

City of Lindsay  
Employee Policy and Procedure  
Manual

## **City of Lindsay Mission Statement**

The mission of the City of Lindsay and the Lindsay Public Works Authority is to partner with our community to deliver services, preserve, protect, enhance the quality of life, and plan for the future.

### **Core Values**

Accountability – We accept responsibility for our personal and organizational decisions and actions while delivering cost effective and efficient services with the objective of doing our work right the first time.

Continuous Improvement – We provide the highest quality service with the resources available by promoting innovation and flexibility to meet the changing needs in the community.

Environment – We are concerned about our natural, historic, economic and aesthetic resources and endeavor to enhance their sustainability for future generations.

Ethics – We set high standards for our personal, professional and organizational conduct and act with integrity as we strive to attain our mission.

Respect – We are honest and treat our coworkers and the public with courtesy and dignity.

Safety – We use education, prevention and enforcement methods to protect life and property in our business and residential neighborhoods, and maintain our infrastructure and facilities to provide a safe environment in which to live, work, shop and play.

Teamwork – We work together to plan, develop recommendations, deliver services and openly communicate with the public and each other by soliciting feedback and sharing information to achieve our goals.

Trust – We realize the perception of our organization is dependent upon the public's confidence in our commitment to our core values and to meeting the goals set collectively by City Council and the City Manager.

**The City of Lindsay**  
**Personnel Policies and Procedures Manual**  
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<b>Chapter 1: INTRODUCTION AND INSTRUCTION</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title: PURPOSE AND OBJECTIVES</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

## **I. Purpose**

The purpose of the City of Lindsay Personnel Policies and Procedures Manual is to provide Department Directors, supervisors, and employees with a written source of information about the policies, procedures, and administrative directives of the City of Lindsay.

This Policies and Procedures Manual has been prepared as a guide for employees of the City of Lindsay and the Lindsay Public Works Authority, and will be referred to as The City of Lindsay from this point forward. While the City of Lindsay intends to continue to offer the services and benefits described in this Manual, the practices described are not binding obligations. The City of Lindsay reserves the right to change, add, or discontinue any policy described if it is considered in the best interest of the City of Lindsay and/or its employees. ***This manual is not a contract for employment.***

## **II. Objectives**

The objectives of the City of Lindsay Personnel Policies and Procedures Manual are:

- To promote good and uniform personnel practices and administration in the management of the City's human resources.
- To reduce questions about policies, procedures, and directives by having them readily available for reference.
- To promote high morale by the consistent administration of policies, procedures and directives, and through consideration of the rights and interests of all employees.
- To ensure that policies, procedures and directives are kept current by periodic updates of this manual.

## **III. Relationship to the City Charter of the City of Lindsay, Oklahoma**

Every effort will be made to ensure that policies and procedures are consistent with the City Charter of the City of Lindsay, Oklahoma. If, however, there is any discrepancy, the City Charter shall apply. Any person finding discrepancies should notify the Human Resources Department immediately.

<b>THE CITY OF LINDSAY</b>	<b>REFERENCE NO.</b>	<b>1.02</b>
<b>PERSONNEL POLICIES AND PROCEDURE MANUAL</b>	<b>PAGE NO</b>	<b>1 OF 2</b>
<b>Chapter 1: INTRODUCTION AND INSTRUCTION</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title: MANAGEMENT AUTHORITY</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

General and final authority for personnel administration rests with the City Manager, with the exception of matters reserved to the City Council by State law or the City Charter.

### **I. Management Authority**

- A) The City may modify, revoke, suspend, interpret, terminate, or change any or all of its policies and procedures, in whole or in part, at any time. The issuance of this Policies and Procedures Manual does not constitute a contract between the City and its employees for any duration of employment.
- B) Policy administration rests with City management and City management reserves sole authority to administer City operations.

### **II. Departmental Policy and Procedural Requirements**

Individual City departments may develop policies and procedures that are consistent with City policies and procedures. Department policies and procedures that are operational and that do not relate to those in this manual, or other approved operations manuals do not need to be reviewed and approved by the Director of Human Resources. All others, however, are subject to approval by the Director of Human Resources and the City Manager. Department Directors are responsible for obtaining the necessary review and approval prior to issuing such department policies and procedures. Department policies and procedures will not become effective unless they have been reviewed and approved in accordance with this policy.

### **III. Miscellaneous**

- A) Policies and procedures apply to all employees of the City, both on and off duty where applicable, unless otherwise indicated, restricted by proper authority, or prohibited by State and/or Federal law.
- B) No employment contract may be entered into by the City Council until an appropriation has been made and no contract will be binding upon the City unless it has been signed by the Mayor and countersigned by the City Clerk.
- C) Any statement in a policy and/or procedure found to be illegal, incorrect, and/or inapplicable will not affect the validity and intent of the remaining content of such policy or procedure.

- D) Titles utilized do not govern, limit, modify, or affect the scope of meaning or intent of any provision.
- E) Any conflicts, questions, or ambiguities in City or departmental policies and procedures will be decided by the City Manager.
- F) The City Manager may delegate rights and powers granted under these policies and procedures to the Director of Human Resources or to others as deemed appropriate at the City Manager's sole discretion.



