

8/16/2002



# **City of Normandy Park Employee Handbook**

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## **INTRODUCTION**

Welcome to the City of Normandy Park! We are pleased to have you on our team. We hope your employment here will be a source of great personal and professional satisfaction. As an employee of the City of Normandy Park, you are part of a team of dedicated and conscientious professionals working for the long-term satisfaction of the residents of the City.

Please spend the time necessary to review and understand this Handbook. It should be kept throughout your employment. It sets out the basic guidelines for those of us working here in the City of Normandy Park regarding the personnel policies and procedures of the City. The handbook is intended to reduce any confusion that may arise from unwritten or inconsistent policies and supersedes any previous policies or manuals. It may not, however, answer all of your questions. It is impossible for any handbook to cover all events or circumstances that could arise. If you need additional information, talk to your Supervisor or to the City Manager. We will keep you advised of any changes in policies or the Employee Handbook through notices on the bulletin board, employee meetings or issuance of revised pages of the Handbook via e-mail.

This Handbook applies to all employees of the City of Normandy Park, regardless of position or date of hire, except where noted otherwise. Specifically, if there is any conflict between the provisions of this Handbook and any Collective Bargaining Agreement, the Agreement will control.

Here at Normandy Park, we believe the employment relationship is voluntary. That is, either you or the City has the right to end the employment relationship at any time and for any reason. Unless there is a written agreement to the contrary, all employees of Normandy Park are employed at-will.

## **EMPLOYMENT**

Here are some basics about your job with the City of Normandy Park:

### **EQUAL EMPLOYMENT OPPORTUNITY**

**The City of Normandy Park is an Equal Opportunity Employer.** All employees have the right to work in a discrimination-free environment. The City will not permit nor condone any unlawful discrimination in the workplace. All employment decisions will be made without regard to race, color, sex, creed, religion, age, marital status, national origin, disability, veteran status, or any other basis prohibited by state, local or federal laws. Anyone with a protected disability will be reasonably accommodated as appropriate.

If you experience or witness conduct that you feel is discriminatory, please be sure to raise the matter for discussion and review so that the City can investigate and take appropriate action. You are encouraged to approach your Supervisor, the City Attorney or the City Manager as you feel necessary.

### **WORKPLACE HARASSMENT**

Workplace harassment based on an employee's sex, race, religion, age or other protected status is a form of discriminatory behavior. It negatively affects morale, motivation and job performance, and may result in increased absenteeism, turnover, inefficiency and loss of productivity. **It will not be permitted in the City of Normandy Park.**

Harassment can take many forms, and can include unwelcome slurs, comments, jokes, innuendoes, compliments, pictures, cartoons, pranks and/or other verbal or physical conduct which creates an intimidating, hostile or offensive working environment or interferes with an individual's work performance or employment opportunities. Sexual harassment is a type of harassment that occurs when the types of verbal and physical conduct described above are sexual in nature or directed at a person because of their gender. Sexual harassment also occurs when employment opportunities or benefits are conditioned on an employee granting sexual favors to, or having a romantic relationship with a supervisor or manager.

No employee shall be subjected to unwelcome verbal or physical advances or any other on-the-job conduct, which could be interpreted as harassment. This protection against harassment includes conduct by co-workers, managers, vendors, guests or customers.

### ***What You Should Do***

If you at any time feel that you are being harassed, please confront the harasser and ask that the conduct stop. If you are uncomfortable doing this, or the conduct does not stop, be sure to bring this to the attention of your supervisor or other appropriate department officials, the Administrative Assistant, the City Attorney, or the City Manager immediately. If you ever feel you have witnessed harassment of others, you should also bring it to the attention of someone in management.

### ***What the City Will Do***

The City will investigate the matter as discreetly as possible and inform you of the results of the investigation. If the investigation shows that the accused employee did engage in harassment, the City will take appropriate disciplinary action up to and including termination. There will be no reprisal or retaliation for raising harassment concerns.

**Workplace harassment is improper conduct and it will not be tolerated in our City government.**

### **EMPLOYMENT OF RELATIVES**

The City of Normandy Park believes that it is in the best interest of the City and the employees to keep business and professional relationships separate from personal and family relationships. Accordingly, the City generally will not employ family members or two individuals living together in the same household in positions where:

- One relative would supervise or audit the work of the other directly or indirectly;
- Both relatives would have the same immediate supervisor; or
- Other circumstances exist that, in the judgment of City management, would create a situation of actual or foreseeable conflict of interest.

Family members include the employee's spouse, siblings, parents, children (natural, adopted, step or foster), grandparents, grandchildren, nieces, nephews or in-laws.

The City of Normandy Park may also refuse to employ close relatives of officers or other high-level employees of our suppliers or others whom the City deals with, where such a restriction is necessary to avoid the actuality or appearance of conflict of interest, or to protect confidential information.

Should one of the above situations occur, the City will allow either of the employees to transfer to a vacant position for which they are qualified. If no suitable position is available, the employees will be given the opportunity to determine which of them will resign.

## **EMPLOYMENT AND CLASSIFICATION**

As your employer the City of Normandy Park, wants you to understand how your wages, benefits and job duties are affected by your employee classification and your job description or title. The City has a classification system that groups' positions for compensation purposes based on knowledge, complexity, accountability and working conditions. More information about the classification system is available from the City Manager's Office.

The following are the main employee categories that are used throughout this Handbook:

***Regular Full-Time Employee:*** Any individual who is employed to work forty (40) hours per workweek on a continuing basis.

***Regular Part-Time Employee:*** An employee who is employed to work less than forty (40) hours per workweek, on a continuing basis.

***Temporary/Employee:*** An employee working a full or part-time schedule for a specified project or period of less than one year (i.e. on-call, seasonal, Provisional Police Officer, emergency staff appointment, etc.).

***Volunteer Employees:*** An employee who normally receives no compensation for work performed. (i.e. Reserve Police Officer).

***Non-exempt Employee:*** An employee who is not exempt from the minimum wage, overtime, and timecard provisions of the wage and hour laws. Such employees may receive an hourly wage or a salary and are eligible for overtime pay at the rate of one and one-half times their regular rate of pay for all hours worked in excess of forty (40) hours in the work week.

***Exempt Employee:*** An employee who is exempt from the minimum wage, overtime and timecard provisions of the wage and hour laws. Exempt employees include supervisory, administrative, and professional employees who are paid on a salary basis. Some examples include the City Manager and Department Managers. When employees are hired, they will be informed of their exempt status.

## **HOURS OF WORK**

Everyone benefits from clarity regarding hours of work and scheduling.

***Workweek:*** For payroll and accounting purposes, the City of Normandy Park's workweek begins at 12:01a.m. Sunday, and ends at midnight on Saturday.

***Workday:*** The normal work day for employees other than Police Department Commissioned Personnel consists of eight hours plus a sixty (60) minute unpaid meal

period. The normal workday for Police Department Commissioned Personnel includes the 60 (sixty) minute meal period. Some employees or positions may have different workdays determined by the needs of the City.

***Scheduling:*** Management establishes work schedules. Unless otherwise scheduled, all employees are expected to work Monday through Friday. Long term changes in your schedule may be granted by mutual agreement between you, your Department Manager and the City Manager, so long as the needs of the department are met. Requests for temporary changes in schedules, or for particular days off should be made in writing in a timely fashion and approved in advance by your Department Manager.

***Rest Periods:*** All non-exempt employees receive one 15 minute break for each four hours of working time. The break should occur near the mid-point of each four-hour work period, but your Supervisor will do scheduling. Break periods are paid, but are not to be used to extend a lunch period or to leave early.

***Meal Periods:*** If you are non-exempt and you work more than five hours in a day, you will have a meal break two to five hours into your shift. The normal meal break is a 60-minute unpaid period, usually near the mid-point of your shift. The exact time of your meal break will be scheduled by your supervisor to ensure appropriate coverage.

***Rest/Meal Periods for Police Department Employees:*** While at lunch or on a rest/relief period, all Police Department commissioned personnel will be subject to call.

***Overtime:*** The regular workweek is 40 working hours for most employees, but on certain occasions, some overtime may be required. Any overtime work must be authorized by a supervisor in advance, using the Overtime Hours Report Form.

