

601. Intent

It is the intent of this section is to provide for a method whereby discipline or complaints against employees may be processed and handled in such a manner as to afford certain safeguards.

The procedure, rights, and privileges set forth in this Article shall be guaranteed each employee provided they do not interfere with the fulfillment of an employee's duty or the obligations of the City.

No employee shall be disciplined nor threatened with discipline for the reason of exercising or demanding the rights set forth in this Article.

602. Infractions and Violations

Any action which reflects discredit upon the City is a direct hindrance to the effective performance of the municipal government function and shall be cause for discipline or termination. Note that the following list of unacceptable activities does not include all types of conduct that can result in disciplinary action, up to and including termination of employment:

1. Violation of any City policy or rule;
2. Violation of safety rules, practices or failure to wear safety equipment;
3. Tardiness, unexcused absence, absence from work without permission, or failure to report any absence to the designated authority to include early departure without prior approval;
4. Failure to report to work upon medical release;
5. Careless actions which endanger the life or safety of others;
6. Being intoxicated or under the influence of a controlled substance while at work;
7. Possession of firearms, weapons or explosives while on City property unless permitted by law;
8. Engaging in criminal conduct while on or off duty; (employee is responsible for disclosing any arrests or citations to his/her supervisor)
9. Participation in or threatening any acts of violence toward any other employee or official while on or off duty;
10. Insubordination or refusing to follow instructions of your supervisor;
11. Destruction of City property whether intentional or otherwise;
12. Theft of City property;
13. Dishonesty, falsification or misrepresentation of facts regarding your employment;
14. Unwillingness to meet financial obligations;
15. Immoral or indecent conduct while on or off duty;
16. Any action which reflects discredit upon the City while on or off duty;
17. Unsatisfactory work performance;
18. Causing dissension in the workplace;
19. Rude or inappropriate behavior when interacting with co-workers and/or citizens;
20. Any act of harassment, sexual, racial; or other act of illegal discrimination while on the job; or
21. Violation of the City's email, computer or internet policy.
22. Any breach of confidentiality.

603. Documentation

Any person making a complaint against an employee shall be requested to give a written statement concerning such complaint. If no such statement is given, the complaint may be disposed of in the most appropriate manner

in the opinion of the supervisor. The lack of a statement by a complainant shall not invalidate a complaint, but those reviewing the complaint may give the appropriate level of notice to this fact. Employees may be requested to informally respond to general questions by a supervisor or staff member in regard to an initial complaint.

If, in the opinion of the supervisor, additional inquiry is needed, the employee shall be advised of the allegations of the complaint and be provided a copy of the written complaint. Employees shall give a written statement if the Supervisor or Management requires same.

After having conducted an investigation which includes such information or evidence furnished by the employee, the Supervisor or Management shall determine if disciplinary action is appropriate. The employee shall be advised as to the extent and effective date of such discipline.

604. Supervisory Notice

Documentation of ongoing employee performance may be taken care of through a SUPERVISORY NOTICE. This document will detail the employee's achievement/deficiency on the prescribed form. This will be routed through the chain of command and be placed in a file to be held by the Human Resources Department after approval by the Department Head. This file will be kept separate from the normal personnel file. This notice will only be retained on file for one (1) year and will be automatically purged. These notices may be used for documentation related to an employee's evaluation. If the employee feels that the Supervisor Notice is not warranted, he may appeal this decision to the City Manager, whose decision will be final. For the purposes of this article, Supervisory notices are not considered discipline, but a management tool to keep employees and management aware of ongoing employee performance. They may be implemented for positive or negative performance.

605. Due Process

Management specifically agrees that the right to due process that an employee has before discipline is imposed will be handled in the following manner, but this due process may be waived by the employee at any time of his/her own accord. It is further agreed if management determines during an investigation, an employee should not be left at full duty status, they may be removed to restricted duty or suspended.

Upon being advised of discipline resulting in termination, the Employee shall have the right to a hearing before an Employee Board. The employee must notify the supervisor within 168 hours (including weekends and holidays) of being terminated that he/she has elected to have a hearing before the Employee Board. Said Employee Board shall consist of:

1. One (1) Employee of any rank selected by the employee being disciplined.
2. One (1) Employee of any rank selected by the Supervisor.
3. One (1) City Department Head, selected by the City Manager

This board will review the facts and circumstances that led to the termination. Both the employee as well as City Administration shall have the right to present evidence and witnesses. The hearing shall be informal and not subject to the technical rules of a courtroom. This shall be a closed hearing and not open to the public. All persons present at the hearing shall have the right to:

1. Be represented by counsel;
2. Present evidence;
3. Cross examine those individuals who are testifying;
4. Present arguments.

This hearing shall be conducted no sooner than 72 hours, but no later than 240 hours (including weekends and holidays) after notification given by the employee being terminated has been received, requesting the hearing. This time period may be extended or shortened by agreement between the two parties.

The board shall make one of the following recommendations by a majority vote:

1. Exonerated – All discipline shall be vacated and the employee returned to status and benefits as was before the discipline was imposed.
2. Sustained – The discipline as imposed by the Department Head shall remain in place.
3. Modified – The termination has been modified by the board resulting in demotion or the like.

Disciplinary action, as utilized herein, may consist, but is not limited to the following of:

1. Verbal Reprimand
2. Positive discipline efforts that do not result in loss of pay or status.
3. Loss of status within specialty groups or assignments
4. Written Reprimand
5. Re-assignment
6. Loss/suspension of vacation.
7. Suspension.
8. Demotion from a rank to another, one level less in seniority.
9. Disciplinary Probation
10. Dismissal

The Board's Chairman shall submit the recommendation of the board, to the Supervisor/Department Head and the City Manager within forty-eight (48) hours:

Any dissenting votes shall also file a report which shall be attached to the majority's recommendation for consideration by the Supervisor/Department Head and City Manager.

The City Manager shall cause the employee be notified of the final decision within twenty-four (24) hours of receipt of the board's recommendation.

Employees who receive discipline which does not result in termination may appeal directly to the City Manager. In which case the City Manager will review all evidence presented and determine if the proposed discipline is to be exonerated, sustained, or modified.

606. Employee Separation

606.1. Lay-offs

Lay-offs may be made by direction of the City Manager when it is deemed necessary by shortage of work or funds. Lay-offs are for an indefinite period of time.

All salary and eligible accruals due to the employee will be paid in the first regular payroll check after the lay-off date. Vacation and sick leave will not accrue during periods of lay-off.

606.2. Recall from Lay-off

Recall will be by job classification and will be approved by the appropriate Department Head and the City Manager. Laid-off employees will be placed on an inactive personnel roll for up to six (6) months from the last day worked. Employees who do not report to work within a reasonable period of time after receipt of recall notice (normally two (2) weeks) will be considered as resigned.

606.3. Position Abolishment

The City Manager may delete positions if no longer required for the efficient operation of the department and the City. Employees affected will be transferred, if possible--and approved by the City Manager--or dismissed without prejudice, thereby making the employee eligible for rehire consideration.

606.4. Resignation

Full-time employees are expected to give a two (2) week notice of their intent to resign. Failure to give such notice may result in the employee being ineligible for rehire.

606.5. Death

Upon the death of an employee, the City Manager and/or Human Resources Office will be immediately notified in writing by the Department Head in order to make financial settlement to the deceased's estate and process insurance and/or worker's compensation documentation.

607. Exit Interviews

When an employee terminates his/her employment with the City, the Supervisor or Department Head will make an appointment with the Human Resources Office for the employee to participate in a brief exit interview. In the event an appointment is not made, an exit interview form will be mailed for completion.

700 PAYROLL POLICIES

701. Hours of Work

Your hours of work will greatly depend upon your particular position, physical location, organizational expectations, and changing needs of the City. See your supervisor about the work schedule.

The standard workweek will be from 12:00 a.m. (0001 hours) on Saturday until 12:00 p.m. (2400 hours) the following Friday.

702. Attendance, Punctuality and Dependability

It is important that all employees be at work at their scheduled time. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times.

Employees must notify their supervisors as far in advance as possible, but not later than forty-five (45) minutes before his/her scheduled starting time if he/she expects to be absent or fifteen (15) minutes if late. It is an employee's responsibility to ensure confirmation of notice is received.

If your absence continues for more than one working day, daily reports should be made to your supervisor regarding your status (unless other arrangements have been made). For example, if you are out with the flu, daily calls are expected. If you are out on a medical leave because you have a broken leg, daily calls are not expected.

702.1. Unexcused Absence

An unexcused absence is when employee who fails to notify their immediate supervisor prior to the normally scheduled work time, or an employee's decision to be absent although supervisory permission was not granted even though permission was requested.

Tardiness, regardless of notification, will be considered an unexcused absence.

The City reserves the right to terminate any employee who is absent two (2) or more consecutive scheduled working days or three (3) or more cumulative scheduled working days in any calendar year from unexcused absence. Each case shall be considered on an individual basis.