<b>THE CITY OF LINDSAY</b>	<b>REFERENCE NO.</b>	<b>1.03</b>
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<b>Chapter 1: INTRODUCTION AND INSTRUCTION</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title: APPLICATION OF POLICIES AND PROCEDURES</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

It is the goal of the City of Lindsay to apply the policies and procedures contained in this manual consistently and uniformly to all City employees, provided that the provisions may be varied by the City Manager when determined to be in the City's best interest, including the case of an employee with a written employment agreement approved by the City Manager or the City Council. All employees must become familiar with and abide by these policies and procedures. The City reserves the right to revise or rescind any policy or procedure at any time. The City also reserves the right to make final decisions as to the interpretation and intent of all information contained in the City of Lindsay Personnel Policies and Procedures Manual.

The City reserves the right to interpret, change, suspend, or cancel, with or without notice, all or any part of these policies, or procedures or benefits discussed herein.

<b>THE CITY OF LINDSAY</b>	<b>REFERENCE NO.</b>	<b>1.04</b>
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<b>Chapter 1: INTRODUCTION AND INSTRUCTION</b>	<b>EFFECTIVE DATE: 12/01/2014</b>	
<b>Title: FITNESS FOR DUTY EMPLOYMENT</b>	<b>REVISION DATE: 00/00/0000</b>	

Employment with the City of Lindsay is for no fixed or definite term. All employment by the City has been and continues to be based on Merit and Fitness. The City of Lindsay Personnel Policies and Procedures Manual does not constitute a contract of employment. Nothing in this manual is intended to alter the continuing Merit and Fitness status of employment with the City.

The City Manager, with recommendations from Department Heads and Supervisors, is responsible for personnel actions of the City including hiring, firing, promoting, and demoting employees. When a potential employee applies for a position, the City Manager may request necessary relevant tests for the position. Several different testing processes may be employed and the type of test may include an oral interview, psychological test, physical agility test, skill test, mechanical test, written examination, or any other required test. Applicants judged to be superior by the testing process shall be considered for employment. The City reserves the right to conduct a motor vehicle record check on applicants applying for positions that require the operation of a city-owned vehicle.

Although adherence to City policies and procedures is considered a condition of continued employment, nothing in these policies alters an employee's status and shall not constitute nor be deemed a contract or promise of employment.

<b>THE CITY OF LINDSAY</b>		<b>REFERENCE NO.</b>	<b>1.05</b>
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<b>Chapter 1: INTRODUCTION AND INSTRUCTION</b>		<b>EFFECTIVE DATE: 12/01/2014</b>	
<b>Title:</b>	<b>DISTRIBUTION AND ACCESS, AMMENDMENTS AND UPDATES</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

### **I. Distribution of the Personnel Policies and Procedures Manual**

- A) Copies of the City of Lindsay Personnel Policies and Procedures Manual will be distributed to each department and division (if not located at the department address).
- B) All new or revised policies, procedures, and directives will be distributed from the Human Resources Department and be effective as of the last revision date.

### **II. Access to the Personnel Policies and Procedures Manual**

- A) Department Directors are responsible for making the City of Lindsay Personnel Policies and Procedures accessible to all employees in their department and shall keep the manual located in a conspicuous place.
- B) The Human Resources Department will coordinate with the City's webmaster to ensure the City of Lindsay Personnel Policies and Procedures are accessible to all employees from the City's website.

### **III. Amendment of Personnel Policies and Procedures Manual**

- A) The City Council makes all personnel policies and the City Manager is responsible for the implementation of the policies.
- B) Amendments and/or updates to the City of Lindsay Personnel Policies and Procedures Manual must be approved by the resolution of the City Council. The City Manager, as authorized by the City Council, may amend, revise and make certain changes to the City of Lindsay Personnel Policies and Procedures Manual as deemed necessary in the event said changes do not have the effect of revising the original force and intent of the policies and/or procedures set forth and adopted by the City Council.

<b>THE CITY OF LINDSAY</b>		<b>REFERENCE NO.</b>	<b>2.01</b>
<b>PERSONNEL POLICIES AND PROCEDURE MANUAL</b>		<b>PAGE NO</b>	<b>1 OF 1</b>
<b>Chapter 2: EMPLOYMENT</b>		<b>EFFECTIVE DATE: 12/01/2014</b>	
<b>Title:</b>	<b>EQUAL EOPPORTUNITY EMPLOYMENT/ AFFIRMATIVE ACTION</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

- I. The City of Lindsay is dedicated to equal employment and employs individuals to fill job vacancies on the basis of their experience, ability and aptitudes. The City of Lindsay strives to provide all applicants, Department Heads, Supervisors and Employees with equal employment opportunity, regardless of race, color, religion, sex, age, national origin, marital status, physical status, physical disability, medical condition, or status as a disabled veteran with respect to termination, discipline, pay scale and other terms and conditions of employment, provided the individual is qualified to perform the work available. In compliance with the provisions of applicable state and federal civil rights laws, every effort will be made to employ the most qualified individuals without regard to the above factors.
  
- II. The City of Lindsay forbids any Department Head, Supervisor, or Employee from engaging in discrimination based on any protected status as described herein.
  
- III. Anyone who claims that he or she is the victim of any type of discrimination should report the information to the Human Resources Director. The City of Lindsay will promptly, thoroughly and properly investigate the report and will take appropriate disciplinary measures against the offending party. All complaints of discrimination and any information developed during the course of the investigation of such complaints will be kept as confidential as possible. Failure to follow this reporting procedure will hinder The City's ability to investigate and remedy the alleged discrimination. The City of Lindsay is not responsible for discrimination that is not reported.
  