## **ATTENDANCE**

You are a member of a team and each member has an important contribution to make. Timely performance of your job is essential to maintaining the high quality service our City provides. It also shows your respect for your fellow employees who must assume your duties in your absence. You must report to work regularly and on time, in proper attire, with proper equipment, and ready to work. If you will be unable to report to work, will be late, or need to leave early, notify your supervisor as far in advance as possible. If your supervisor is not available, notify your Department Manager or the City Manager's Office. Always provide a reason for the absence, tardiness or early departure, and, if possible, an estimate of how long your absence or tardiness will be. Failure on the part of the employee, to provide the City with advance notice of an absence will result in the employees inability to use sick pay for the period of your absence. You may be required to present physicians statement at the discretion of your supervisor.

An employee who is absent without notification for three consecutive days or shifts may be considered to have abandoned his/her position and may be terminated.

## **PERSONNEL RECORDS & FILES**

The City of Normandy Park takes seriously its job of maintaining accurate confidential personnel records, but we need your help.

Although the City is required to comply with valid court orders and government requests directing us to provide information from your personnel records, generally speaking, without specific written authorization from you, only the following will be released to anyone outside the employ of the City: job title, department, hire date, separation date and base salary. Generally, only you, your supervisor and Department Manager, the Administrative Assistant and the City Manager will have access to your personnel file. Additionally represented employees may authorize a Union representative to have access to their files. You will receive a copy of any item placed in your personnel file.

When you move, change your telephone number or experience other changes in your personal information, please make sure you inform the City Manager's Office of such changes via the e-mail change form. In this way, your personnel records will remain accurate and up-to-date.

You may review your personnel records at any mutually convenient time during normal business hours. Should you wish to do so, please make an appointment with the Administrative Assistant so that a specific time may be scheduled. A supervisor or the Administrative Assistant will be present during any such review. You may include a personal memorandum in your file if you feel it is necessary to clarify file information.

## **PERFORMANCE REVIEWS**

Regular performance reviews benefit you and the City by providing a written record of your performance and giving you the opportunity to discuss with your Supervisor how well you are meeting the City's expectations, to clarify your job responsibilities, to set mutually agreed upon goals and to explore your possibilities for professional growth within the City of Normandy Park.

Performance reviews are conducted at least annually during the first quarter of each calendar year. Your performance review is part of your personnel records. You will be given an opportunity for written comment on your performance review. You will be asked to sign your performance review to document that you have read it and that you have had an opportunity to comment. Your signature does not imply agreement or disagreement with the evaluation. You will receive a copy of your review for your own records. Since your performance on the job affects your compensation and employment, your performance review deserves your active and constructive participation. Seasonal and temporary employees do not receive formal performance reviews. They are to be coached about work expectations and performance, by their supervisor.

***New Employees and New Positions***

New employees and employees assigned to a new position will be evaluated by their supervisors within the first six (6) months of employment and thereafter during the first quarter of each calendar year. The evaluation period is for one year from the date of hire.

## **COMPENSATION**

Everyone wants to know how, when and what they are paid.

### **YOUR PAYCHECK**

You will receive your paycheck on the last working day of the month, except that the paycheck for the final pay period of the year is paid on or before December 31<sup>st</sup>. If payday falls on a weekend or a holiday, you are paid the last business day of the month. You may sign up for automatic deposit of your paycheck by contacting the Finance Department. Your Supervisor will inform you if you are an employee who must complete an individual time record sheet showing daily hours worked. In order to be paid properly, you must have it filled out and turned in according to your department due date.

All salaried employees may sign up for a mid-month draw. The salary advance is issued on the 15<sup>th</sup> of the month, and may not exceed two weeks of wages minus your total deductions for the month.

Deductions from your paycheck are those required by law (i.e. Medicare, workers' compensation premiums, court-ordered garnishments) and those approved by you in writing (e.g. Union dues, insurance premiums, etc.).

### **EMPLOYEE SALARY AND WAGE PLAN**

The City of Normandy Park strives to pay employee's salaries and wages that are internally equitable and comparable to the pay scales of similar cities. While the City cannot pay City employees the same wages as larger local cities, the City does consider the pay scales for local cities for those job positions that are comparable to jobs at the City of Normandy Park. The City maintains an Employee Salary and Wage Plan, which is reviewed annually by the City Manager. Changes to employee salaries and wages are approved by the City Council as part of the budget process.

When you begin your employment with the City, you will be paid a wage or salary consistent with the Employee Salary and Wage Plan and appropriate to the experience, educational background, training and skills you bring to the position. Thereafter, you will only receive salary and wage adjustments based upon the ratings you receive in your performance reviews. Depending upon the quality of your performance, you may receive an upward adjustment. All performance salary and wage increases shall remain within the range for that position recommended by the City Manager and approved by the City Council. You will be reviewed annually during the first quarter of each calendar year (sometime between January 1<sup>st</sup> and March 31<sup>st</sup> of each year). Any pay increase given at the time of the annual performance review will be effective to January 1<sup>st</sup> of that same year and shall become a permanent part of the employee's salary, but not to exceed the position pay range.

## **PERFORMANCE LUMP SUM PAYMENT**

We hope all of our employees will perform well and recognize that many employees will reach the maximum level of pay within the range for the position approved under the Employee Salary and Wage Plan. However, due to the constraints of the ranges within the Employee Salary and Wage Plan, some employees who reach the maximum level for their positions may not be able to receive the entire upward pay adjustment for which they were recommended. Employees in this situation may receive a performance lump sum payment to make up the difference.

The lump sum payment does not change the employee's base rate of pay within the Employee Salary and Wage Plan range. The employee would receive a lump sum payment that is calculated based on the score received in the employee's performance review. For more details on the calculation of performance lump sum payments, please contact the Finance Department or the City Manager's Office.

## **OVERTIME AND COMPENSATORY TIME OFF**

At the City of Normandy Park, we want our employees to work a reasonable number of hours. The regular workweek is no more than 40 working hours, but on certain occasions some overtime may be required. You may request not to work overtime, but you may not refuse to work assigned overtime. Any overtime work must be authorized by your supervisor or the City Manager. If we do authorize or require overtime, regular, full-time, non-exempt employees will be paid at one and one-half times the regular rate of pay for all hours worked in excess of 40 hours in one workweek. If we do authorize or require overtime for temporary or part-time employees, they will be paid at one and one-half times the regular rate of pay for all hours worked in excess of forty (40) hours in one workweek. For purposes of calculating any overtime, the City of Normandy Park will include holiday, vacation and compensatory time off as hours worked.

Non-exempt employees who work overtime have the option, with your Supervisor's approval, to choose compensatory time off at the overtime rate in lieu of overtime pay. You may accrue up to 40 hours of compensatory time off. Employees covered by a collective bargaining agreement may have different accrual limits. Compensatory time can be used at times mutually agreed to by you and your supervisor. Any compensatory time not used before separation of employment will be paid as overtime at your current rate of pay.

### ***Travel Time***

The City does not pay you for the time you spend commuting between home and work, even if you work at different job sites. If the City requires a non-exempt employee to drive to a destination in order to conduct City business, and such driving time falls outside his or her regular work hours, the employee will be compensated for that time by

receiving pay or compensatory time off. If you are required to go out of town for a meeting, you will not be paid for the time spent traveling from home to a local airport, bus depot or train station. If you are travelling as a passenger on an airplane, train, boat, bus or automobile outside of regular working hours, you will not be paid for this time either.

### ***Exempt Employees***

Exempt employees are not entitled to overtime compensation for hours worked in excess of the normal workday or workweek. The City recognizes that exempt employees **may incur irregular and excessive** work hours due to special projects, evening meetings and emergency situations. With advance approval from the City Manager, exempt employees may be granted time off during regular work hours in recognition of such situations. Please understand that the City Manager ultimately decides the amount of time that may be taken off and when it may be taken. This discretionary grant of time off to exempt employees should not be interpreted nor applied as one (1) hour off for each one (1) hour of extra time beyond the normal work schedule.

### **EXPENSE REIMBURSEMENT: TRAVEL, MEALS, AND LODGING**

If you incur expenses while on City business traveling in connection with officially assigned duties, or another approved public purpose you may be reimbursed, subject to approval by your Department Manager or the City Manager. Such expenses include mileage for use of your personal vehicle, meals, lodging and transportation. **Expenses for purchase of alcoholic beverages are not reimbursable.** Advance approval must be obtained from the City Manager for business related travel expenses exceeding \$200. A "Travel Request Form" must be completed for this purpose. The bottom half of this form also contains provisions for employees seeking a cash advance for travel purposes.