702.2. Excessive Excused Absences

If excused absences exceed accrued or allowed sick leave, injury leave, disability leave, and maternity leave, the Supervisor will endeavor to ascertain the reason for such excessive use and take appropriate corrective action which may include disciplinary action as hereinafter provided.

Any employee absent for two (2) or more consecutive days who fails to notify his supervisor (unless on an approved leave of absence) will be considered to have voluntarily resigned.

Please be aware you may have certain rights under the Family Medical Leave Act (FMLA) as well as any State Laws that may have an effect on time off for illnesses. The City will follow Federal and State laws regarding the reporting and recording of FMLA. A copy of these guidelines is available in common forms or can be obtained through the Human Resources office.

The City reserves the right to request a medical examination or doctor's certification during or following an illness or injury.

A careful record of absenteeism and lateness is kept by the employee's supervisor and becomes part of the personnel record. Punctuality and attendance at work are important to job performance.

703. Recording Your Time

The City is required by law to keep an accurate record of the hours you work. Payroll sheets are due in the payroll department on Monday, following the end of each two-week pay period. This deadline may be changed during weeks involving a city holiday. The Department head will be responsible for the verification and approval of time worked by each employee in their department and submit the time sheet to the payroll department no later than 10:00 a.m. on Monday prior to payday unless otherwise instructed.

All time sheets need to be completed thoroughly and accurately. Falsifying timesheets will be grounds for disciplinary action including but not limited to separation of employment.

704. Compensation

Upon hire, all employees must fill out all appropriate payroll, personal data and tax forms. Paychecks cannot be processed unless all the necessary forms have been completed and received by the Human Resources Department.

Payroll will be based on bi-weekly periods. Employees are paid for a given pay period on Fridays unless the pay date falls on a City Holiday; in which case payments will be distributed on the last business day prior. Hours worked by non-exempt employees must be reported on time and accurately. It is an employee's responsibility to ensure payroll checks are accurate. Any overpayment or underpayment should be reported immediately upon discovery.

704.1. Paycheck Distribution:

Paychecks will be obtained by electronic bank deposit (direct deposit). Employees should arrange to have their pay electronically deposited to their checking, savings account or payroll card through the Human Resources Department. This is done by completing an authorization form and submitting it, along with a voided/blank check to the Human Resources Department.

704.2. Payroll Deductions:

Check stubs indicate gross earnings, net earnings, and all deductions. Required payroll deductions include mandatory retirement/pension contributions, federal income tax, state income tax, Social Security (OASDI) and Medicare taxes. Federal and state income taxes are deducted from your gross pay and sent to the federal and state treasuries to be credited to your annual tax bill. By the 31st of January of the following year, you will receive a W-2 statement from the City which will indicate total dollars earned and taxes withheld for the previous year. This W-2 statement is for your use in filing your return with the Internal Revenue service and the state Department of Revenue.

By law, a certain percentage of your earnings may be paid as a Social Security Tax. This too, is automatically deducted from your bi-weekly paycheck. The City matches this contribution equally, which serves as a fund for your total contributions deducted from your paychecks for the previous year.

705. Overtime Pay

Employees, other than those covered by a labor agreement, that are non-exempt are paid one and one-half times the regular rate of pay for all hours worked in excess of 40 hours of each week. Overtime means over 40 hours WORKED, not 40 hours paid.

The holidays observed by the City and granted to benefit eligible employees without loss of pay shall be considered hours worked to the same extent of hours regularly worked by such employee for purposes of computation of hours worked for determination of over time compensation required under the Fair Labor Standards Act, (FLSA).

Overtime will be rounded off at the next one-quarter hour and will not be calculated over a greater period than one week (7 consecutive 24 hour periods).

All overtime must have advance authorization by your supervisor. If prior approval cannot be obtained due to an emergency, the supervisor shall be informed as soon as possible after the emergency.

706. Call Back to Duty

Certain departments by necessity require employees to be subject to call back to duty. Employees who are off duty and subject to such call are waiting to be engaged. Therefore, the employee will not be compensated for the time they are waiting. Such employees may be required to wear a beeper/ pager or be accessible by telephone or radio. Such employees may utilize time they are subject to call back to duty for their own purposes. When reporting for such duty, however, the employee shall be in compliance with the “Drug Free Workplace Policy.”

Call back time does not apply to those foreseen duties that are performed on a regular basis and are routine in nature, nor does it apply to pre-scheduled meetings. Those duties are subject to the current overtime policy and paid accordingly. Although foreseen, DEQ mandated testing is not considered routine in nature and will be subject to call back pay.

When an employee has left the work site and is called back by management to work before or after his/ her regular work schedule and upon leaving the premises, the employee shall be paid at a rate of time and a half (1 ½) for a minimum of two (2) hours. If more than one call-out is worked during the same two hour period, the employee is only entitled to one 2 hour’s call out pay. In the event the employee is required to work beyond two hours, this additional time will be paid at a rate consistent with the current overtime policy. Emergency call back time begins when the initial call is made to the responder, and the call back period ends when the employee leaves his/her work site. In the instance travel time to the work site exceeds 30 minutes, a maximum of 30 minutes travel time will count as paid time.

707. Call Back on a Holiday

Employees who are called back to work on a holiday are entitled to a minimum of two hours pay at the holiday premium pay rate.

708. Holdover

Hold over time is that period of time which an employee is required to work past the end of the regular scheduled shift. Hold over time will be paid for all time (hours) actually worked in the same manner as any other time worked, in accordance with the overtime policy.

709. Compensation Time

All approved overtime will be paid overtime traced by the respective Departments and Finance Department Heads or designee has the authority to schedule time as deemed necessary for hourly employees within the 40-hour work week. Comp time may carry over to the following pay period at a rate of time and one half. If this cannot be accommodated then overtime must and will be paid.

FLSA exempted employees do not qualify for compensatory time off. Discretionary leave may be utilized with approval from the City Manager's office.

710. Catastrophic Leave Bank

The City of Sand Springs desires to allow employees to donate accrued leave to a leave bank for qualified employees who have expended all paid leave accruals, and are unable to return to work due to a FMLA-qualified illness or injury

710.1. Eligible Donors

Full time employees who after donating have at least two hundred (200) hours of total leave remaining to their benefit.

Hours that can be donated are Vacation Hours, Sick Leave Hours and Compensatory time off hours.

710.2. Procedure

An employee requesting donated leave must first be approved for a FMLA qualifying event. The Employee must also submit a request in writing to the Human Resources Department allowing the acceptance of donated leave for the FMLA qualifying event. All requests will be treated as confidential unless otherwise indicated by the eligible employee.

The minimum amount of donated time an employee may receive from the bank is forty (40) hours. The maximum amount of donated time an employee is allowed to receive is either the amount of time in their accrual bank at the start of leave or four hundred (400) hours whichever is less.

Any employee currently on a new hire probationary period is not eligible for Catastrophic Leave Bank time nor is the City Manager.

An employee desiring to donate leave to the Catastrophic Leave Bank must submit a request in writing to the Human Resources Department. All donations will be treated as anonymous.

Upon receipt of request, the Human Resources Department will:

1. Verify that the employee to which the hours are to be donated has or will have expended all paid leave during the upcoming pay period and is unable to return to work due to a FMLA qualified illness or injury.
2. Notify the employee desiring to donate leave of the eligible number and type of hours.

The employee desiring to donate leave must authorize, in writing, the number and type of hours to be donated. Time must be donated in 8 hour increments.

710.3. Donor Recipients

Employees who receive donated time are under no obligation and, in fact, are prohibited from repaying the donor for any time that is donated to them unless the employee who originally donated time to the employee would qualify for leave donation and the employee who originally received the leave donation voluntarily wishes to follow the procedure for leave donation as stated in this policy.

800 USE OF CITY TOOLS AND RESOURCES

801. Employee Identification Badges

The City of Sand Springs desires to ensure the safety and protection of municipal workers, visitors, and the general public by maintaining a safe and secure environment. For reasons relating to both employee identity and promotion of safety, the City of Sand Springs issues valid and programmed identification badges to all employees.

It is the policy of the City of Sand Springs that all non-uniformed employees will display a valid and programmed ID badge to identify themselves and their association with the City at all times while on the premises of City owned or leased space, or when accessing private property as a representative of the City of Sand Springs.

Uniformed employees will have a valid and programmed ID badge to identify themselves and their association with the City readily available while on the premises of City owned or leased space, or when accessing private property as a representative of the City of Sand Springs.

Identification badges are the property of the City of Sand Springs and will be retained by the City when an individual terminates his or her employment, or otherwise ends his or her association with the City of Sand Springs.

If an ID badge is lost, stolen, abused or damaged, the employee must immediately contact their supervisor. The Supervisor will contact the Human Resources office and the ID badge will then be instantly de-activated and the employee must obtain a new badge.

ID badges have a life expectancy of two years. Lost or stolen identification badges due to negligence within the two year period will be the responsibility of the employee to replace at the cost of \$10 at the time of replacement. The employee will pay the City at the customer service and submit a receipt to Human Resources prior to a new badge being issued.