- IV. Department Heads, Supervisors, and Employees are required to report any incidents of violation or any reports of incidents of anti-discrimination policies to the appropriate designated personal. Retaliation against any person pursuing his or her rights or the rights of another Department Head, Supervisor, or Employee under the law of this policy will not be tolerated.
  
- V. No person in the service of the City of Lindsay or seeking appointment thereto shall be appointed, promoted, demoted, removed, or advanced in any way, or otherwise affected, on any basis or for any reason other than qualification, merit, and fitness. Discrimination against any person based on race, gender, religion, age, color, national origin, sexual orientation, ancestry, disability, or marital status is expressly prohibited, except where physical fitness, gender, or age is a bona fide occupational qualification.

<b>THE CITY OF LINDSAY</b>	<b>REFERENCE NO.</b>	<b>2.02</b>
<b>PERSONNEL POLICIES AND PROCEDURE MANUAL</b>	<b>PAGE NO</b>	<b>1 OF 1</b>
<b>Chapter 2: EMPLOYMENT</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title: AMERICANS WITH DISABILITY ACT (ADAAA)</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

To ensure compliance with the Americans with Disabilities Act and its Amendments, the City of Lindsay offers equal employment opportunity to qualified individuals and strictly prohibits discrimination against qualified individuals on the basis of disability.

### **ADA Requirements**

To the extent reasonably possible, the City will accommodate individuals with disabilities in the application, hiring and employment process. Reasonable accommodation is available to all applicants and employees, so long as the accommodation does not create an undue hardship for the City, and can be provided without posing a substantial or imminent safety risk. Individuals with disabilities requiring accommodations should notify the Human Resources Department. The City requests sufficient notice, when possible, to give time to arrange the accommodation.

Applicants or employees who have a complaint involving potential violations of the Americans with Disabilities Act, including but not limited to harassment, discrimination, or failure to provide a reasonable accommodation, must immediately report such complaint as outlined in the City's Sexual and Other Unlawful Harassment Policy (Reference No. 7.09). Such individuals will not be subject to retaliation for requesting an accommodation or because of complaints about the denial of reasonable accommodation.

<b>THE CITY OF LINDSAY</b>	<b>REFERENCE NO.</b>	<b>2.03</b>
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<b>Chapter 2: EMPLOYMENT</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title: JOB POSTING</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

The Human Resources Department will be responsible for posting all job announcements for vacant positions. The following procedure has been established to ensure that announcements of vacant positions are posted on a timely basis in specified locations.

### **I. Personnel Requisition**

- A) All requests for job posting and advertising shall be submitted to the Human Resources Department on a Personnel Requisition Form provided by the Human Resources Department.
- B) In the case where a department wishes to advertise a job announcement in a newspaper publication, the department must submit the requisition form to the Human Resources Department at least three days before the desired publication date to allow adequate time for the advertisement to be submitted to the publication. Advertisements to be included in a Sunday publication must be submitted by the preceding Tuesday.
- C) Job announcements will be prepared by the Human Resources Department and distributed to all departments and divisions to be posted in an area available to all employees.

### **II. In-House Posting**

- A) In-House postings are job announcements for which only current City of Lindsay employees may apply.
- B) The minimum posting time for all In-House postings will be three (3) working days. If there are no qualified applicants from In-House posting, the department may choose to open the position to the public.

### **III. General Posting**

- A) General postings are job announcements for which the general public or current City of Lindsay employees may apply.
- B) The minimum posting time for general postings will be five (5) working days.

### **IV. Transfers, Promotions, Change in Position**

Department Directors may make a recommendation to the City Manager to move, transfer, or promote a qualified employee from the same department into a vacant position without posting in house or publicly in accordance with City policies and procedures. Final approval rests with the City Manager.

<b>THE CITY OF LINDSAY</b>	<b>REFERENCE NO.</b>	<b>2.04</b>
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<b>Chapter 2: EMPLOYMENT</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title: RECRUITMENT AND SELECTION</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

The City hires employees based on merit and fitness (fitness for duty). The City hires employees based on their knowledge, skills, and abilities, experience, and other qualifications as they relate to the duties and responsibilities of a position without regard to race, national origin, religion, color, sex, age, citizenship, political affiliation, disability, or any other characteristic protected by law.

The City Manager, with recommendations from Department Heads and Supervisors, is responsible for personnel actions of the City including hiring, firing, promoting, and demoting employees. When a potential employee applies for a position, the City Manager may request necessary relevant tests for the position. Several different testing processes may be employed and the type of test may include an oral interview, psychological test, physical agility test, skill test, mechanical test, written examination, or any other required test. Applicants judged to be superior by the testing process shall be considered for employment. The City reserves the right to conduct a motor vehicle record check on applicants applying for positions that require the operation of a city-owned vehicle.

### **I. Applications**

- A) Anyone seeking employment, promotion, transfer, or reemployment with the City in response to a posted job announcement must complete and submit an official City employment application packet for the position desired. All information set forth on an application is subject to verification.
- B) Applications will normally be considered active until the vacancy is filled.