Employees are encouraged to use a City vehicle for transportation when it is available. If you use your personal vehicle for City business, mileage for commuting to regular, special and committee meetings of the City Council and other board and Commission meetings will be reimbursed at the rate set by the City.

Major travel expenses such as airfare, conference fees, and hotel costs must be approved in advance by your Department Manager or the City Manager. The cost of accommodations should be billed directly to the City by the vendor whenever possible. Advance travel funds cannot be used for prepayment of hotel charges. Other, related expenses such as meals, parking, taxi, ferry, bridge tolls, etc. will be reimbursed without prior approval as long as they are reasonable. Reasonable costs for refreshments for City sponsored meetings and events will be reimbursed. Payment for a gratuity is allowable. The gratuity must not exceed fifteen (15) percent of the reasonable and necessary part of the cost of the meal. Such gratuity must be identified and may be added to the restaurant price of business meals for reimbursement.

If you have questions about what expenses are reasonable, please ask your Supervisor. In general, you are expected to choose modes of transportation and fares that are the most economical, and choose lodging and restaurants that are moderately priced. Employees traveling together should coordinate arrangements to minimize costs. Spouses, other family members or guests accompanying employees, or other City officials on business travel are responsible for their own expenses. The City will use the most direct and cost effective mode of transportation as the basis for expense reimbursement, and will not cover expenses for additional travel days resulting from the selection of alternate modes of transportation.

In order to be reimbursed, you must certify the claim for reimbursement on an Employee Reimbursement Form and attach receipts within ten days following your return from travel. If a receipt is not available, a written document should be provided stating the item/service, date, amount, and business purpose and must contain your signature attesting the expenditure was legitimate.

## **TIME OFF AND BENEFITS**

### **SICK LEAVE**

Everyone has times when they can not report to work because of illness. We provide paid sick leave to continue your normal pay during absences due to your illness or injury, or illness or injury of a family member that requires your presence. Family members include your spouse, child, parent, brother or sister, or any person residing with or legally dependent upon you. In-laws are normally not considered immediate family. However, unusual circumstances shall receive individual consideration.

Full-time employees accrue sick leave at the rate of eight hours per month, beginning the first day of employment. Part-time employees accrue sick leave at the appropriate pro-rated amount. Unused leave may be carried over to following years, but no employee may accrue more than seven hundred and twenty (720) hours of earned, unused leave. Sick leave may not be used during the first 30 days of employment. Sick leave does not accrue during unpaid leaves of absence or layoff. Sick leave may be taken in increments of one-half hour or more. If you are sick for more than three (3) days, your Supervisor, at his/her discretion, may request a physician's statement.

Paid sick leave may be used only for the following purposes:

- Personal illness or injury;
- Disability due to pregnancy, childbirth, and associated periods of recovery;
- Birth or adoption of a child or placement of child in your foster care;
- Medical, optical, or dental care that could not reasonably be scheduled during non-work time;
- Care of an immediate family member with a health condition that requires the employee's care;
- Any approved medically necessary treatment program;
- Medical quarantine; or
- Death of an immediate family member, if more than three days are taken off.

If you exhaust your sick leave, you may apply your accrued vacation time, request an unpaid leave of absence, use accrued compensatory time or solicit shared leave.

If you or a family member has a personal illness, injury, accident or disability while you are on scheduled vacation leave, at your option, you may cease using vacation leave and convert to the use of accrued sick leave. Such conversion from vacation to sick leave shall normally require a physician's certification.

If you sustain a work-related injury that qualifies for payment under the State Worker's Compensation Industrial Insurance, you may use your accrued sick leave to pay the difference between the Worker's Compensation payment and your regular salary until

you have exhausted your accrued sick leave or you return to work, whichever occurs first.

When you separate from City employment, for whatever reason, you will not receive payment for any unused sick leave, except in the event of death or retirement. In the case of death, your beneficiaries will receive 100% of your unused sick leave, and in the case of retirement, you will receive 35% of your unused sick leave.

### **VACATION TIME**

We all need time away from the job, to enjoy travel, family time, or just to rest and relax. Vacation time is accrued from the day you start working for the City, and it may be used after successful completion of your first six months of actual service to the City. Vacation must be scheduled with the advance approval from your Department Manager or the City Manager. Vacation requests will be balanced with the operational needs of the City. Vacation time may be taken in one-half hour increments.

Vacation accrues according to the following schedule:

<b>Years of continuous employment</b>	<b>Monthly accrual</b>	<b>Yearly accrual</b>
Up to 3 years	8 hours	12 days
After 3 years and up To 10 years	10 hours	15 days
After 10 years and up to 15 years	12 hours	18 days
After 15 years and up to 20 years	14 hours	21 days
After 20 years	16 hours	24 days

Vacation time in excess of 200 hours will expire unless you were prevented from using requested vacation time due to the demands of the City. Upon death, termination or retirement, you or your beneficiary will be paid for unused vacation up to two years' accrual, not to exceed 200 hours. No vacation time accrues during periods of unpaid leave.

### **SHARED LEAVE**

One of the things that makes the City of Normandy Park a special place to work is that employees care about each other. The City of Normandy Park has a leave-sharing program in place to permit employees to assist each other when an employee or a family member has a medical situation. Under this program, you may donate accrued sick leave or vacation to another employee when the employee is suffering from, or has a relative or household member suffering from, an extraordinary or severe medical condition or

injury, which would otherwise require the employee to take leave without pay or terminate employment. If you donate leave, you must keep a reserve of eighty (80) hours in your leave bank. If you request the use of shared leave, you may be asked to provide medical documentation of the necessity of the leave. For additional information regarding the details of this program, or a leave request form, please contact your Supervisor or the City Manager's Office.

## **HOLIDAYS**

Regular full-time and part-time employees receive paid time off and pro-rated paid time off respectively, on all legal holidays under state law and City policy.

They are:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- The Day after Thanksgiving
- Christmas Eve
- Christmas Day

If a holiday falls on Saturday, you will receive Friday off; if on a Sunday, you will receive Monday off. If you are required to work on a paid holiday, you will be paid one and one-half times your normal wages for the day, in addition to your holiday pay.

You will also receive one paid "floating holiday" after you complete six months of actual service to the City. It may be used at any approved time.

If a paid holiday falls on your regularly scheduled day off, you may choose one of the following with your supervisor's approval: compensatory time equivalent to your regular hours and rate of pay for that day, or straight holiday pay equivalent to your regular hours and rate of pay in addition to your regular pay for the workweek. If your regularly scheduled workday on the day of the holiday is greater than eight (8) hours, you may use vacation or compensatory time or leave without pay to make up for the additional time you were scheduled to work in excess of the eight (8) hours of holiday pay. If a holiday falls during your scheduled vacation, you will receive holiday pay, and your vacation time will not be charged for that holiday time. If you are scheduled to work a holiday and request a pre-approved day off appropriately in advance, holiday pay will be used and not your vacation time.

Employees on unpaid leaves of absence are ineligible to receive any holiday compensation. You must be on paid status the day before a holiday in order to receive

holiday compensation. If you are scheduled to work a holiday and call in sick, your sick leave will be charged, but you will not receive holiday pay. The City may require documentation from a health care provider in such circumstances.

### ***Religious Holidays***

Employees may observe religious holidays by using their accrued vacation or compensatory time or as an approved absence without pay. Please schedule time off for religious observance well in advance with your supervisor so that the City can avoid any disruption in its services that your absence may create.

### **BEREAVEMENT LEAVE**

The City affords regular full-time and regular part-time employees time off with pay in the event of a death in the employee's immediate family. The employee's immediate family is defined as the employee's spouse, parents, stepparents, children, stepchildren, grandchildren, great-grandchildren, brothers, sisters, stepbrothers, stepsisters, son in-law, daughter in-law, and grandparents. The term also includes a spouse's parents, stepparents, brothers, and sisters. Unusual circumstances shall receive individual consideration. In the event of a death in an eligible employee's immediate family, the employee may receive up to three (3) days of Bereavement Leave with pay.

Employees on Bereavement Leave shall continue to accrue sick leave and vacation benefits. Bereavement Leave may be extended by the use of accrued vacation time, sick leave, or compensatory time.