802. City Logos and Seals.

The City logos, seals and other City created marketing materials are the property of the City and cannot be reproduced without written approval of the City.

803. Retention Policy (11 O.S. § 22-131.A)

The City of Sand Springs will abide by State and Federal regulations regarding retention of audio, digital, and paper files. All requests for the disposal of public record must be submitted to the City Clerk for approval. Upon approval records must be disposed of in a safe and confidential manner.

For a complete list of documents and their retention requirements contact the City Clerk's office.

804. Cash Handling Policy

The purpose of this policy is to establish rules and guidelines for the safe and secure handling of cash and checks, including transferring cash and checks from one employee to another employee.

This administrative policy applies to all employees/departments of the City of Sand Springs who handle any type of cash transactions. Listed below are the departments which currently are responsible for handling cash:

1. Administration/Economic Development Department for Special Events

2. Finance Department, including Customer Service
3. Municipal Court
4. Police Department, including Communications
5. Parks Department
6. Museum

804.1 Opening Activity and Cash Drawer Setup:

Cash drawers should be assigned so that every cash handler has an individual drawer for which she/he is solely responsible. At the time a cash drawer is initially opened and assigned to an employee, he/she will be required to sign the acknowledgement form for cash handlers to be placed with the Finance Director for filing. In setting up the cash drawer, the following procedures should be followed:

1. Arrange coin and currency in a consistent manner. The cash drawer should be divided into separate compartments for different currency denominations, checks, coin, etc. Setting the drawer up in a consistent manner helps prevent the accidental giving of incorrect change.
2. Verify the dollar amount of beginning cash. Each cash drawer will have a certain beginning cash amount. The cash handler responsible for that drawer shall verify the beginning cash is correct prior to the start of each day's collections.

During the cash handler's hours of operation, the following procedures shall be followed:

1. Never leave the cash drawer unattended. If the cash handler leaves the area of work, she/he will need to make sure that cash drawer is locked and secured during their absence. If the cash drawer is portable, the cash drawer should be put in a safe and secure locked place, such as a vault, or transferred temporarily to their supervisor or appropriate authorized personnel.
2. Never give anyone else access to the drawer except the person to which it is assigned and/or except under the direct supervision of the cash handler. The immediate supervisor shall have access to cash drawer for monitoring and auditing purposes.
3. When the cash drawer begins to get full and/or several bills of any denomination have been received, paper clip or rubber band excess currency in bundles as listed below.

<u>Denomination</u>	<u>Number of Bills</u>	<u>Value</u>
\$ 1	25	\$ 25
\$ 2	25	\$ 50
\$ 5	20	\$ 100
\$ 10	10	\$ 100
\$ 20	25	\$ 500
\$100	10	\$1,000

When necessary, and if time allows, excess currency shall be transferred from your cash drawer to the vault. It may also be necessary to bundle checks when a large volumes of checks are received. These checks shall also be transferred to a safe and secure location. If time allows, a calculator tape shall be ran totaling the checks and kept with the bundle; if not, at least the total dollar amount shall be written down and bundled with the checks.

804.2 Receiving Monies:

The following steps shall be taken when receiving currency, coins, checks, etc.

1. Always keep the money received in view of the customer and separate from other monies and do not put it in the cash drawer until the transaction is complete. By doing so, if there is a question or discrepancy concerning the amount of money given or the amount of change that is given, the cash handler can review the entire transaction with the customer.

2. Look at and feel all monies received to make sure it is not counterfeit. If the money is found to be counterfeit, notify the Finance Director and the Police immediately. Do not pass on counterfeit money; this makes the cash handler a counterfeiter. (More information on counterfeit money can be found in *The Model Cash Handling Training Manual*.)
3. Count all currency and coin in the presence of the customer. Count all currency and coin twice, or until your totals agree.
4. When paying out currency or giving change to the customer, the cash handler shall state the amount the customer owed or is paying, the amount of cash the customer gave, and the change shall be counted back to the customer. This can be done by counting the dollar amount to be returned to the customer or by counting the amount of the sale to the amount tendered. (Change should be counted at least two times; once when the cash handler counts it out of the cash drawer and a second time when it is counted back to the customer.)
5. Put away all currency, coin, check, etc from the last transaction before starting a new transaction.
6. All checks for City goods and services shall be made payable to the City of Sand Springs and endorsed by the City as soon as the check is received (or input).
7. All checks should be reviewed to verify that the information on the check would be negotiable. (See *The Model Cash Handling Training Manual*.)
8. No cash shall be given back on a check transaction.
9. No City employee's personal or payroll checks shall be cashed.
10. No two-party checks shall be accepted. (A two-party check is one which is made payable to one party and endorsed to the City).

804.3 Closing and Balancing the Cash Drawer:

All monies received shall be deposited in the bank daily. At the close of the cash handler's work period/day, the drawer needs to be closed and balanced. In doing so all currency, coin, checks, etc. shall be added and the total dollar amount received shall be determined by subtracting the beginning cash. The total dollar amount received shall then be compared to and match the total transactions for that period/day. When possible, the balancing of the cash drawer should be completed by someone other than the cash handler. This is done to maintain a good internal control method to ensure accountability and integrity.

All transactions shall be documented at least in duplicate; one copy to the customer and one copy (or in the form of a daily cash report) to remain in the cash drawer for balancing.

Currency and coin shall be counted as many times as necessary in order to get the same total twice. Currency shall be separated and bundled and/or stacked by denomination; coins shall be put in wrappers if possible. If not loose coins shall be put into small envelopes which are closed and bundled with the currency. At times, there may be a need for additional separation of currency and coin due to separate funds and/or bank accounts/deposits.

All checks and money orders shall be listed on an adding machine tape or on a bank deposit slip. There shall be separate adding machine tapes for checks and money orders. In addition to this, there may need to be additional separation of tapes due to separate funds and/or bank accounts/deposits. Again all checks and money orders shall be endorsed at the time the payment is taken.

804.4 Losses/Shortages/Overages:

A shortage is an unintentional error such as may be done in making change. An overage occurs when the cash handler has collected too much money; it can also be an unintentional error such as not returning the correct amount of change.

A loss is when the cash handler has obtained physical custody of money and due to negligence, an act of God or an unlawful action, cannot deposit that money in the City Treasury. An example of negligence is leaving City money unattended and not properly securing or safeguarding the money.

Every reasonable effort should be taken in order to locate and balance all cash differences. All shortages, overages and losses must be accounted for and recorded. All losses shall be reported to your supervisor and Finance Director immediately. A written statement detailing the circumstances of the loss shall be forwarded to the Finance Director. Any unexplained shortage of cash or the failure to detect or report shortages is subject to disciplinary action pursuant to the policies of the City.

804.5 Transferring of Cash Between Employees:

The City of Sand Springs has departments and employees who collect cash and deliver it to the cash handler in Customer Service for deposit. In such cases, the same steps should be taken as in receiving monies from a customer. The employee delivering such money shall have it balanced and totaled with the appropriate tapes and reports. They shall hand such money directly to the appropriate employee and shall remain there until the money is verified by the receiving party. Again, all transactions shall be documented at least in duplicate; one copy to go back to the employee and one to remain with the cash drawer for balancing.

804.6 Robbery:

There is a possibility that the cash handler will be confronted with a robbery situation. In such cases there are three critical factors that should be remembered:

1. The preservation of human life and health. This includes the cash handler, any co-workers and the citizens or general public.
2. Catching the criminal.
3. The preservation of City funds.

4. The preservation of life and safety is the highest priority. In addition, victims should assure the robber that they would cooperate. Please adhere to the following:
 5. Listen carefully to commands and work quickly and effectively to fulfill them.
 6. Do not offer to volunteer or actively help the robber. Only do what they ask of you.
 7. Inform the robber directly about any steps you need to take and explain why you are doing them.
 8. Also, don't move or reach without first informing the robber by telling the robber "what you are going to do and why."
 9. One of the best things a robbery victim can do after an incident is to become a good witness for law enforcement officers. That means making mental notes of the robber's race, age, height, sex, clothing, hair, eye color and distinguishing marks such as tattoos and scars.
 10. **Call the police and lock all doors after the robber leaves.** Immediately after the robber leaves lock all doors and windows and contact law enforcement to report your situation. Locking doors and windows will help keep the robber from returning as well as preserve the crime scene for when law enforcement arrives.
 11. Do not touch anything in the area as police will need to investigate it.
 12. Check the condition of those present once the doors and windows have been secured.
 13. Work with law enforcement to explain the details of the robbery that you recall.

804.7 Cash Handling Training/Certification:

The Association of Public Treasurers of the United States and Canada provides *The Model Cash Handling Training Manual*. Occasionally the Oklahoma Association of Public Treasurer's, the Government Finance Officer's Association of Oklahoma, and other associations sponsor Cash Handling workshops. It is the intent of the City of Sand Springs to have all employees who handle cash attend one of these workshops. However, if an

employee has not attended a workshop, they should review one of the manuals. Each department that handles cash should have one immediately available for reference and training opportunities. You may also contact the Finance Director for a manual to review. The manual goes into much more detail than this policy.