### **II. Human Resources Procedures**

- A) The Human Resources Department will be responsible for receiving all applications for vacant positions. (For position posting guidelines, refer to Reference No. 2.03). Applications will not be accepted for positions other than those posted by job announcement, with the exception of applications for firefighters, police officers and dispatchers.
- B) The Human Resources Department staff will review applications and forward all qualified applications to the hiring supervisor.

### **III. Department Procedures**

- A) Department Heads will review the referred applications, interview the applicants deemed most qualified, and make the recommendation to the City Manager for employment based on job related requirements, qualifications, and past employment verification.

- B) Upon selection of a final candidate, the Department Head will make a recommendation to the City Manager and complete and forward an Applicant Selection Memo and PAR form to the Human Resources Department.
- C) A conditional offer of employment letter will be prepared and given to the candidate by the Department Head or hiring authority. All offers are contingent upon results of a pre-employment examination and drug and alcohol screen. A copy of the letter is given to Human Resources and becomes a part of the official employee file kept in Human Resources.
- D) Upon approval by the City Manager and acceptance of the conditional offer by the applicant a background and/or driver's license check will be conducted by the Human Resources Department. Upon receipt of the Employee Authorization for Release of Health Information Form, the Human Resources Department will, where appropriate, make arrangements for a pre-employment physical, and notify the Department Head upon receipt of the results. Human Resources will notify the Department Head of the results and coordinate a start date.
- E) When the Department Head or hiring authority has made the final selection, he or she will document the selection/rejection reason for all referred applicants.
- F) When an applicant has been hired, the hiring authority will promptly return all applications and documentation to the Human Resources Department.

### **III. Disqualification**

Applicants will be disqualified from consideration for one or more of the following:

- Failure to meet the minimum qualifications necessary for performance of the duties for the position;
- If previously worked for the City and were terminated, or resigned in lieu of termination, due to unsatisfactory performance or conduct and/or violation of a City policy or procedure;
- If their employment will result in a violation of the City's Nepotism Policy;
- Failure to meet minimum age requirements;
- False statements or material omissions on the application form or during the application or interview process;
- Failing any of the City's background and employment requirements including, but not limited to, drug testing;
- The applicant commits or attempts to commit a fraudulent act at any stage of the selection process;



- The applicant is not legally permitted to work in the United States;
- The applicant is unable to perform the essential functions of the job applied for with or without a reasonable accommodation;
- If applicant previously worked for the City and upon separation was deemed not eligible for rehire; or
- Any other reason deemed to be in the best interest of the City.

<b>THE CITY OF LINDSAY</b>	<b>REFERENCE NO.</b>	<b>2.05</b>
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<b>Chapter 2: EMPLOYMENT</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title: RECRUITMENT/RELOCATION EXPENSES</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

The City of Lindsay may reimburse the City Manager or Department Directors for reasonable and necessary expenses incurred during position recruitment and relocation. The City Manager must approve all reimbursements incurred for interview and relocation expense and may at his/her discretion restrict the reimbursement of all unreasonable expenses. In order to be reimbursed for interview and relocation expenses, all expenses must be submitted, along with all receipts, to the City Manager.

**I. Recruitment Expenses.** The City may reimburse applicants for the following expenses:

- A) Travel: One round-trip economy air fare and economy car rental to and from the airport; or, reimburse for personal car mileage at a rate established by the Internal Revenue Service, not to exceed the cost of an economy air fare.
- B) Lodging: up to three nights lodging on the interview trip.
- C) Meals: for meal associated with the interview trip.

**II. Relocation/Moving Expenses.** The City may reimburse top management and executive positions for the following relocation expenses:

- A) Moving: reasonable expenses in connection with packing, moving, unpacking and insuring of household furniture.
- B) Storage: costs of temporary storage of household effects for a period of up to three months, prior to the move into the permanent living quarters, including insurance during storage.

<b>THE CITY OF LINDSAY</b>	<b>REFERENCE NO.</b>	<b>2.06</b>
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<b>Chapter 2: EMPLOYMENT</b>	<b>EFFECTIVE DATE: 12/01/2014</b>	
<b>Title: CITIZENSHIP AND SOCIAL SECURITY NUMBER</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

### **Citizenship Requirements**

- A) Each employee of the City of Lindsay shall be either a citizen of the United States or legally-documented alien with an approved work visa or permit.
- B) Applicants for employment with the City of Lindsay will be asked to provide proof of United States citizenship or legal eligibility to work in the U.S. as specified in the Immigration Reform and Control Act of 1986. Approved documents are found on form I-9.
- C) Applicants who cannot demonstrate either the United States citizenship or status as a legal alien with approval to work in the United States will not be considered for employment.
- D) Employees who lose their status as United States citizens or whose visa or work permit expires shall be terminated.

### **II. Social Security Number**

Each employee of the City of Lindsay must have a valid social security number.

<b>THE CITY OF LINDSAY</b>	<b>REFERENCE NO.</b>	<b>2.07</b>
<b>PERSONNEL POLICIES AND PROCEDURE MANUAL</b>	<b>PAGE NO</b>	<b>1 OF 1</b>
<b>Chapter 2: EMPLOYMENT</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title: VALID DRIVER'S LICENSE</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

The City of Lindsay requires that every employee who operates a City-owned or leased vehicle, or who drives a privately owned vehicle while carrying out job duties, must maintain a current valid Oklahoma driver's license and an acceptable driving record as determined by the City. Further, every employee who will be driving his or her own vehicle on city business will be required to provide proof of insurance on the vehicle.