### **JURY DUTY LEAVE**

Serving on a jury is a fundamental responsibility of citizenship, and the City supports this important role in our society. To ensure that we can provide proper service to our public, if you receive a notice for jury duty service, please contact your Supervisor as soon as possible so that appropriate scheduling needs can be met. If your absence would pose a significant hardship for the City, you may be asked to request a postponement of jury duty from the court. Jury duty leave is paid at your regular rate for the time you are required to serve, less juror's fee received. You are expected to report to work on any day that you are released from service with four or more hours left in your regular shift.

### **MILITARY LEAVE**

We recognize the importance of enabling employees to serve in the military without adverse consequences to their jobs. Employees who are ordered to attend annual military reserve training or other short-term active military duty may take up to fifteen (15) days per calendar year as paid leave. Reservists are entitled to return to their jobs as provided under federal and state laws. All benefits continue to accrue during military leaves of less than 30 days.

An employee who enters the state or federal armed services for an extended tour of duty is eligible for an extended military leave of absence, which may continue up to five years, unless otherwise provided under federal law. Employees will receive all accrued, but unused vacation benefits as soon as their extended military leave begins. All insurance benefits will end on the last day of the month in which the extended military leave begins but the employee may extend medical coverage under COBRA if desired. Employees who leave work to serve in the military are entitled to reemployment and benefit resumption consistent with relevant state and federal laws.

### **LEAVE WITHOUT PAY**

Occasionally, you may need time off from work for personal reasons that are not covered by any other benefit or leave of absence. In those circumstances, the City may grant you a leave without pay for a specified period of time, generally up to three months. Requests for leave without pay must be submitted to your Department Manager in writing, who will forward the request to the City Manager with comments for a final decision. Leaves without pay are in the sole discretion of the City Manager. The circumstances determine the length of leave. Accrued vacation and compensatory time must be exhausted before an unpaid leave is granted. Where the needs of the City require, the leave may be granted without a guarantee of return to your job.

An employee on leave of absence status shall continue to accrue continuous service but does not accrue Vacation or Sick Leave, and is not paid for Holidays. Health and life insurance coverage will cease unless the employee prepays the premiums. The City will discontinue health insurance and other insurance coverage for employees and their dependents, if the employee does not return to work after the agreed upon end of the leave of absence.

### **EMPLOYEE WELLNESS PROGRAM**

The City of Normandy Park, as an employer, strives to create and promote an environment that is supportive of employees' health needs and that offers opportunities for employees to participate and optimize newly learned health related skills. The Wellness Program is a voluntary program open to all City employees that has been developed to assist employees in the prevention of illness. The purpose of the Wellness Program is to educate and increase health awareness by providing wellness programs and information that will benefit the employees, as well as the City as an employer, through better employee fitness, improved morale and productivity and more prudent use of health care benefits.

### **EMPLOYEE RECOGNITION PROGRAM**

As an employer, the City of Normandy Park desires to recognize and show appreciation to employees who have gone above and beyond the call of duty, or who have otherwise distinguished themselves by the job they continue to do for the City. Therefore, the City of Normandy Park has established an Employee Recognition Program to promote a

standard of excellence within the organization and to recognize exemplary achievement. All employees of the City of Normandy Park are eligible for a recognition award, regardless of rank, seniority or employee status. Any employee or department manager may nominate any employee. Groups/teams, as well as individuals may receive awards.

The Employee Recognition Program includes two different categories, the “Excellent Service Recognition” award and the “Employee of the Year” award. Nominations for “Employee of the Year” should be submitted directly to the Recognition Awards Committee. For more information about the Employee Recognition Program, please see your Supervisor or the City Manager’s Office.

### **CONTINUING EDUCATION/TUITION REIMBURSEMENT PROGRAM**

The City of Normandy Park encourages development of each employee to his or her fullest potential and encourages its employee’s to participate in courses and training opportunities to enhance their skills and enable them to advance. Accordingly, within the limitations of the City’s budget, the City offers a tuition reimbursement program for courses or training taken by employees at accredited schools and universities.

Whenever possible, courses are to be taken after working hours. In those cases where courses are not offered during off-hours, the Department Head may arrange an irregular work schedule provided the schedule would not interfere with the regular workload. A Department Manager may be granted time off, with pay, to attend courses which are directly job-related. Hours spent by a Department Manager while attending non-job related courses shall not be considered compensable hours.

Reimbursement shall be for actual tuition, or the cost of the course, only; no reimbursement will be granted for books, lab fees, travel expenses, or material costs. Reimbursement will be paid to a maximum that is commensurate at a state university within the surrounding area for a typical course. It should be noted that, the City’s ability to offer tuition reimbursement is subject to limitations of the City’s budget. To qualify for reimbursement, the employee must make an application and receive prior approval from the City Manager. In addition, the employee must complete each course with a grade of “B” or better or a “Pass” in a pass/fail system.

If limited funds prevent the City from reimbursing all eligible employees who request this benefit, the City Manager will choose who will receive reimbursement based on the best interests of the City, including the City’s need for the particular knowledge, skill or training which the applicant proposes to acquire, the relevance of the proposed coursework to the employee’s current position or career path within City employment, and the employee’s length of service.

#### ***Application Procedures***

To apply for tuition reimbursement, management staff shall first notify the City Manager and prepare a “Request for Education/Tuition Reimbursement” form outlining: 1) the

course to be taken, 2) the institution at which the course is being offered, 3) the cost of the course, 4) the scope of the course, and in particular, how the course relates to the current job assignment, and 5) the length of the course and credit to be earned.

The City Manager shall review the request and make the final determination of the request.

Upon completing the course, the employee, whose request has been approved, shall submit: 1) a receipt for tuition, and 2) a copy of the grade report, showing a “B” grade or better or a “Pass” grade.

Repayment will not be required if disability, required military service, death or lay-off causes termination.

## **EMPLOYEE RESPONSIBILITIES**

**Here is a summary of what the City expects from you:**

### **PERSONAL APPEARANCE**

Employees with a neat, clean appearance are important to our operation, especially when those employees are dealing with the public. How you look is the image the public has of the City of Normandy Park. Employees should wear clothing appropriate to their job, and present an appropriately professional image.

Some employees may be required to wear specific types of clothing, due to the nature of the job or safety requirements. When in doubt, ask your supervisor for assistance in determining what is appropriate.

### **COMPUTER USAGE**

As a City employee, you may use computers extensively in your job. A few rules are necessary so that everyone can get the maximum benefit from the City's investment in technology.

#### ***Software***

In order to protect the City of Normandy Park's computer system from viruses and ensure that the software used is compatible with City computers, only software purchased or approved by the City may be installed on City computers. Before installing any software not purchased by the City, you must check with the Systems Administrator. Games and other non-business related software may not be installed on City computers or used on City time. Software purchased by the City is for legitimate City business use only. It may not be copied or taken home.

#### ***Copyright Compliance***

Software is protected from unauthorized duplication by law. The City of Normandy Park respects the legal rights of software developers and expects employees to do the same. No employee may duplicate software, or otherwise use software other than in accordance with the terms of its license. Software that has been duplicated without authorization may not be installed on City computers. Copyrighted material should not be sent via City e-mail or on the Internet.

#### ***Electronic Media***

Electronic mail, as well as voice mail, may be used only for City business. All electronic media communications should be professional and business like in tone. You should not use electronic media for jokes, gambling, games, derogatory or discriminatory remarks, or commercial messages. Sending and receiving personal e-mail messages should be

limited to before and after work or during lunch or breaks. Remember, City management has access to all e-mail, and you should not consider e-mail or voice mail communications as private. Confidential or sensitive communications via e-mail are not advised. As a matter of courtesy to other system users, please try to keep e-mail messages brief, limit general broadcasts, and delete unneeded messages.

### ***Internet Access***

The Internet is an important source of information, but it is also subject to being abused. Internet access should be limited to legitimate City business purposes. Limited personal use may occur during breaks and lunch, and before and after normal work hours. Signing up for personal list-serves, bulletin boards or chat groups is not allowed. The City's Internet access may never be used for accessing pornographic or other inappropriate web sites. Before accessing a site, ask yourself how a member of the public might react to the knowledge that you were using City resources for this activity.

With regard to Internet e-mail, the same rules apply as to inter-office e-mail. The City has the capacity to check what web addresses are being accessed by a particular employee and monitor how much time each day an employee is spending on the Internet. Please keep this in mind when you access the Internet.

### ***Monitoring***

Please understand that by using the City's computer equipment to access electronic mail or the Internet, all users have given their consent to permit the City, at its discretion, to inspect, use or disclose any Internet e-mail or other electronic communications and/or data without further notice. Inspection is not systematic, and the city encourages and depends upon users to report offensive or inappropriate use.