805. Use of City Equipment and Computer Systems

The City provides supplies, equipment, desks, printers, files, computers, and other office equipment necessary for you to perform your job. These items are to be used solely for the City's purposes. Employees are expected to exercise care in the use of City equipment and property and use such property only for authorized purposes. Loss, damage or theft of City property should be reported at once.

City equipment, such as computers, telephones, copiers, etc. is intended to be used for business purposes. An employee may only use this equipment for non-business purposes in an emergency and only with the permission of his/her supervisor. An employee may not remove any City equipment from the premises without approval from their supervisor.

Upon termination of employment, the employee must return all City property, equipment, work products and documents in his or her possession.

806. Telephone Usage Policy

The City owns and provides telephones to assist employees in conducting City business. The following procedures have been established concerning the use of the City's telephone systems. Misuse or illegal use of City telephone equipment or violations of the provisions of this policy may result in disciplinary action up to and including termination and/or other appropriate legal action.

General Policy

1. Incoming and outgoing personal calls should be limited in terms of number and duration so as not to interfere with City business and overall employee performance.
2. City telephone systems may not be used to solicit, communicate, or proselytize for outside commercial ventures, personal profit, religious or political causes, organization not connected to City business, or other non-job-related solicitations.
3. Collect calls should not be accepted on City telephones except in emergency conditions or when necessary to the operation of the department.
4. Outgoing long distance personal phone calls are not permitted.
5. Personal telephone usage on private cellular phones, including texting, social media and other data usage, should be limited to non-work time to the extent possible. Outgoing long distance personal phone calls are not permitted.

807. Cellular Telephone Allowance

The City of Sand Springs recognized that cellular telephones are an effective resource for certain employees because they enable communication in areas or situations where conventional telephone is not available or is impractical.

The purpose of this policy is to establish criteria by which an employee is eligible for a cellular telephone allowance and the terms and conditions for such allowance.

The City of Sand Springs will not purchase cellular telephones for any employee. Additionally, the City will not be liable for a lost, damaged, or stolen cellular telephone. Therefore, employees are strongly encouraged to purchase cellular telephone insurance when they enter into a contract with their preferred vendor.

807.1. Criteria

The following criteria will be used to assist in determining whether or not an employee is eligible for a cellular telephone allowance:

1. A review of the individuals job duties.
2. The frequency in which an employee needs to communicate while away.
3. The frequency that an employee may need to be contacted after normal business hours.
4. Safety issues

Upon approval, employees must submit a copy of the cellular telephone agreement to include the cellular number of the employee.

807.2 Termination of Allowance

Should an employee lose their cellular telephone service agreement at any time during the calendar year and a replacement agreement is not submitted to the Human Resources Department within thirty (30) days after the current agreement expires, the allowance will cease.

Should an employee change cellular numbers and not inform the Human Resources department of the updated cellular number, the employee will lose the allowance until the updated number is provided. No reimbursement for loss of allowance will be owed to the employee.

If an employee transfers to a position that does not qualify for the allowance, the allowance will cease on the effective date of the transfer and the City assumes no responsibility for the individual's cellular telephone service agreement.

When an employee severs employment with the City of Sand Springs, for whatever reason, the City assumes no responsibility for the individual's cellular telephone service agreement, or the allowance.

808. Computer Usage Policy

Employees are not allowed to use the computer systems for their personal benefit. Employees are strictly forbidden from installing software on the system. Further, this policy reaffirms that the City's employees have no reasonable expectation of privacy with respect to any computer hardware, software, electronic mail or other computer or electronic means of communication or storage, whether or not employees have private access or an entry code into the computer system.

The City reserves the right to monitor the use of its computer system and limit e-mail messaging and/or Internet browsing at any time. The City also reserves the right to access, review, modify and delete any information or files transmitted or stored on the City computer system.

809. E-Mail Policy

Every employee is responsible for using the electronic mail (e-mail) system properly and in accordance with this policy. The e-mail system is the property of the City. It has been provided for use in conducting City business. All communications and information transmitted by, received from, or stored in this system are City records and property of the City. The e-mail system is to be used for City purposes only.

Employees have no right of personal privacy in any matter stored in, created, received, or sent over the City's e-mail system.

The City, in its discretion as owner of the e-mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the e-mail system, for any reason and without the permission of any employee.

Employees should be aware that deletion of any e-mail messages or files may not truly eliminate the messages from the system. All e-mail messages are stored on a central back-up system in the normal course of data management.

The City's policies against sexual or other harassment apply fully to the e-mail system, and any violation of those policies is grounds for corrective action up to and including termination of employment. Therefore, no e-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.

The e-mail system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job related solicitations.

Employees are to refrain from the mass emailing of non City related emails to include but not limited to the solicitation of private fundraisers, work humor, etc.

810. Internet Use Policy

Certain employees may be provided with access to the Internet to assist them in performing their jobs. The Internet can be a valuable source of information and research. Use of the Internet, however, must be tempered with common sense and good judgment.

If you misuse your right to use the Internet, you may be subject to corrective action, up to and including termination of employment and civil and criminal liability.

Your use of the Internet is governed by this policy and the e-mail policy.

810.1. No expectation of privacy.

The computers and computer accounts given to employees are to assist them in performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to the City and may only be used for business purposes.

810.2. Monitoring computer usage.

The City has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users.

810.3. Prohibited activities.

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristics protected by law), or violating the City's equal employment opportunity policy and its policies against sexual or other harassment may not be downloaded from the Internet or displayed or stored in the City's computers. Employees encountering or receiving this kind of material should immediately report the incident to their supervisor. The City's equal employment opportunity policy and its policies against sexual or other harassment apply fully to the use of the Internet and any violation of those policies is grounds for corrective action up to and including termination of employment.

810.4. Games and entertainment software.

Employees may not use the City's Internet connection to download games or other entertainment software, including wallpaper and screen savers, or to play games over the Internet.

811. Virtual Network Policy

Internet Use Policy also pertains to use of the City's wireless network or any internet access using the City issued equipment.

Use of the Internet via the City's computer system constitutes consent by the user to all of the terms and conditions of this policy.

All computer, internet and email policies also apply to individuals accessing the City's network from home or any other external site.

812. Vehicles

Each employee who is responsible for driving a City vehicle must possess a valid Oklahoma Driver License and Class designation as required by state law. Employees operating City equipment and/or driving a City vehicle will conduct themselves in a legal, courteous and safe manner. If at any time the employee becomes ineligible to operate a vehicle because of a suspended or revoked Driver's License, the employee shall notify his supervisor immediately.

812.2. Designation of City Vehicles

Designation of City vehicles for use or assignment must fall into one of the following categories:

1. Take Home Vehicle/Emergency Response Vehicles: This designation is for employees who are
 - a. On 24-hour call; and
 - b. Are expected to as part of his or her job responsibilities to respond to emergencies at any time of the day

Those assigned a take home vehicle must be assessable by way of a two way radio, cellular phone, or paging device.

2. Travel Vehicles: This designation is for employees who need to travel offsite for work related matters or training. Travel papers for such vehicles must be submitted to the appropriate party no less than seven (7) days prior to the date for requesting the vehicle.
3. Work Vehicles: this designation is for employees who due to the nature of their employment or pursuant to union contract, are permitted to have access to a vehicle.

812.3. Inspection and Operation Requirements

Employees assigned to operate City equipment/vehicles are responsible for:

1. Maintaining the applicable Oklahoma State Driver License for purposes of such vehicle.
2. Notifying supervisor of any changes to the status of his/her license
3. Any gross negligence or willful misconduct resulting in personal and/or property destruction in the same manner as prescribed by City, State and Federal law.
4. Reporting to the Department Head any alleged violations of the law committed during the operation of the equipment/vehicle.
5. Reporting to the Department Head any personal or property damage resulting from the use of the equipment/vehicle

6. Conducting daily examinations of tires, wheels, lug nuts, battery, oil, water, lights, brakes, windshield wipers, any other lubricants, fuel, radio, trailer hitch, condition of unit, emergency equipment and any other items to determine the proper operating status of the equipment/vehicle prior to use.
7. Informing the equipment maintenance garage of periodical maintenance requirements for the assigned vehicle in addition to reporting the malfunction of any and all items necessary to the normal operation of the vehicle or equipment.
8. Completing mileage and fuel logs as necessary and submitting to the appropriate party.

812.4. Alcohol/controlled Substances/Medication/Smoking

Alcoholic beverages, controlled substances or other intoxicating substances/agents are **not allowed** in City vehicles *under any circumstances*. The employee assigned the vehicle is responsible for any violations which occur as a result of any alcoholic beverages, controlled substances, or other intoxicating substances/agents being in such vehicle.

Any City employee under the influence of alcohol, a controlled substance or other intoxicating substance/agent while operating a city owned vehicle, shall face all legal ramifications as well as disciplinary action including but not limited to termination.