Driving records will be checked prior to employment and periodically throughout the course of employment. Applicants and employees are required to provide the City with any authorization necessary for the City to perform such a check. Moving traffic violations will be considered and may result in failure to hire in the case of prospective employees, and may result in disciplinary action of an active employee. Each report will be reviewed and considered on a case by case basis.

When a special classification of driver's license is required to operate City equipment, it is the employee's responsibility to maintain the required license.

<b>THE CITY OF LINDSAY</b>	<b>REFERENCE NO.</b>	<b>2.08</b>
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<b>Title: BACKGROUND CHECKS</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

The City of Lindsay performs background checks on applicants and employees to the extent necessary to determine their eligibility for employment or ongoing employment, as the case may be. Background checks may include, but are not necessarily limited to, driver's license checks, outstanding warrant checks, and criminal history and credit reports. The City may also conduct periodic background checks on existing employees. Applicants and employees are required to give the City whatever authorization is necessary for it to perform such checks.

Applicants with a prior criminal conviction are not excluded due to the conviction.

<b>THE CITY OF LINDSAY</b>	<b>REFERENCE NO.</b>	<b>2.09</b>
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<b>Chapter 2: EMPLOYMENT</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title: RESIDENCY</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

Residency requirements for employees of the City of Lindsay shall be based entirely on the requirements of the position held by the employee.

Department Heads may establish reasonable response time requirements, approved by the City Manager, for certain positions which may be subject to emergency recall and/or periodic service on a stand-by status. This information is to be outlined in the department's Standard Operating Procedure with a copy submitted to the Department of Human Resources.

A definition of and guidelines for establishing reasonable response time will be explained by the employee's supervisor at the time of employment and/or at any time when job requirements or response time guidelines change.

Employees of the City of Lindsay shall not be required to nor discriminated against for not establishing a residence within the corporate city limits of Lindsay. However, ability to meet established response time requirements for some positions will be considered a condition of employment.

<b>THE CITY OF LINDSAY</b>	<b>REFERENCE NO.</b>	<b>2.10</b>
<b>PERSONNEL POLICIES AND PROCEDURE MANUAL</b>	<b>PAGE NO</b>	<b>1 OF 1</b>
<b>Chapter 2: EMPLOYMENT</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title: MINIMUM AGE</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

The City of Lindsay's minimum age for regular employment will be eighteen (18) years of age. The only exception will be for selected and/or temporary positions when prescribed differently by federal or state law. In no case are individuals younger than sixteen (16) years of age eligible for employment.

Proof of age and a Consent to the Employment of a Minor form provided by the Human Resources Department will be required of each applicant who is under eighteen (18) years of age prior to employment with the City.

<b>THE CITY OF LINDSAY</b>	<b>REFERENCE NO.</b>	<b>2.11</b>
<b>PERSONNEL POLICIES AND PROCEDURE MANUAL</b>	<b>PAGE NO</b>	<b>1 OF 3</b>
<b>Chapter 2: EMPLOYMENT</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title: NEPOTISM</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

The City of Lindsay shall not contribute, through employment, in-house advancement or transfer process, to the creation of an inequity or impropriety among its employees. This policy is established in order to prevent conflicts of interest, to avoid accusations and perceptions of biased conduct, and to maintain the confidentiality of restricted information.

### **I. Kinship**

For the purposes of this policy, familial relationship of the third degree shall apply:

### **II. Applicants**

An applicant shall be requested to list and shall list all relatives employed by the City or serving on a board or

- An applicant related, as defined in Section I of this policy, to the City Manager shall not be employed by the City.
- An applicant related, as defined in Section I of this policy, to any member of the City Council shall not be employed by the City.
- Under no circumstances will an applicant be employed in a department in which he or she may directly or indirectly supervise or be supervised by a member of his/her family, as defined in Section I of this policy.
- In a department comprised of more than one division, an applicant related, as defined in Section I of this policy, to a City employee employed in that division will not be eligible for employment within the same division. An applicant for a job in an undivided department who is related, as defined in Section I of this policy, to an employee of that department will not be eligible for employment in that department.

### **III. Other Restrictions**

The following restrictions apply on the employment of any relative, including those defined as family members in Section I of this policy.

- No employee in the relationship will supervise, review or process the work of the other;



- No current employee may be appointed or promoted to any supervisor's span of responsibility that is related within the provisions of this section to that supervisor.
- The employees' relationship must not create a conflict between employees/City interest; and
- There must be no interdependence or relationship between the jobs of the individuals concerned which could be potentially detrimental to the interests of the City.

**IV. Promotion**

In the event of a proposed promotion giving rise to a relationship prohibited by this policy, any employed family member of a person considered for promotion to any of the positions identified above must agree to immediately tender his/her written, conditional resignation before the candidate will be formally considered for the proposed promotion. If the candidate is selected for and chooses to accept the promotion, the conditional resignation becomes final. Normally, once, final, any such resignation will not become effective until ninety (90) days after the promotion takes effect.

**V. Reorganization**

In the event of a reorganization, or any other situation (other than a promotion) giving rise to a relationship prohibited by this policy, the lower ranking employee will be required to immediately resign his/her employment. If both employees are of equal rank, one of them will be required to immediately resign his/her employment. Normally, any such resignation will not be effective until ninety (90) days after the reorganization, etc., occurs.