Users should be aware that electronic records are not private records. All messages and activity should be composed with the expectation that they will be made public. The City reserves the right to monitor all electronic records at any time and without prior notice, to assure compliance with this policy. Upon written approval by the City Manager, Supervisors may audit electronic records created by authorized users.

### ***Security***

You are responsible for the Internet access and the messages sent from your account. Please logoff before leaving your computer unattended. Also bear in mind that the use of aliases while using e-mail or accessing the Internet is prohibited. It is also inappropriate to misrepresent an employee's job title, job description, or position. To prevent unauthorized use of your computer, do not give out your password to anyone except the System Administrator. Change your password on a regular basis and notify the System Administrator of all changes.

## **CELLULAR TELEPHONES**

### ***Use of City Owned Cellular Telephones***

The City may require you to use a cellular telephone in the performance of your job or in emergency situations. In either case, the City shall pay the expenses related to the purchase, lease or rental of a cellular phone. Please see your supervisor about the procedures for purchasing the cellular telephone and related equipment and maintaining it in the City's inventory. You are responsible for taking reasonable precautions to prevent equipment theft and vandalism, including securing the equipment in a proper manner at all times.

The City provides cellular telephones to certain employees to improve both the services provided to the community and the communications with other City employees for City business. Therefore, City owned cellular phones should only be used for City purposes and/or in the event of an emergency. If personal calls have been made on the cellular phone, you must reimburse the City immediately following receipt of an invoice and prior to the time payment is due to the cellular telephone service provider. Payment shall be made to the Finance Department.

Please remember that cellular telephones are not a secure method of transmitting information. You are therefore expected to use discretion in relaying confidential information. The City reserves the right to monitor the use of all City owned telephones. If it is determined that there is an abuse of City owned cellular telephones, then appropriate disciplinary actions will be taken.

### ***Use of Your Personal Cellular Telephone to Conduct City Business***

The City will reimburse you for City related calls on your personal cell phone. All requests for reimbursement shall be subject to approval by the Department Manager or the Finance and Accounting Manager. By using your personal cellular telephone, you assume full responsibility for any and all personal costs associated with the use of your cellular telephone service.

Any employee or elected official who wishes to participate in extending critical or emergency cellular telephone services to the City on a ***volunteer basis*** must also be pre-approved by the City Manager and the employee's Department Manager. This opportunity will be offered to elected officials, full-time employees, police reserves officers and emergency volunteers, who are critical personnel essential to the daily operations of the City. Participating individuals must provide their own cellular telephone or acquire one through the City's service provider at the State contract prices. The participant assumes full responsibility for all costs related to the purchase of the cellular telephone. The cellular telephone is not a fixed asset of the City of Normandy Park, but instead is the participant's personal property. The City assumes no liability for theft, damage, loss or other related problems with the participant's personal telephone equipment.

## **USE OF CITY CHARGE CARDS**

The City may issue charge cards to employees, elected or appointed officials to cover authorized travel expenses and other purchases or acquisitions. The charge card users must submit fully itemized expense vouchers using the City of Normandy Park Credit Card Expense Voucher form. The official or employee must repay any charge not properly identified or not allowed following an audit. If the amount owed is not repaid, the municipality may withhold all funds that would be payable to the officer or employee who used the charge card up to the amount of the disallowed charges. The card may not be used by any official or employee who has such charges outstanding, and it shall be surrendered upon demand of the Finance and Accounting Manager.

The City's charge card may only be used for travel, training, local business meetings, meals, or City purchases and acquisitions. All State and City purchasing requirements must be followed when using credit cards for purchases and acquisitions. Personal expenses, i.e. telephone calls, purchases of items to be kept by the employee, etc., are not allowed to be purchased on a City charge card, and cash advances are prohibited. Employees and elected or appointed officials using City credit cards are responsible for promptly reporting lost or stolen credit cards to the credit card company and the Finance Department.

Please return the City's charge card to your Department Manager or the Finance Department within two (2) business days after you return from conducting City business. Within ten days of the return of the charge card to the Department Manager or the Finance Department, the official or employee of the City who used the card must submit a fully itemized "Credit Card Expense Voucher". All expenditures require approval from the appropriate department manager (or designee) or the City Manager.

## **USE OF CITY PROPERTY**

City supplies and equipment must be conserved for the authorized conduct for official business. By state law, they are not for personal use. City stationery, supplies and postage may not be used for personal mail. You should have all personal mail delivered to you at your home address. Please do not use the City cash drawer for cashing personal checks.

If you are entrusted with City equipment, materials or property to use in your job, you are responsible for its proper use and maintenance. If you need to borrow or take home City property for City business, you must have authorization from your supervisor.

All communications technology is the property of the City and may be used only for official business. Please limit incoming and outgoing personal phone calls to necessary calls and keep them to a minimum. When personal, long distance use is unavoidable; you should call collect or charge the call to a home telephone or personal credit card, if possible or log the user charges and reimburse the City for them. You are responsible for all charges incurred and are required to reimburse the City for long distance charges in

the following billing cycle. Other City equipment, including vehicles, should be used by employees for City business only. An employee's misuse of City services, telephones, vehicles, equipment or supplies can result in disciplinary action up to and including termination.

The City may provide a locker, cabinet, or desk for your personal belongings. The City reserves the right to inspect City owned property with or without notice, for legitimate business reasons. The City is not responsible for employee valuables, vehicles, or personal possessions brought onto City property.

## **STANDARDS OF CONDUCT & DISCIPLINE**

We all succeed at the City when we respect the needs and interests of the public, the City, and our co-workers. While the City management generally believes in progressive discipline, which calls for appropriate discipline in appropriate circumstances, the City reserves the right to review each situation independently and to make a decision on what it deems to be appropriate discipline in all cases, up to and including termination. The City may use "coaching" or counseling initially, to be followed by more serious discipline (such as written reprimands, disciplinary probation, suspension or termination), if the City determines that the situation is not improved or becomes more flagrant. The decision to use progressive discipline in a given case is an attempt to improve the performance of behavior, but does not change the at-will nature of the employment relationship. For represented employees, the City adheres to the procedures set forth in the applicable labor agreement.

The following are examples of the types of conduct that are unacceptable and may, at the City's discretion, result in disciplinary action up to and including termination.

- **Insubordination, or the failure to carry out lawful work related instructions given by a supervisor;**
- **Unauthorized release of City, customer or co-worker information;**
- **Verbal abuse while on City premises;**
- **Falsification of any work, personnel, or other City records;**
- **Unauthorized taking or removal of City funds or property;**
- **Dishonesty;**
- **Discrimination against or harassment of co-workers, vendors, or members of the public;**
- **Possession, consumption, or being under the influence of alcohol or a controlled substance at work or on City premises;**

- **Deliberate damage to or misuse of City property;**
- **Bringing a weapon onto City property; unless covered by Civil Service rules.**
- **Fighting or threatening to fight with another employee;**
- **Serious misconduct of any kind;**
- **Poor performance;**
- **Excessive absenteeism or tardiness, or failure to report in when absent or tardy;**
- **Failure to comply with safety or security rules and procedures;**
- **Violation of City policy**
- **Improper handling of cash or other financial transactions;**
- **Sleeping on the job;**
- **Failure to report immediately to your Supervisor any accident or injury which occurs on the job.**
- **Failure to report to work for three (3) consecutive workdays without prior notification to the City in the absence of a bonafide reason will be considered job abandonment.**
- **Smoking in non-smoking areas or in City vehicles.**
- **Disorderly physical conduct or verbally threatening, harassing, insulting or abusing other employees or a member of supervision.**

These examples are not all-inclusive; other behaviors may also be grounds for disciplinary action up to and including termination.

### **EMPLOYEE SUGGESTIONS AND CONCERNS**

We all benefit when employees have an opportunity to share both suggestions for improving our operations, and concerns about problems they may be having.

If you have an idea for improving the way we do things here at the City of Normandy Park, please share it. It is always appropriate to share such ideas informally with your co-

workers and/or supervisor. We also encourage you to write your suggestion down and submit it to the City Manager's Office.