Employees are not permitted to operate a City vehicle while under the influence of any medication which may impair his or her ability to operate a motor vehicle. The same is true for heavy equipment. Any city employee under medication, or who may have any other condition which would impair their ability to drive, must immediately notify his or her supervisor.

Employees required to maintain a Commercial Driver License as a condition of his or her employment are subject to random DOT screenings. A positive result will result in disciplinary action up to and including immediate termination.

Smoking is prohibited in City vehicles

812.5. Additional Requirements

Seat Belts must be worn at all times by all drivers and passengers within a City vehicle.

Each employee assigned a City owned vehicle, and those using their personal vehicles in pursuit of City business, must observe all applicable laws of the State of Oklahoma, as well as any additional regulations of the City of Sand Springs. Rules and regulations may differ between Counties and States, however, drivers are required to exercise due caution and care in travel at all times.

Any vehicular accident or injury in a city owned vehicle, or any accident or injury in a personal vehicle while performing work related business, must be immediately reported to the employee's supervisor and to the appropriate law enforcement agencies (i.e. 911 emergencies.) Such accidents or injuries from a City owned vehicle must also be immediately reported by the employee's supervisor to Fleet Maintenance and to Human Resources/City Clerk's office.

While the vehicle is in operation, the operator shall not engage in any activity which will be a distraction from safe operation of the vehicle, which shall include, but not be limited to, the following activities: reading, talking or texting on the phone or upon an electronic device (unless permissible hands free device) or utilization of an electronic device, unless such employee is specifically exempt by applicable law from such requirements.

City vehicles may not be used for any personal use other than that which is for *personal comfort*. The term *personal comfort* shall mean acts, which are reasonably necessary to the health and comfort of an employee while

working, such as satisfaction of thirst, hunger, or other physical demand, or protecting themselves from excessive cold, which are incidental to employment.

Non-city personnel are not permitted in City vehicles under any circumstance, unless expressly authorized by his or her supervisor.

813. Fuel Purchasing

As deemed necessary by the appropriate Department Head, an employee may be issued a fuel card in his/her name. This card is property of the City and must be returned upon request or upon termination of employment.

Only fuel should be purchased for the vehicle/equipment. Any other purchases should go through fleet.

In the event a fuel card is used for a personal transaction by accident, the employee must report it promptly to their supervisor. If a personal card is used for a city fuel transaction, a receipt must be obtained to be properly reimbursed.

814. Travel and Training

The City recognizes the direct benefits to the City and the employee as a result of training through attendance at seminars and other meetings.

Educational trips will be made by those employees who are best qualified by position, training, and experience to obtain the most benefit for the City.

Seminars, meetings, short courses, and other types of educational trips beyond a 500 mile distance from Sand Springs will be discouraged.

814.1. Travel Requests

The employee will submit to their Department Head a Trip Request form for trips outside of one-hundred (100) miles round trip or requiring reimbursement. The request shall be complete and include supporting documentation for registration fees, lodging accommodations and commercial travel, if applicable. Estimates for meals, personal travel and other miscellaneous expenses shall also be included.

Vendor names, addresses and phone numbers shall be listed. Employees are encouraged to choose vendors that will accept a purchase order and bill the City direct.

Upon approval by the Department Head, the Trip Request shall be submitted to the Finance Department at least thirty (30) days prior to the trip, if possible, for verification of funds by the Finance Director and procedure consistency. If funds are not available, the request will be returned to the Department Head for a budget transfer.

Once funds are verified, requests for out of state travel will be submitted to the City Manager for approval. City vehicles will not be allowed to depart the Tulsa Metro area without approval by the City Manager.

Upon approval by the City Manager, the Finance Department will issue purchase order numbers authorizing expenses on the request.

The Trip Request will be returned to the requesting department and arrangements for travel, lodging accommodations, etc. will be made by the requesting department.

Advance expenses will not be allowed except for registration fees and lodging accommodations. The City may not accept responsibility for payment of expenses incurred by an employee that has not been authorized.

814.2. Authorized Reimbursements

Lodging will be reimbursed at actual and reasonable cost. Lodging will not be allowed on trips within a two (2) hour driving time from the City. This does not apply to meetings of more than one day's duration.

Meals will be reimbursed at actual and reasonable cost, but are not to exceed the Per Diem rate as established by the IRS per state. An itemized receipt shall be provided for each meal, attached to the travel voucher. Meals will be approved in advance by the supervisor, when trip request is submitted. Meals are reimbursed for City employees only.

Alcoholic beverages will not be reimbursed

Tips within twenty percent (20%) will be considered as a recoverable expense, included in the maximum allowance for meals.

Whenever possible, employees are encouraged to use a City vehicle for travel which will not require an overnight stay. If a City vehicle is not available, mileage will be reimbursed at the IRS standard mileage deduction allowance. Department Heads are not eligible for mileage reimbursement within the Tulsa Metro Area. In no case will mileage reimbursement exceed the cost of commercial coach air fare.

Tolls, parking, taxi fare, gasoline, and air fare are reimbursable expenses. Extended parking, (overnight airport parking, for example) is discouraged. Receipts will be required for reimbursement on the above mentioned.

814.3. Travel Reconciliation Voucher

After the trip is completed, the employee must complete a *Travel Voucher Reconciliation Form* indicating the final costs of the trip and further indicating any amount due the City or the employee. The reconciliation shall be signed by the employee and approved by the Department Head. All supporting documentation and receipts shall be attached to the reconciliation.

Expenses and claims after the trip, if approved, shall be submitted to the Director of Finance or his/her designee, who shall review all expense receipts for legality and accuracy.

If a balance is due the City, the amount will be reimbursed to the Finance Department when the final *Travel Voucher Reconciliation Form* is submitted.

If a balance of fifty dollars (\$50) or less is due the employee, he/she may be reimbursed through Petty Cash upon approval by the Finance Department. A balance due the employee in excess of fifty dollars (\$50) will be reimbursed by check after approval by the Finance Department. Petty cash reimbursement in excess of \$50 may be approved by the City Manager.

No travel expenses (tolls, parking, mileage, etc.) will be reimbursed on a petty cash form. They must be included on a *Travel Voucher Reconciliation Form*.

815. Educational Incentive

This policy statement and procedures hereunder are intended for the City of Sand Springs use only. The policies, procedures and regulations are for internal administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal policies, procedures, rules and regulations form the basis for disciplinary action by the City of Sand Springs.

Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the City of Sand Springs.

It is the policy of the City of Sand Springs to encourage employees to improve their knowledge and ability to perform in their respective positions and to provide for tuition reimbursement to the extent and under the provisions herein provided.

Each Department Head is responsible for budgeting reimbursements for fees and tuition. The maximum amount the City will reimburse to an employee is \$150 per credit hour up to \$1,500 per fiscal year, if eligibility and procedural requirements are met and funding is available. An employee denied reimbursement cannot file a grievance since reimbursement is based on the number of requests and availability of funding. The City retains the right to amend or terminate tuition reimbursements at any time. It is understood that course work is performed on the employees own time and no condition is established permitting the use of city time for educational course work unless deemed appropriate by the department head. When an employee is required by their Department Manager to attend a course, the employee will be granted time off. The employee's duties and responsibilities must be performed during the educational time period that they are away from the job.

Employees will be eligible for tuition reimbursement under the following guidelines:

1. Tuition reimbursements will be granted only to regular full time employees who have completed their probationary period prior to the date on which the requested course begins. The employee will be in good standing and not out on extended leave.
2. Tuition reimbursement will not be given to any employee who qualifies for educational benefits under the G.I. Bill, tribal or other public or private funds. However, a veteran who is no longer eligible for government benefits may participate in the plan.
3. The resignation or discharge of an employee automatically terminates the eligibility for tuition reimbursement.

Courses must meet the following criteria:

1. The courses must be offered by those whose credits are accepted by Oklahoma State University and/or the University of Oklahoma.
2. The course must be related to the employee's present job or contribute to the employee's career development within the City of Sand Springs.
3. A copy of the transcript from the college/university showing the student's major must accompany the request for educational assistance EACH time the employee makes a request for tuition assistance.
4. Tuition will be reimbursed 100% for an A Grade, 75% for a B Grade, and 50% for a C Grade.

An employee must request educational assistance in writing for each course the employee desires to take as well as present a degree plan prior to enrollment to the Department Head and then the City Manager. The deadline is December 31 each year for courses to be taken the next fiscal year.

The City Manager must approve the application.

The application must contain the following information:

1. Name of the course to be taken
2. Number of credit hours
3. Benefit to the position held
4. Degree Plan

Approved application packet then goes to the Purchasing Agent of the Finance Department to issue a purchase order.

After the course is completed, the employee must provide the City, within 60 days, satisfactory evidence that the course was passed including grade received before reimbursement is approved.

Submit evidence and proof of cost of course, to the Purchasing Agent for reimbursement for the employee. Copies of approved application along with reimbursement documentation will then be provided to HR to be placed in the employee's personnel file.

An employee who voluntarily leaves employment with the City will be responsible to sign a promissory note and repay the City of Sand Springs 100% of the total educational reimbursements paid within the past 12 months on a prorated basis.