**VI.Engagement, Cohabitation, or Marriage of Current Employees**

In the event of an engagement, cohabitation, or marriage between two City employees, one or both of the affected employees must immediately seek a transfer to another available position within the City for which he or she is qualified and that meets the requirements of this policy. If a suitable transfer cannot be made within ninety (90) days of engagement or marriage, one or both of the affected employees will be required to resign from employment.

**VII. Boards and Commissions**

If an employee is already employed with the City, then the employee is not required to transfer or resign upon the appointment of a relative to a board or commission. However, an applicant who is a relative of

an existing board member or member of a commission is not eligible for employment in the division which serves as the liaison to the board or commission.

### **VIII. Temporary and Seasonal Employees**

Temporary and seasonal employees of the City shall be partially exempt from this policy, in that two or more members of the same family who are related may be employed within the same operational division as long as the following apply:

- No more than one of the related employees may be a regular (non-temporary and non-seasonal) employee of the operational division; and
- The temporary or seasonal employee(s) may not be employed by the operational division for a period lasting longer than 120 calendar days within a twelve-month period.

<b>THE CITY OF LINDSAY</b>	<b>REFERENCE NO.</b>	<b>2.12</b>
<b>PERSONNEL POLICIES AND PROCEDURE MANUAL</b>	<b>PAGE NO</b>	<b>1 OF 2</b>
<b>Chapter 2: EMPLOYMENT</b>	<b>EFFECTIVE DATE: 12/01/2014</b>	
<b>Title: MEDICAL EXAMINATIONS/ FITNESS FOR DUTY</b>	<b>REVISION DATE: 00/00/0000</b>	

The City of Lindsay endeavors to provide a safe work environment for all employees. It is the responsibility of each employee to maintain the standards of physical and mental health fitness required for performing the essential functions of his/her position, either with or without reasonable accommodation. It is the policy of the City to require certain applicants and employees to be examined by a physician under certain circumstances described below. Medical examinations may also be used to ensure that employees remain in good physical condition in order to perform the demands of the job.

### **I. Required Medical Examinations**

- A) The Human Resources Department together with the City Manager will determine which positions will require a post-offer pre-employment medical and/or psychological examination. Prospective employees for these positions will be required to pass a medical and/or psychological examination administered by a physician designated by the City and the prospective employee will not be hired unless the examining physician certifies that the person meets the minimum standards or physical and/or psychological fitness required for the position and is able to perform the essential functions of the position with or without reasonable accommodation.
- B) Employees may be required to have a medical and/or psychological examination for in-house advancement, transfer or other personnel action where the supervisor deems it necessary due to different physical and/or psychological requirements or duties of the new position.
- C) The City Manager or Director of Human Resources may require a current employee to undergo a medical and/or psychological examination to determine fitness for continued employment; as may be necessary in order for the City to provide a reasonable accommodation; following an injury or accident; whenever the employee's supervisor determines that a potential health problem may prevent an employee from performing his/her job duties; and as otherwise permitted in accordance with the American with Disabilities Act.
  - Time away from work under this policy will normally be coded a paid administrative leave, but may be retroactively changed to sick leave, Family Medical Leave Act leave, and/or other leave as circumstances warrant.
  - Before returning to work following a medical and/or psychological examination under this policy, the employee must coordinate his/her return through the Director of Human Resources.

All medical exams must be coordinated by and through the Human Resources Department.

## **II. Serious Health Condition/Disabilities**

The City recognizes that employees with potentially life-threatening and/or infectious illness or physical and/or mental disability may wish to continue to engage in as many of their normal pursuits as their condition allows, including their employment. As long as these employees are able to perform the essential functions of their job, with or without reasonable accommodation, without creating an undue hardship, and medical evidence indicates that their condition is not a direct threat to themselves or others, the City will treat them consistently with other employees.

## **III. Payment of Medical Examinations**

- A) Medical examinations required by the City will be paid for by the City, are the property of the City of Lindsay and shall be confidential. A copy of the medical examination report shall be available to the employee upon request.
- B) When the City requires a physical examination or physician's report concerning an illness or injury suffered by an employee, the examination shall be at the expense of the City and performed by the City physician or a specialist the City physician refers the employee to.
- C) Employees who are not satisfied with the physician's determination may submit a report from a physician of their own choosing and at their own expense. In the event of conflict in opinions, the City may employ a third physician to examine the employee. The City will pay for this third physical examination. The reports of the physicians involved, along with the demands of the job and the employee's ability to perform the job duties will be the basis for a decision.

<b>THE CITY OF LINDSAY</b>	<b>REFERENCE NO.</b>	<b>2.13</b>
<b>PERSONNEL POLICIES AND PROCEDURE MANUAL</b>	<b>PAGE NO</b>	<b>1 OF 1</b>
<b>Chapter 2: EMPLOYMENT</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title: OUTSIDE EMPLOYMENT</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

The City of Lindsay shall be the primary employer for all employees for which benefits are being supplied. An employee may be employed in any capacity in any other business, trade, occupation or profession while employed by the City, so long as it is determined that such employment does not tend to bring the City into disrepute, reflect discredit upon the employee, or conflict with his/her employment or performance as a City employee.