It is our intent here at the City of Normandy Park to try to do what is fair and reasonable at all times in our day to day relations with our employees. To that end, all employees, including supervisors, are urged to use the City of Normandy Park Employee Concern System to address work related concerns. A "concern" is any question or dispute regarding the interpretation or application of the City's personnel policies and procedures, or other work related situations. We encourage you to raise any and all work related concerns. You will not be retaliated against for raising concerns through this process. Represented employees should use the grievance procedures in their labor agreements.

The City of Normandy Park Employee Concern System is set forth below. Steps must be taken in succession.

### ***Step one: Your Supervisor***

Each employee is encouraged to take up his/her own employee concern with his/her immediate supervisor. To be sure that we are dealing with current information, please try to raise any concerns within two (2) working days of the occurrence or date that you become aware of it. If the concern is resolved at this step, your supervisor should place a memo in your personnel file regarding the resolution. If your concern involves your immediate supervisor in a way that you are reluctant to discuss it with him/her, please go directly to Step Two. If your supervisor does not respond or his/her response seems unreasonable or not satisfactory, you may go on to step two.

**Note:** The multi-level supervisory command structure of the Police Department shall apply for all uniformed and non-uniformed police employees as Step 1 (i.e., Police Sergeant, Assistant Chief of Police, and Director of Public Safety).

### ***Step Two: City Manager***

If the concern cannot be resolved at Step One, you, your supervisor, or your Department Manager may refer it to the City Manager's Office. After your matter has been studied, and the City Manager takes whatever steps s/he deems appropriate, s/he will then issue a written response to you, generally within twenty (20) working days of receipt of your concern at step two. The decision of the City Manager will be final and binding. The final resolution will be noted in your file.

### **REPORTING IMPROPER GOVERNMENTAL ACTION (Whistleblower)**

The City of Normandy Park recognizes and supports the right of every employee to report, and to be protected from retaliation for reporting, alleged improper governmental action. Improper governmental action is action by a local official or employee that is undertaken in the performance of their duties that violates law, abuses their authority, is a

danger to the public health or safety, or is a gross waste of public funds. It does not include personnel actions.

### ***What You Can Do***

If you suspect improper governmental action, report it immediately, in writing, to your supervisor, the City Attorney or City Manager's Office. You can also report directly to outside agencies responsible for investigation and enforcement of the law you believe has been violated. We encourage you to exhaust internal procedures before going to outside agencies.

### ***What We Can Do***

The recipient of the report will promptly investigate the report and you will be advised of the result of the investigation. Your identity will be as confidential as the law permits.

### ***Non-retaliation***

You will not be retaliated against if you act in good faith and provide information in accordance with this policy. If you feel you have experienced retaliation, please provide written notice of the charge no later than thirty (30) days after the occurrence to the City Attorney, or the City Manager's Office. The City will respond within thirty (30) days. If you are dissatisfied with the response, you may request a hearing before an administrative law judge. City of Normandy Park officials and employees are prohibited from taking retaliatory action against an employee because he or she has, in good faith, reported an improper governmental action in accordance with these policies and procedures.

Employees who believe that they have been retaliated against for reporting an improper governmental action should advise their supervisor, the City Manager or the City Manager's designee. City officials and supervisors shall take appropriate action to investigate and address complaints of retaliation.

If the employee feels the supervisor, the City Manager, or the City Manager's designee, has not satisfactorily resolved the employee's complaint that he or she has been retaliated against in violation of this policy, the employee may obtain protection under this policy, and pursuant to state law, may appeal the decision and/or action taken by filing a written notice to the City Manager that, 1) specifies the alleged retaliation action, and 2) specifies the relief requested.

City of Normandy Park employees shall provide a copy of their written charge to the City Manager no later than thirty (30) days after the occurrence of the alleged retaliatory action. The City shall respond within thirty (30) days to the charge of retaliatory action.

After receiving either the response of the City, or thirty days after the delivery of the charge to the City, the employee may request a hearing before a state administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief

provided by law. An employee seeking a hearing should deliver the request for hearing to the City Manager within fifteen (15) days of delivery of the City's response to the charge of retaliatory action, or forty-five (45) days of delivery of the charge of retaliation to the City for response.

Upon the receipt of a request for hearing, the City shall apply within five (5) working days to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge. The City will consider all recommendations provided by the administrative law judge and will take the appropriate action with all parties involved.

***City of Normandy Park employees who fail to make a good-faith attempt to follow the City's procedures in reporting improper governmental action shall not receive the protection provided by the City in these procedures.***

### ***For More Information***

For additional information about outside agencies, the hearing process, or any other rights you may have under the law, please consult your Supervisor, Department Manager, the City Attorney, the City Manager's Office or the State Auditors Office.

## **CONFLICT OF INTEREST AND OUTSIDE EMPLOYMENT**

As a public entity, it is particularly important that the City avoid situations involving actual, potential, or perceived conflict of interest. Accordingly, no City employee may engage in activity that conflicts or appears to conflict with the performance of their official duties. Examples of conflicts include:

- Use of City property or money for one's own or another's personal gain;
- Use of your official position to secure privileges or exemptions for yourself or someone else;
- Acceptance or solicitation of a favor or item of economic value offered to influence your official actions, or from any party involved in a transaction or contract with the City;
- Involvement in any business or professional activity, including outside employment, that would be incompatible with your responsibilities to the City; and
- Having an interest, directly or indirectly in any contract, sale, lease or purchase that is under your supervision or which would benefit you personally.

It is not a conflict for a City employee to:

- Attend a hosted reception or meal in conjunction with a meeting regarding City business or where official attendance as a staff representative is appropriate.
- Receive a publicly presented award in recognition of public service; or
- Receive a gift that would have been offered or given to you regardless of your employment with the City.

Outside employment by City employees is discouraged because of the potential for interference with responsibilities to the City and actual or apparent conflict of interest. Employees may not hold outside employment if such employment would limit the employee's availability for work, would be conducted during work hours or use City resources, is with a firm that contracts with the City, or could otherwise be perceived as a conflict of interest or result in a poor image for the City.

If you are considering outside employment or need more information about potential conflicts of interest, please talk to your Department Manager.

### **POLITICAL ACTIVITY**

The City of Normandy Park recognizes and fully supports the right of employees to vote, to express their opinions, to hold any political office, and to participate in any political campaign. However, for the good of the City, and to avoid potential conflict of interest, please keep in mind the following guidelines:

- Public facilities or resources may not be used to assist the campaign of a candidate or the promotion or opposition of a ballot proposition; employees may not assist any campaign during City work hours.
- Employees may not wear or display campaign buttons or literature during their hours of employment in the City.
- Employees participating in fund raising or other campaign activities must make clear that they do not represent the City and the City does not endorse the candidate or position.
- Employees may not attempt to obtain political contributions from co-workers through threat or promise of differential treatment on the job.

### **SOLICITATION**

We want you to be able to do your job without undue distractions. Therefore, the following guidelines apply to soliciting in the workplace. Except for authorized City programs, and with prior approval, individuals not employed by the City are not permitted to enter City premises at any time to solicit, survey, petition, or distribute literature. This restriction includes charity solicitors, salespersons, questionnaire surveys, union organizers or any form of solicitation or distribution. Employees may only approach each other regarding reasonable forms of solicitation during non-work time (including before and after the start of all involved employees' work periods, and during

breaks and meal periods) and in non-work areas. Any other solicitation requires approval of the City Manager.

Our limitations on solicitations also apply to the City of Normandy Park bulletin boards.

# **HEALTH, SAFETY AND SECURITY**

## **WORKPLACE HEALTH & SAFETY**

The City of Normandy Park wants to provide you with a safe and healthy work environment, and we need your help to do that. The following is basic safety information. Consult your Department Manager or City Manager's Office if you need more information.

- If you are injured on the job, no matter how minor, you must let your supervisor know, and fill out an accident report as soon as possible.
- Learn and follow all safety procedures promulgated by the City Safety Committee.
- Report any unsafe condition or damage to property to your supervisor.
- Become familiar with any Material Safety Data Sheets applicable to your job.
- Learn proper procedures for heavy lifting and adhere to them.
- Keep your individual work area clean and orderly. Untidiness and clutter invite accidents.
- Know and follow the safety rules established for your job. When in doubt, ask before proceeding.
- Do not allow unauthorized persons to operate equipment or have access to restricted areas.
- If you are assigned to a job requiring protective clothing or equipment, use it without fail. Always dress in a way that will not invite job-related injuries.
- Store all materials and equipment in their proper areas.