900 CITY BENEFITS

901. Salary

Employees will be paid bi-weekly via direct deposit. Your funds will be available after 8:00 a.m. on Fridays unless a holiday interferes; at which point your pay stub will be ready at 8:00 a.m. the last day of the work week.

902. Health, Dental, and Life Insurance

The City provides a percentage of health, dental and life insurance for our employees. See the Human Resources Department if you choose to pay for family coverage. See the Human Resources Department for the amount of life insurance that the City pays for your benefit.

Any changes in family status must be reported to the Human Resources Department within 30 days of the event. A delay in filing the proper forms could result in lack of coverage. If you become divorced or widowed, it is a good idea to check whom you have as designated beneficiaries. In the event of your death, your listed beneficiary will receive any life insurance benefits due. Be sure the listed beneficiary is the person you intend to receive the benefits. (Note: beneficiaries should be at least eighteen (18) years of age at the time of election)

903. Employee Assistance Program

It is the policy of the City of Sand Springs to assist our employees who have or may develop a personal problem (marital, legal, alcoholism and chemical dependency, financial, emotional or stress related) that interferes with their ability to lead a normal productive life. Unless deemed a requirement as a result of corrective action, this benefit is an anonymous means to seek treatment.

903.1. Eligibility

Persons eligible to participate in the Employee Assistance Program (EAP) are:

Benefit eligible employees

Immediate family members of benefit eligible employees

903.2. Employee Responsibility

In the event the employee possesses a need for utilization of the Employee Assistance Program, it shall be the employee's responsibility to present personal problems affecting their work and lives to the Employee Assistance Program.

If the employee or a family member's personal problems (marital, legal, alcoholism and chemical dependency, financial emotional or stress related) are affecting the employee's attitude or ability to perform their duties at work, the employee should call the Employee Assistance Program Services of the City of Sand Springs.

It shall be the employee's responsibility to carry through with the recommended treatment or course of action following problem assessment and referral.

If formally referred to the Employee Assistance Program Services by the Department Head due to behavioral problems or job performance deterioration, it is the employee's responsibility to accept the referral to the program and follow through with treatment recommendations.

903.3. Department Head Responsibility

If during regular conferences with an employee, the Department Head discovers that the employee is experiencing personal problems (marital, legal, alcoholism and chemical dependency, financial, emotional or

stress related), the Department Head should suggest the employee voluntarily seek assistance from the Employee Assistance Program Services.

If regular supervisory practices are not providing the necessary structure to correct behavioral problems or job performance, the Employee Assistance Program Services shall be recommended in conjunction with progressive discipline.

Depending upon the nature and severity of the decline in an employee's behavior or job performance, the Employee Assistance Program may be recommended, requested or required by management.

When participation in the EAP is required, the Department Head shall inform the employee that while the choice to seek assistance is the employees, failure to do so may result in disciplinary action and possible termination from the City of Sand Springs.

This policy, and subsequent related procedures, are not intended to take the place of the normal disciplinary process, or in any way to block an employee's legitimate access to contractual protection, where applicable, or other personnel policies and procedures of the City.

It will be the responsibility of all management to implement this policy and to follow the procedures which have been designed to assure that no person with any of these problems (marital, legal, alcoholism and chemical dependency, financial, emotional or stress related) will have either their present job security or future promotional opportunities jeopardized by a request for assistance.

However, continued unsatisfactory behavior or job performance and/or attendance will be handled in accordance with existing policies.

903.4. Program Confidentiality

In order for the Employee Assistance Program to work, employee confidentiality must be maintained at all times. No information regarding the employee's diagnosis or particular problem will be revealed to others or put into an employee's personnel record. Once the Department Head has formally referred an employee to the Employee Assistance Program, that Department Head is entitled to the following information:

Did employee keep Employee Assistance Program Services appointment?

Is employee cooperating?

Is employee going to require long-term assistance?

What are prospects for improvement?

903.5. Record Keeping

There will be a minimum of record keeping assuring program confidentiality. All records will be kept in the Employee Assistance Program Services office.

Files developed by Program Coordinator and Counselors will be reviewed periodically by the Program Coordinator and only information needed for future reference will be retained.

Files developed by Program Coordinator and Counselors for recovering alcoholics should be open no longer than one (1) year; all others should be closed after six (6) months.

When cases are closed, the file should be purged of all notes, etc. Only name, address, phone number and referral resource will be kept, as well as signed releases pertinent to the case.

904. Pension or Retirement Benefits

The City pays monthly premiums into the City approved retirement fund for your retirement. Please see the Human Resources Department for details.

Additional retirement accounts are available at the employees request and expense. The City will not contribute any additional funds to these elections.

905. Holidays

The following holidays shall be observed by the City and shall be granted to regular benefit eligible employees without loss of pay:

New Years Day, Martin Luther King Day, memorial day, Independence Day, Labor Day, good Friday, Veteran's Day, Thanksgiving Day, Friday following Thanksgiving Day, Christmas Day, and one Floating Holiday which is designated by the City Manager.

Should a holiday fall on Saturday, the holiday will be honored the previous Friday; should a holiday fall on Sunday, the holiday will be honored the following Monday.

Should an employee be required to work on an authorized holiday, or such a holiday falls on the employee's regular scheduled day off, he/she will be entitled to an additional day off without loss of pay or an additional day's pay at his/her regular rate of pay.

906. Leave: Annual, Sick or Personal, Vacation and Voting

Employees desiring to take a leave of absence, with or without pay, will submit a Leave Request Form to his/her Department Head for approval prior to the absence whenever possible.

The request for leave shall state the time and date of the starting and ending period of absence; and, for absences other than vacation, will state the purpose of the absence.

Leaves of absence outside the scope of those authorized by the Human Resources Office or otherwise disapproved by the City Manager and/or Department Head will reflect, "leave without pay."

Requests for exception to the policies on leaves of absence will be made in writing by the employee and the Department Head and fully justified. The City Manager is the only official authorized to approve exceptions.

Requests for Maternity leave, disability leave, military leave, and court or jury duty leave will require the attachment of the documentation to support the request. Physician statements, military orders, and subpoenas will suffice for documentation.

906.1. Sick Leave

Sick leave shall accrue at the rate of ten-twelfths (10/12) of a day each month. The maximum annual carryover is one hundred (100) days. On or about December 15th each year, all sick leave accrued in excess of one hundred (100) days will be reimbursed to the employee at the rate of one (1) day's pay for each three (3) days of sick leave.

Any employee leaving the service of the City after a period of ten (10) years of service, or alternatively, upon the occurrence of a disability retirement, shall be paid at such employee's then current regular rate of pay one (1) day's pay for each four (4) days of said employee's then accumulated sick leave, such accumulated sick leave

not to exceed one hundred (100) working days. Said sum shall be paid in a lump sum on the employee's final pay check to be issued following the employee's effective date of retirement.

Employees on initial employment probation are eligible to expend accrued sick leave during the first six months of employment.

Sick leave accrual for part-time employees shall be at the rate of one-half (1/2) that of full-time employees.

Sick leave may be granted for the following reasons:

1. Employee's health
2. Medical, dental, or optical treatment which is necessary during working hours
3. Quarantine due to exposure to contagious disease
4. Maternity Leave
5. Serious illness in the employee's immediate family (employee's spouse, child, parent or minor employee has legal guardianship over)
6. Paternity Leave - 3 days maximum within accrual limits

In order to qualify for sick leave payment, the employee must notify his/her immediate Supervisor or Department Head before his/her scheduled reporting time whenever possible. If circumstances surrounding the absence make advance notification impossible, or the immediate Supervisor cannot be contacted, the employee will contact the Human Resources Office not later than two (2) hours after his/her scheduled reporting time.

All absences for sick leave, regardless of the length of duration, shall include the reason for such absence and be approved by the Supervisor or Department Head.

In the event of an absence for more than two (2) consecutive scheduled working days for personal illness, or if the Supervisor or Department Head has reason to believe that an employee is abusing sick leave, a statement from the treating physician may be required attesting to the fact that the employee has been under medical care during the absence and that he/she is able to return to full, unrestricted duty.

An employee who makes a false claim for sick leave shall be subject to disciplinary action, which may include dismissal.

Any employee requesting Family Medical Leave Act (FMLA) will be required to abide by the Federal and State Requirements. Use of leave will run concurrently with the FMLA request. Requests must be submitted to Human Resources no later than thirty (30) days in advance of a foreseeable medical leave. Those who have been out on FMLA will be required to issue a full or modified medical release to work prior to reporting for duty. The City will in turn abide by the same Federal and State requirements. The one year period by which to expend FMLA will begin the date in which the request is made.

906.2. Personal Leave

A personal leave of absence without pay may be granted by the city Manager after all accrued vacation time has been expended for unusual circumstances. Vacation, sick leave, holidays and retirement benefits will not accrue during periods of personal leave.