Employees may not accept outside or self-employment that conflicts with the effective performance of the employee while on duty with the City, or conflict in any way with the best interests of the City. Other outside activities that might similarly distract from an employee's ability to perform his/her job with the City are also prohibited.

Employees must receive prior written approval from their Department Director and the City Manager on the City's Outside Employment Form, before engaging in other employment.

An employee will not be covered by the City's workers' compensation insurance while working for another employer or while self-employed unless the employee is required to perform official City employment activities while engaged in such outside or self-employment.

Approval for outside or self-employment as set out in this policy does not authorize an employee on FMLA leave, sick leave, disability leave, worker's compensation leave, or an unpaid leave of absence to engage in any outside or self-employment. Under no circumstances may an employee on FMLA leave, sick leave, disability leave, worker's compensation leave, or unpaid leave of absence engage in outside or self-employment, as defined in this policy, unless expressly authorized in writing by the Department Director and the Director of Human Resources.

For purposes of this policy, outside or self-employment includes a job, activity, or enterprise (including self-employment) which constitutes a form of employment or business outside the responsibilities of employment with the City.

<b>THE CITY OF LINDSAY</b>	<b>REFERENCE NO.</b>	<b>2.14</b>
<b>PERSONNEL POLICIES AND PROCEDURE MANUAL</b>	<b>PAGE NO</b>	<b>1 OF 1</b>
<b>Chapter 2: EMPLOYMENT</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title: REFERRAL PROGRAM</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

The City of Lindsay wishes to establish through this policy a process where current employees can refer new employees for employment with the City of Lindsay and receive a monetary referral reward.

### **Process of Referral**

- The applicant must indicate who referred them on the employment application.
- The referring employee must be in good standing with the City of Lindsay to receive the monetary referral reward.
- The referring employee shall not have disciplinary write ups in the employee file for the previous year from the date of referral.

### **Process after referral hire**

If a referred candidate accepts a conditional offer of employment the following process will be followed:

- On the first day of employment, the referred employee must complete the City of Lindsay referral program document and submit to Human Resources.
- The referring employee will be eligible to receive \$100.00 after the referred employee completes six (6) months of employment in good standing.
- The referring employee will be eligible for \$100.00 after the referred employee completes one (1) year of employment in good standing.
- Human Resources will verify with the Department Head(s) that the employee is in good standing at each qualifying date.
- The monetary reward is payable to the referring employee only.

### **Disqualifying Events**

- If the referring employee is not in good standing or employment has terminated prior to the six (6) month or one (1) year qualifying dates the monetary reward will not be available.
- If the referred employee is not in good standing at the end of six (6) months, or one (1) year qualifying date, the monetary reward becomes null and is not in effect.
- The referred employee must not have any disciplinary action in their personnel file at the end of six (6) months or one (1) year.

<b>THE CITY OF LINDSAY</b>	<b>REFERENCE NO.</b>	<b>3.01</b>
<b>PERSONNEL POLICIES AND PROCEDURE MANUAL</b>	<b>PAGE NO</b>	<b>1 OF 1</b>
<b>Chapter 3: EMPLOYEE DEVELOPMENT, PERSONNEL ACTIONS &amp; RECORDS</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title: NEW HIRE ORIENTATION</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

## **I. Human Resources Orientation**

On the first day of employment, the new employee will attend and participate in a New Hire Orientation session conducted by the Human Resources Department to learn more about the City, including employee relation services, benefits, policies and procedures. New employees will be given an opportunity to ask questions and discuss City employment and services. New employees will receive a policy manual during their New Hire Orientation session with Human Resources.

## **II. Department Orientation**

On the first day of employment, the new employee and his/her supervisor will review, complete and sign the New Employee Orientation Checklist form provided by the Human Resources Department. The department will forward this form along with all other required enrollment and new hire documents to the Human Resources Department.

<b>THE CITY OF LINDSAY</b>	<b>REFERENCE NO.</b>	<b>3.02</b>
<b>PERSONNEL POLICIES AND PROCEDURE MANUAL</b>	<b>PAGE NO</b>	<b>1 OF 3</b>
<b>Chapter 3: EMPLOYEE DEVELOPMENT, PERSONNEL ACTIONS &amp; RECORDS</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title: PROBATIONARY PERIOD</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

All new employees hired to fill regular full-time or part-time positions in the City of Lindsay must satisfactorily complete a performance probationary period of six months with the exception of Firefighters, EMS employees, and dispatchers in the Police Department, who must satisfactorily complete a one year performance probationary period. Police Officers hired with CLEET certification must complete a one year probationary period. Police Officers who obtain CLEET certification after hire, must complete a one year probationary period after CLEET certification is obtained. Additionally, all current employees who are promoted, or reclassified to a supervisory position, as well as former City employees who are rehired, must satisfactorily complete a performance probationary period of six months. The probationary period assists the City in maintaining an effective, productive, and efficient workforce to provide quality services to the citizens. Only those employees who meet acceptable performance and other standards during their probationary period will be retained as employees. An extended orientation and/or training time may be added to the probationary period. Employees are considered probationary employees until they have actually performed their regular job duties for the entire performance probationary period to assure their ability to meet acceptable standards of work performance and behavior for the employee's position.