## **SMOKE-FREE WORKPLACE**

The City of Normandy Park has declared that all City buildings and vehicles are non-smoking areas. No smoking will be allowed by employees, citizens and/or other visitors. Smoking is allowed during break, or meal periods in outdoor areas surrounding the buildings, absent any other ordinances, rules and/or regulations prohibiting smoking.

## **DRUG FREE WORK PLACE**

In accordance with the Drug Free Work Place Act of 1988, the City of Normandy Park is committed to maintaining a drug and alcohol free work environment. The misuse of drugs or alcohol by employees is a threat to the public welfare and the safety of employees. Accordingly, employees are strictly prohibited from possessing, selling, consuming, or being under the influence of any illegal drug or alcohol while on City property, in City vehicles, or engaged in City work. If you are taking prescription drugs that may make you drowsy or impair your mental functioning, you must inform your supervisor so that s/he can make sure such drugs will not affect your ability to perform your job safely and effectively. Any violation of this policy will result in discipline, up to and including termination.

As a condition of employment, each employee shall notify his or her supervisor of a conviction under any criminal drug statute for a violation. Such notification shall be provided no later than five (5) days after such conviction. "Conviction" is defined as a finding of guilt by a judge or jury, or a guilty plea.

The City of Normandy Park will impose sanctions on employees convicted for drug activity in the work place within thirty (30) days of receiving notice by taking appropriate personnel action, up to and including termination of employment; or requiring the employee to satisfactorily participate in a drug abuse assistance rehabilitation program. The employee is responsible for payment after the employee's insurance has paid their portion.

An employee may be required to satisfactorily complete a drug rehabilitation or treatment program approved by the City Manager or designee at the employee's expense. Nothing in this policy shall be construed to guarantee reinstatement of any employee who violates this policy, nor does the City of Normandy Park incur any financial obligation for treatment or rehabilitation ordered as a condition of eligibility for reinstatement.

The City encourages employees with drug or alcohol problems to come forward and seek help. If you have a drug or alcohol problem, and discuss it with management before it affects your performance or is discovered by management, the City will refer you to a treatment program and, if possible, hold your job for your return. Under those circumstances, you will not be disciplined unless you fail to successfully complete the rehabilitation program or test positive for drugs within two years of completing a program.

### **DRUG/ALCOHOL TESTING FOR EMPLOYEES HOLDING A COMMERCIAL DRIVERS LICENSE**

The City has a significant interest in the health and safety of its employees and the citizens of the City of Normandy Park. In furtherance of that interest, all employees whose job duties require them to maintain a commercial driver's license ("CDL employees") shall be subject to the City of Normandy Park's drug and alcohol testing policy. The City shall carry out this policy in a manner, which respects the dignity, and confidentiality of those involved.

- 1) All CDL employees who are using, manufacturing, dispensing, or distributing, or who are in possession of or impaired by drugs and/or alcohol when reporting for duty, while on duty, when on a City of Normandy Park job site or on City of Normandy Park premises, constitutes a threat to the health, safety and security of themselves, their co-workers and members of the public. Such behavior is prohibited.
- 2) All CDL employees shall be subject to specific drug and/or alcohol testing as required by federal law. Testing shall be conducted in a manner that assures accuracy, reliability and privacy.

- 3) All CDL employees who are reasonably suspected of not being fit for duty due to drug and/or alcohol use or misuse, shall be suspended from job duties with pay pending an investigation and verification of their condition. All CDL employees who test positive for drugs and/or alcohol at 0.02 or above, shall be removed from duty and shall be subject to disciplinary action up to and including termination.
- 4) Confidentiality shall be maintained throughout the drug/alcohol testing process. All positive drug test results shall be forwarded to a Medical Review Officer (MRO) for review. The MRO shall review the individual's medical history and shall afford the employee an opportunity to offer any clarifying information that would explain a positive test result. The City Manager's Office shall maintain results of such tests in the strictest of confidence in a medical file separate from the employee's general personnel file. In cases where disciplinary action results from a positive test result, such information shall be shared only with those in a supervisory capacity and/or in a collective bargaining unit representation capacity involved in that action.
- 5) Analytical urine testing will be conducted for marijuana, cocaine, opiates, amphetamines, and phencyclidine. An initial drug screen will be conducted on each specimen after a split sample is provided to the laboratory. For those specimens that are positive, a confirmation Gas Chromatography/Mass Spectrometry shall be performed. A positive test result, above the minimum thresholds set by the Federal regulation and verified by the MRO, will be considered a violation of this policy.
- 6) Tests for alcohol concentration shall be conducted by using the National Highway Traffic Safety Administration approved evidential breath testing devices operated by trained technicians/professionals. An employee who tests at 0.02 or above will be re-tested within 15 to 20 minutes of the first test. The second test is considered a confirmatory test. A confirmatory alcohol concentration of 0.02 or greater will be considered a positive test and a violation of this policy.
- 7) Any CDL employee who tests positive for drugs and/or alcohol at a 0.02 level or above, will be subject to discipline up to and including termination. Any CDL employee who under the disciplinary policy is allowed to return to work must pay for and successfully complete the following prior to returning:
  - a. A referral and assessment by a Substance Abuse Professional (SAP)
  - b. completed treatment and rehabilitation program as developed by the SAP.
  - c. Enter into a return to work agreement that is developed in conjunction with the SAP outlining terms of return to work, including ongoing treatment, aftercare conditions and additional random testing.

- 8) Any CDL employees who refuse to comply with a request for testing, who provides false information in connection with a test or who attempts to falsify test results through tampering, manipulation, contamination, adulteration or substitution shall be removed from duty immediately. A refusal shall be treated as insubordination and shall be recorded as a positive test with the employee subject to disciplinary action up to and including termination.
- 9) The City supports employees who volunteer for treatment of drug and/or alcohol abuse. If you have a drug and/or alcohol problem, and discuss it with management before it affects your performance or is discovered by management, the City will refer you to a treatment program and, if possible, hold your job for your return. Under those circumstances, you will not be disciplined unless you fail to successfully complete the rehabilitation program or test positive for drugs within two (2) years of completing a program.

### ***Pre-employment Testing***

Any applicant considered for a position requiring a CDL shall undergo drug testing prior to employment. Receipt by the City of a negative test result is required prior to employment and failure to pass will disqualify an applicant.

### ***Reasonable Cause Testing***

Any CDL employee is subject to a fitness for duty evaluation including a drug and/or alcohol test when there is a reason to suspect impairment immediately prior, during or immediately after performing job duties or while on City job sites or City premises. A referral for testing will be made on the basis of documented objective facts and circumstances. Supervisory personnel who are trained to detect the signs and symptoms of drug and/or alcohol abuse will make such referrals.

### ***Post-Accident Testing***

All CDL employees are required to be tested if they are involved in an accident with a City vehicle that results in: a fatality; an injury requiring immediate attention at a medical facility, with the employee receiving a criminal or traffic infraction/citation under state or local law; or a vehicle being towed from the scene and the employee receiving a criminal or traffic citation under state or local law. Following an accident under the above circumstances, employees will be tested as soon as possible, but not to exceed eight (8) hours for alcohol testing and thirty-two (32) hours for drug testing. Employees involved in accidents must refrain from alcohol use for eight (8) hours following the accident or until a drug/alcohol test is administered. Employees who leave the scene of an accident without proper authorization prior to testing will be considered to have refused the test and will be subject to discipline up to and including termination.

### ***Random Testing***

All CDL employees will be subject to random, unannounced drug and/or alcohol testing. CDL employees' names will be selected by a computer-generated list supplied by an outside company. Every CDL employee has an equal chance of being chosen when the random list is generated regardless of whether they have been tested previously.

### ***Return to Duty Testing***

All CDL employees who previously tested positive on a drug and/or alcohol test, and who under the disciplinary policy are allowed to return to work, must test negative prior to being released by a Substance Abuse Professional for duty. Such employees shall be required to undergo frequent random drug and/or alcohol testing at their own expense during the period of re-entry as part of their return to work agreement.

### ***Notification of Criminal or Driving Convictions***

All CDL employees are required to notify the City of any convictions under a criminal drug statute or driving while under the influence of intoxicants statute within five (5) days of conviction. Failure to report such a conviction, or to report any moving violation involving drugs or alcohol causing the loss of a driver's license by state or local law enforcement, will result in discipline up to and including termination.

Any CDL employee who tests positive from drugs may request a test of the split sample within seventy-two (72) hours of notification. The cost of the split sample test will be borne by the employee making the request.