906.3. Funeral Leave

When a death occurs in an employee's immediate family, employees may take up to (3) days with pay, upon approval by supervisor or department head to attend the funeral or make funeral arrangements. Verification of the need for the leave may be required. Maximum of (3) days total funeral leave per year.

Immediate family members are defined as an employee's spouse, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

Additional paid or unpaid funeral leave may be approved by the City Manager or Designee.

Unpaid funeral leave will result in an employee's need to use vacation or sick time for compensation.

906.4. Vacation

Employees working forty (40) hours per week shall accrue vacation leave based upon length of service at the following rate:

First –Fourth Anniversary	10 days
Fifth-Ninth Anniversary	15 days
Tenth Anniversary	20 days

The days accrued for each category of service shall be on an annual basis. The maximum accumulation shall be one and one-half (1 ½) times the annual accrual rate.

Employees leaving employment with the city are entitled to vacation accruals earned to date unless currently under probationary status.

906.5. Voting (26 O.S. § 7-101)

Employees are encouraged to exercise their right to vote in local, state and federal elections. Employees are authorized two (2) hours off without loss of pay for this purpose. Duty hours may be adjusted to starting work and ending work at least three (3) hours after the polls open or prior to polls closing to satisfy this requirement. Voting time off does not apply to school board or bond elections.

906.6. Jury Service/Court Leave (38 O.S. § 34 and 28 O.S. § 84.1)

An employee required to render jury service in any court of law or called to be present on behalf of the City in court service or called pursuant to a subpoena to be present as a non-party in interest in court service during normal working hours shall receive their regular pay for such period, and the time spent in such service shall be reported as Jury Service or Court Leave. Time off for such service shall be granted only for the actual period of required service and the supervisor may require proof of the actual hours of service.

An employee compensated for jury duty or other court service cannot receive both compensation and their regular pay from the City. The employee must remit the court service payment or jury fee to the City Treasurer, or at their option, not be entitled to their regular pay for those hours absent from regular duty. The employee is not required to remit to the City Treasurer that portion of the compensation from the court that was properly documented for expenses.

An employee subpoenaed to testify in his/her own case, or any case unrelated to the City of Sand Springs business, shall not receive his/her regular salary but may use vacation time, if accrued and authorized, or be granted a leave of absence without pay.

906.7. Military Leave (11 O.S. § 44-209; 72-48)

Employees, other than temporary or part-time, entering the Armed Forces directly from City employment shall be authorized military leave, if requested by the employee either verbally or in writing.

Military leave for active duty, other than for National Guard or Reserve annual training, shall be as follows:

The employee shall present a copy of his/her orders to report for active duty to his/her Supervisor or Department Head.

During the first thirty calendar days of such leave of absence, or such period of time as established by law, in any federal fiscal year (October 1 through September 30), the employee shall receive his full regular pay from the City.

All accrued, unused vacation time shall be paid at the time of departure for military leave. An employee may choose to receive vacation pay, within accrual limits, for military leave in excess of 30 calendar days.

Vacation, sick leave, holidays and retirement benefits will not accrue during periods of military leave.

Group health insurance coverage for the employee and/or dependents may be continued, at the employee's request, during military leave for a period not to exceed eighteen (18) months. The employee is responsible for 100% of the monthly premium and will remit payment by the first day of each month for which coverage is continued directly to the City of Sand Springs.

Employees who request reinstatement must do so in writing within ninety (90) days after separation from military duty. Reinstatement will be to former or like position. An employee remaining on active duty for four (4) or more years is considered resigned and not eligible for mandatory reinstatement under the applicable Federal and State laws.

Employees who are members of a reserve component or the National Guard shall, when ordered by proper authority to active duty for the purpose of annual training in any federal fiscal year (October 1 through September 30), be entitled to a leave of absence for the period of such active duty in accordance with State Statutes Title 44 Section 209 and Title 72 Section 48. There will be no loss of pay during the first thirty (30) working days of such absence.

Employees shall submit official military orders, if available, prior to being granted military leave. If orders are not available, employees shall submit an official letter from their unit commander and, upon return, they must present a copy of their official orders.

906.8. Day of Giving

Employees may elect to participate in the annual United Way campaign held each fall by means of payroll deduction or one time contributions. Elections which are to be payroll deducted will begin the following January with the first pay period of the next calendar year.

In an effort to support giving back to the community, the City will contribute time off with pay in the amount of four (4) hours for part-time staff and (8) hours for full time staff in lieu of one hours wage or more per month per calendar year. Failure to utilize the Day of Giving in the period in which it was earned will result in a forfeiture of the benefit. At no time may an employee carry more than the designated allotment. It is recommended those who qualify for the Day of Giving utilize this benefit prior to any other accrual as it cannot be carried over or distributed to an employee upon separation of employment.

907. Accruals

Accruals are an earned benefit of the City. If at any time an employee is unable to work for the duration of a pay period due to any other reason than Military Leave, Jury Duty and/or Vacation; the employee will not earn accruals during the time in which the employee is absent from work. Employees leaving employment with the City do not earn accruals on their final payroll check.

908. Employee Utility Benefit

Any person employed by the city of Sand Springs as a permanent full-time employee shall be entitled to a water discount effective the first full cycle of service after employment date.

The discount rate shall be five percent (5%) per thousand (1,000) gallons, not to exceed ten thousand (10,000) gallons per month, after which the regular rate will be charged. The following fees are not included as a part of the Utility Benefit and will be included in the employee's monthly bill: EMSA/Fire; Fire Sub and Total Care.

The discount is applicable to employees' primary residence only and does not apply to employees who are served by rural or independent water districts or other municipalities.

A primary residence which shares a common water meter with another residence is ineligible for the employee discount.

Employees who meet the guidelines established by the policy herein are entitled to the Utility Benefit as a part of their Annual Compensation package. As a result, the savings an employee receives by participating in the utility discount is subject to taxation by both the federal and state governments. Therefore, any employee choosing to receive this benefit will have the savings reported as taxable income on the W-2 form received prior to January 31st each year and will be responsible for the payment of any and all taxes levied because of this discount.

908.1. Change in Residence

Should an employee change residence he/she must notify Human Resources. This benefit is transferable within the water district. Should an employee move outside of the water district, this benefit will cease. The employee will still be responsible for any usage incurred during their eligibility.

908.2. Termination of Benefit

An employee will become ineligible for the discount if any of the following occur:

1. Employee moves outside of the Sand Springs water district
2. Employee is terminated or retires from the City of Sand Springs
3. Employee becomes delinquent on water account in excess of sixty (60) days.

Should the benefit cease, the employee will be required to pay all taxes on any utilized benefit. Failure to pay taxes on the incurred usage will result in a rebilling of the water account at the non-discounted rate.

Should an employee's discount be revoked due to delinquency, the employee will be required to sign up for Auto-Draft with the Customer Service Department prior to their benefit being reinstated. Should payment be declined under Auto-Draft the benefit will cease indefinitely.

909. Fishing and Golf Discount

909.1 Eligibility

Any person employed by the City of Sand Springs as an employee and the spouse and/or children up to the age of eighteen (18).

Cards are valid through December 31st of the calendar year for which the annual fee is paid.

909.2 Discount

The card will entitle the user a 20% discount of applicable charges for green fee and gold cart rental or a 20% reduction of a City fishing permit as established by rates approved by the Trust Authority.

Discount may be used on weekdays, weekends, and holidays and must be presented to the Golf Pro Shop or the Shell Lake caretaker for discount.

Posted fishing rules, tee time reservations, and all policies of the Sand Springs Municipal golf Course and Shell Lake must be observed.

909.3 Procedure

To obtain a discount card, the employee must remit a \$5.00 annual fee per eligible member to the Customer Service Department. Eligibility is determined by the Human Resources Department. Once payment has been made, employee will bring cash receipt to the Human Resources office for issuance of a discount card.

Upon separation of employment, employees are to return all discount cards upon separation.

1000 EMPLOYEE SAFETY AND INCIDENT REPORTING

1001. Worker's Compensation

Any employee injured on the job shall report the injury immediately to his supervisor. Failure to report such injury might result in a denial of benefits available to you under the Oklahoma workers' compensation laws.

It is the policy of the City to prevent the occurrence of accidents by maintaining safe working conditions in all departments and promoting safety at all times

The Department Heads and Supervisors shall be responsible for enforcing safe work rules and reporting all infractions. The success of any safety program depends largely upon the Supervisor who is in actual direct contact with his/her subordinates. He/she is responsible for reporting to Human Resources in writing, within twenty-four (24) hours of all accidents and injuries occurring under his/her supervision and to assist in investigation of said accidents even though there was no resulting injury.

The City will act in accordance with all Federal and State laws regarding Worker's Compensation.

1001.1. Reporting of an Injury or Property Damage

Employees must report any incidents involving a workplace injury or property damage while on the job immediately to their Supervisor or Department Head, regardless of the extent of injury/damage. Unless the incident requires immediate medical attention, an Employee Incident report should be completed and submitted to Human Resources prior to any medical treatment.