### ***Legal Use of Prescription Drugs***

The use of any legally prescribed drugs and non-prescription medication which carries a warning label indicating that mental functioning, motor skills or judgment will be adversely affected must be reported to supervisory personnel prior to operating equipment requiring a CDL. It is the CDL employee's responsibility to remove him/herself from service if he/she is experiencing any adverse effects from medication.

### **VEHICLE ACCIDENT KIT: CITY EMPLOYEE INSTRUCTIONS**

In an effort to report incidents in a timely and accurate manner the City has placed a Vehicle Accident kit in every city owned vehicle. ***These kits will not take the place of the City's regular claim reporting procedures,*** but they should assist the driver in recording important information when necessary.

Each kit contains several accident forms and evidence of insurance. An accident reporting form should be completed at the scene of an accident that involves a city vehicle. This information will serve as an essential tool during the final investigation

conducted by the Insurance Authority. Complete the form as accurately as possible. Detail is a vital factor when reporting an incident.

***Do not admit liability or state that the City will take care of the damages.*** Refer all questions to the City Manager's Office. Do not discuss the incident with anyone other than your supervisor or other authorized personnel. Every incident is a potential claim and statements made by you could result in the City having to assume liabilities that are not warranted.

Serious incidents should be phoned into the City Manager's Office immediately. In the event of an incident involving serious injury, a fatality, or large property loss occurring after regular working hours, **Evergreen Adjustment Service** should be contacted directly using the 24-hour phone number, **1-800-933-4235**.

Submit the completed form to the City Manager's Office immediately. You will be asked to complete an Incident Report form for further explanation of the accident. The Incident Report form must be returned to the City Manager's Office within twenty-four (24) hours.

### **INCLEMENT WEATHER**

The public's need for our services may be especially great during inclement weather. Therefore, it is particularly important for employees to report to work during inclement weather if the City does not declare an emergency closure. We do not want you to jeopardize your safety, however. If you cannot get to work or are delayed, you should try to reach your supervisor, Department Manager, or the City Manager's Office as soon as possible to let them know. Non-exempt employees who are unable to get to work because of weather conditions will be granted the opportunity to use vacation, comp time, unpaid leave or make up the time within the pay period.

### **EMERGENCIES AND DISASTER PREPAREDNESS**

Knowing what to do in an emergency increases the chances that you and everyone else will come through safely. You will be informed of any specific emergency preparedness plans during the new employee orientation. For more information see the City Emergency Management Plan and the Code of Safe Practices. (Index).

An "emergency" is defined as any condition that is beyond the control of the City as declared by the City Manager, or designee, such as earthquakes, explosions, major fires an airplane crash and inclement weather (This is only an illustrative list.) Any employee unable to report work, with prior approval of the supervisor, will be given the opportunity to make up the time, or may charge the time as they choose to accrued compensatory time; accrued vacation leave; or leave without pay. Employees who are released from work during the first day of an emergency situation shall be paid for the day at their regular straight time pay.

## **CHANGES IN EMPLOYMENT**

### **PROMOTION, DEMOTION AND TRANSFER**

It benefits both you and the City for you to be doing the job for which you are best suited. Accordingly, the City looks for opportunities for employees to move within the organization.

#### ***Promotion***

The City may fill vacancies above the entry level from within. Current employees receive first consideration for openings for which they have the knowledge, skills, and abilities, unless outside recruitment seems advisable. Vacant jobs are normally posted in the applicable Department and on the City bulletin boards. You may apply for a vacant position through the City Manager's Office. If you apply for an open position, you will go through the City's normal recruitment and selection process, unless you are the only employee who applies. A promotion normally entails a wage increase.

#### ***Demotion***

Occasionally, it may be necessary for an employee to move to a lower paying job. This normally occurs when the employee is not satisfactorily performing the essential functions of the current job. It may also occur in lieu of layoff, when there is a lower paying position available. An employee is eligible for a demotion only if s/he possesses the minimum qualifications for the position. Demotion to a position in a lower classification is normally accompanied by a salary reduction to a level commensurate with the new position.

#### ***Transfer***

Vacant positions may also be filled through lateral transfer of qualified employees. A voluntary transfer request will be considered if the employee meets the requirements of the new position and has held the current position for at least six months. If you are interested in a transfer, submit a written request for a transfer to your Department Manager, including the reason for the request, and the department and specific position desired. Your request will be forwarded to the City Manager's Office with a recommendation. Normal recruitment and selection procedures will be followed as with a promotion.

### **LAYOFF AND RECALL**

There may be times when the City must reduce employment because of lack of work, lack of funds, considerations of efficiency or other business reasons. Such reductions may result in layoffs. Layoffs may be temporary or permanent. Layoffs for represented employees will be handled in accordance with their labor agreements or City policy.

Employees who have actually worked for the City for more than six months and who have been selected for layoff will be given thirty (30) days' notice when possible. Employees with less than six months of actual service to the City who have been selected for layoff will be given one week's notice when possible. The City, in its discretion, may provide employees selected for layoff with payment in lieu of notice.

Laid off employees will be maintained on a recall list for one year or until management determines the layoff is permanent, whichever occurs first. While laid off, an employee shall make sure the City Manager's Office has a current address, and let them know if you are unavailable for recall. Employees have seven days after notice of recall to respond to the notice, or their names will be removed from the list. Further information about benefits, seniority and recall rights will be shared with you if you are chosen for layoff.

### **SEPARATION FROM EMPLOYMENT**

The employment relationship between the City and its employees is voluntary. All employees have the right to end the employment relationship if they deem it appropriate. Likewise, for all employees, except those covered by a written agreement, the City can end the relationship at any time for any reason it deems appropriate.

#### ***Resignation***

If you decide to leave the employ of the City, please give written notice to your supervisor. Employees failing to give appropriate written notice may be ineligible for rehire. All employees should give at least two (2) weeks notice.

### **SEPARATION PROCEDURES**

Separating and laid off employees will be asked to participate in an exit interview with a member of the City management staff on, or before their last day of work, to explore such issues as the reasons for the separation, the employee's suggestions for improving working conditions, any benefits issues, and to collect City property. Separating employees who desire the City to provide references on their employment will be asked to sign an authorization and release form for that purpose. References other than job title and dates of employment will not be given without such a release. Final paychecks are generally available on the next regular payday.

## **CONCLUSION**

Again, we welcome you to your employment here at the City of Normandy Park. We are pleased to have you on our team. We hope that this Employee Handbook has answered questions that you may have about our workplace. Please feel free at any time to present any questions to your Supervisor or the City Manager's Office. We look forward to working with you.

**CITY OF NORMANDY PARK**  
**ACKNOWLEDGMENT OF RECEIPT**

I certify that I have read and I understand the rules and policies contained in the CITY OF NORMANDY PARK EMPLOYEE HANDBOOK, a copy of which has been provided to me. I also understand that the statements of policy contained in the Employee Handbook are not a contract and that the City of Normandy Park or I may discontinue my employment at any time. I also understand that the Employee Handbook presents guidelines that may be changed by the City, when in its judgment circumstances so require. This handbook supersedes any prior handbooks or policy manuals issued by the City.

Date: \_\_\_\_\_

Employee: \_\_\_\_\_  
(print name)

Signature: \_\_\_\_\_

# DEFINITIONS

## *Definitions*

**Alcohol:** the intoxicating agent (ethyl alcohol, ethanol) found in beverage alcohol and other low molecular weight alcohol's (arnyl, methyl, isopropyl, butyl) found in a variety of other commercial products.

**CDL:** a commercial driver's license required to operate any of the following vehicles:

- a. a single vehicle with a gross vehicle weight rating (GVWR) of more than 26,000 pounds.
- b. a trailer with a GVWR of more than 10,000 pounds if the gross weight rating of the combined vehicle(s) is more than 26,000 pounds.
- c. a vehicle designed to transport 16 or more persons (including the driver).
- d. a school bus regardless of size.
- e. any size vehicle which carries placardable amounts of hazardous materials.

**Drugs:** Marijuana (THC), cocaine, opiates, phencyclidine (PCP), and amphetamines.

**Medical Review Officer:** MRO, licensed physician responsible for receiving laboratory results generated by the City's drug testing program, who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his/her medical history and other relevant biomedical information.

**Substance Abuse Professional:** A licensed physician, or a licensed or certified psychologist, social worker, employee assistance professional or addiction counselor.