Forms required to be turned into Human Resources within twenty-four hours of an incident are:

1. Employee Incident Report
2. Witness Statements
3. Supporting documentation (Police Reports, Photo's, Physician Statements)
4. Supervisor Incident Report

Any employee who is involved in a workplace incident resulting in property damage or personal injury may be required to undergo a drug test.

1002. Property Damage

Property damage should be reported as soon as it occurs or is discovered. Employees should report any damage they have been involved in or have witnessed.

Any employee who fails to report damage to City property will be subject to disciplinary action which includes but is not limited to employee separation.

1002.1. Vehicle/Equipment Accidents

Never leave the scene of an accident even if the only vehicle/equipment involved belongs to the City.

Contact the appropriate law enforcement agency to provide a police report. If in the event local authorities are not available to assist, exchange the following information: Name, Address, Telephone Number and Insurance Information. Refer any additional information to the City Clerk's office. Do not sign anything unless instructed by law enforcement and/or City Management.

Contact your supervisor as soon as possible and begin the necessary incident reports.

1002.2. Private Property Damage

If you are involved in an accident which results in damage to private property and no City vehicle or equipment is involved:

1. Advise the property owner, if possible, that an accident has occurred.
2. Obtain information from the property owner such as their name, address, telephone number, etc.
3. Give the property owner your name, your supervisor's name and the City's phone number (918-246-2500).
4. Complete the necessary incident reports.

1003. Medical Treatment for On the Job Injuries or Illness

1003.1. Emergency Medical Attention

In the case of a life or limb threatening emergency – get medical attention immediately.

If you are unconscious, 911 will be called to take you to the nearest medical facility.

Head, neck, back or any other serious injury will be treated as an emergency situation and should be handled as follows:

1. Do not allow anyone except Emergency Personnel to move you except to remove you from immediate danger.
2. Advise your supervisor to call 911 to assess your condition.
3. Emergency Personnel will advise you if you need to be transported via ambulance or if you can be transported in a personal vehicle to the nearest treatment facility.
4. Your supervisor will contact the Human Resources Department for you. Once the emergency is over, you will be required to submit all required documentation to Human Resources regarding the incident.

1003.2. Non-Emergency Medical Attention

In the case of a non life or limb threatening incident, employees are entitled to medical treatment within a reasonable amount of time as set forth by State and Federal Law. Prior to authorizing medical treatment, all documentation will need to be submitted to Human Resources.

Incidents occurring after hours may receive treatment at the approved medical facility and submit documentation at the beginning of the next business day.

Failure to submit required forms will delay the processing of your claim should you have one. Failure to report an injury within thirty (30) days of occurrence may result in the denial of your claim.

Prior to treatment, Human Resources should be contacted to authorize consent and direct the employee to the approved medical facility.

Incidents which occur after hours, on a holiday, or during the weekend may be treated at the pre-approved medical facility. This facility should be posted in an area accessible to employees.

1003.3. Doctor Appointments

You should keep your supervisor or department head and the Human Resources Department advised of all medical attention you receive as a result of your on-the-job injury/illness. This prevents misunderstandings and assists in the coordination of your treatment.

Appointments for Worker's Compensation claims are covered under normal working hours to include the appointment time and reasonable time for travel. Vacation and/or Sick leave must be utilized for any time outside of the reasonable amount of time allotted.

Any employee who has been placed on light duty or excused from work whether it is for a Work Comp related incident or a personal injury will need a full release prior to being reinstated to full duty. Reasonable accommodations will be made when available.

Any employee who has been excused from work due to a Worker's Compensation injury or illness will not be eligible for accruals during their absence. In addition, those with employee paid benefits will be responsible for continuing payment on said benefits during his/her absence. Arrangements must be made with the Human Resources Department.

For injuries or illnesses not related to Worker's Compensation, the City will abide by the Federal and State laws in accordance with FMLA. Contact Human Resources for details.

1003.4. Prescriptions

In the event of prescribed medications as a result of your on the job injury, you will be required to provide a prescription authorization form to an approved pharmacist. Forms are available in Human Resources.

Failure to obtain the prescription authorization form will result in you having to pay for the prescription out of pocket. Contact Human Resources in the event of such a circumstance for proper instruction on how to submit out of pocket expenses.

1004. Safety Committee

All incidents reported to the Human Resources or City Clerk's office will be submitted to the Safety Committee regardless of severity for review.

You may be required to attend a meeting to provide additional information regarding your injury and/or incident.

The safety committee will determine if you are AT FAULT, or NOT AT FAULT and recommend what, if anything, can be done to prevent this type of injury and/or incident from occurring again.

You will be notified of the committee's determination and measures, if any, that are being take to prevent the injury/incident from occurring again.

1004.1. Safety Award

Employees who attend all four quarterly safety meetings and who have been employed for one (1) full year at the conclusion of the year will be eligible for the Annual Safety Award should awards be issued. Emergency Personnel is exempt from attending said meetings. The annual year is based on the City's Fiscal Year.

Any employee found AT FAULT as a result of his/her injury and or incident, will not be eligible for the Annual Safety Award should awards be issued.

1005. Communicable Disease

City Council's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable disease.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS) and tuberculosis. [Company Name] may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).

The City of Sand Springs will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease. The City of Sand Springs reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if the organization finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.

The City of Sand Springs will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

I006. Reasonable Accommodation

If an employee is handicapped, the employee shall be afforded reasonable accommodation with regard to their employment obligation, in order to obtain necessary and desirable treatments. Such accommodations may include work schedule changes and restructuring of job duties.

I007. Medical Examinations

The City of Sand Springs reserves the right to require an employee to undergo a medical examination by a doctor chosen by the City of Sand Springs whenever there is a question of an employee's fitness to work or where there is a reason to fear that a worker's condition might pose safety or health hazards for other employees.

The exercise of such right shall occur only upon express approval of the City Manager.

I008. Exposure

Pursuant to 63 O.S. Supp. 1988 Section I-502(B), the Oklahoma State Health Department has developed report form 207 to implement a system of notification for employees relating to occupational communicable disease risk exposures. The filing of this report and all information entered on it are to be held in strictest confidence to conform with 63 O.S. Supp. 1988 Section I-502.1 et seq.

Any employee who has reason to believe they have been exposed to a communicable disease is responsible for reporting such exposure immediately to the Human Resources Department for preparation of OSDH Form 207

Employee Handbook Receipt and Acknowledgement

Those under a CBA please defer to Human Resources for alternate signature page

I have received a copy of the City's Employee Handbook and the related benefits document for my state of employment, and understand that it contains important information on the personnel policies of the organization.

I am also acknowledging that:

- The handbook is not a binding contract, but a set of guidelines. I understand that all benefits, policies and procedures set forth herein are statements of general City policy and shall, in no manner, be construed to imply a contract or a guarantee of continuing employment with the City or employment for any specified length of time.
- The City reserves the right to eliminate, modify and improve any and all of its wages, conditions, including benefits, policies and rules at any time with or without notice. I understand that failure to follow City policies, procedures, and rules can result in corrective action up to and including termination of employment and civil and criminal liability. I further understand I have the right to ask questions about any part of this Handbook that I do not understand.
- **I am employed on an "at-will" basis, and I may resign at any time for any reason or no reason, and the City may terminate my employment at any time for any reason, or no reason.**
- I understand that all representations or oral statements by any public official or other employee of the City cannot contravene or supersede the written terms of this handbook or alter my at-will employment.
- This handbook, and its terms, supersede and nullify all previous personnel policies, manuals, handbooks or practices, whether written or not, of the City.

Print Employee Name

Employee Signature

Date

Witness Name

Witness Signature

Date

REVIEW INDEX

A compilation of all policies and their review and modification dates
Changes updated this review period will be indicated by date and bold format

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202	8/15/2016		SCOPE
203	8/15/2016		INTERPRETATION OF PERSONNEL POLICIES
204	8/15/2016		CONFLICT
300	WORKPLACE POLICIES		
301	8/15/2016		EQUAL EMPLOYMENT OPPORTUNITY (EEO)
302	8/15/2016		HARRASSMENT
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302.2	8/15/2016		<i>RESPONSIBILITY</i>
302.3	8/15/2016		<i>REPORTING</i>
303	8/15/2016		POLICY STATEMENT ON SEXUAL HARASSMENT
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305	8/15/2016		WHISTLEBLOWER POLICY
306	8/15/2016	8/15/2016	SMOKE AND VAPOR FREE WORKPLACE
307	8/15/2016		DRUG AND ALCOHOL FREE WORKPLACE
308	8/15/2016		CONFIDENTIAL INFORMATION
309	8/15/2016		CONFLICT OF INTEREST
310	8/15/2016		NEPOTISM
311	8/15/2016		MINIMUM STANDARDS
312	8/15/2016		AT WILL EMPLOYER
313	8/15/2016		ECOLLECTIVE BARGAINING
314	8/15/2016		JOB ANNOUNCEMENTS
315	8/15/2016		RECRUITING
316	8/15/2016		EMPLOYEE TRANSFER/PROMOTION REQUESTS
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