Each probationary employee is responsible for knowing, understanding, and meeting the expectations and standards for his/her position. In addition, each employee is also responsible for performing his/her job in a safe, productive, and effective manner within the instructions and established standards for the position. Furthermore, employees are expected to maintain acceptable standards of conduct in their employment. During the probationary period, it is the responsibility of the employee to correct any deficiencies or inadequacies in job performance attitude, or conduct.

### **I. Seasonal/Temporary Employees**

Seasonal and temporary full-time and part-time employees do not serve a performance probationary period and have no right of appeal when terminated at any time.

### **II. Change in Assignment or Probationary Employee**

Probationary employees may not request or make application for reassignment, promotion, or voluntary transfer during the probationary period unless approved by their Department Head and the Director of Human Resources. If the reassignment, promotion, or transfer is approved, the employee will serve a six-month performance probationary period in the new position beginning with the date of the position change. Firefighters, Police, and EMS employee will serve a one year performance probationary period.



**III. Absences During Performance Probationary Period**

Employees may not use vacation during their performance probation period. Employees may use sick leave for qualifying absences. Recognized Holidays may be used as approved per established City/Departmental policy or practice.

Transferred or promoted employees serving probationary periods retain their eligibility for all types of leave established by City policy.

**IV. Probationary Performance Assessments**

All probationary employees shall be constantly evaluated and will receive performance assessments in accordance with the Employee Professional Development Assessment System Policy (Reference No. 3.03). These reviews are designed to evaluate each employee's performance and communicate that performance to the employee.

**V. Extensions to Probationary Period**

The performance probationary period may be extended under the following circumstances:

At the end of the probationary period, performance probation may be extended for up to an additional three months when a probationary employee's performance has been marginal due to extenuating circumstances, additional training is warranted, or an employee's absence from work for an extended period of time did not permit an opportunity for adequate assessment of performance. The decision to extend or not to extend an employee's probationary period may not be appealed. If an extension is granted, the employee will be advised in writing and given the date on which the extended probation period will be completed. Such extension will be at the sole discretion of the Department Head and the Director of Human Resources.

A probationary period may be extended for time spent on an approved Leave of Absence including leaves of absences due to injury or illness or approved Military Leave. The approved extension will normally equal the length of time away from work. Accordingly, each full-day absence incurred by an employee during the probationary period will normally extend the six-month probationary period by an additional day.

**VI. Successful Completion of Probation/"Regular" Status Granted**

An employee is granted "regular" status in the new position if the employee satisfactorily completes the performance probationary period.

**VII. Failure of Probation**

An employee is considered to have failed probation when it is determined that the employee's fitness, job performance, quality or quantity of work, attendance, or combination thereof, does not meet minimum job performance standards and expectations for the position. Failure of probation may occur at any time within the probationary period. An employee who fails probation will normally be terminated from the City's employment. If desirable and feasible, the employee may be administratively transferred to a more suitable position at the sole discretion of the City. A transferred or promoted employee who fails probation may, at the sole discretion of the City, be reinstated to a more suitable position at the sole discretion of the City. A transferred or promoted employee who fails probation may, at the sole discretion of the City, be reinstated to his/her former position provided there is a vacancy and if approved by the affected Department Head. Department Heads are responsible for ensuring the thorough written documentation of all cases of failure of probation, including counseling, training, and other efforts to help employees during their probation period.

**VIII. Termination of Probationary Employment**

Probationary employees may be terminated only by Merit and Fitness per the City Charter at any time during the probationary period. Probationary employees are otherwise subject to all policies and procedures of the City. All recommendations for termination must be reviewed by Human Resources prior to termination.

**IX. Sexual and Other Unlawful Harassment**

Probationary employees are subject in all respects to the City's Sexual and Other Unlawful Harassment Policy (Reference No. 7.09). While probationary employees have no right of appeal, if they believe they have been subjected to unlawful harassment or discrimination, they must immediately report such conduct as set out in City of Lindsay Personnel Policies and Procedures, Reference No. 7.09.

<b>THE CITY OF LINDSAY</b>		<b>REFERENCE NO.</b>	<b>3.03</b>
<b>PERSONNEL POLICIES AND PROCEDURE MANUAL</b>		<b>PAGE NO</b>	<b>1 OF 2</b>
<b>Chapter 3: EMPLOYEE DEVELOPMENT, PERSONNEL ACTIONS &amp; RECORDS</b>		<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title:</b>	<b>EMPLOYEE PROFESSIONAL DEVELOPMENT ASSESSMENT SYSTEM</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

The City uses a thorough performance assessment system for assisting supervisors in communicating job expectations, measuring the employee's level of past performance, recognizing employee achievements and exemplary performance, and strengthening the supervisor-employee relationship. The performance assessment system provides necessary information for management decisions including career development and training, assignments, advancements, transfers, disciplinary actions, retention, compensation, etc. The purpose of the performance assessment system as outlined herein is to achieve optimum employee performance resulting in outstanding citizen service.

## **I. Schedule**

Regular full-time and regular part-time employees are eligible for a performance assessment upon completion of their probationary period and an annual performance assessment on their annual anniversary date each year. Supervisors may also perform a periodic performance assessment every six months. At a minimum, performance assessments will be performed after completion of a probationary period and on an annual basis thereafter.

## **II. Supervisory Responsibilities**

All performance assessment information must be written where required, on forms approved by the City Manager and provided by the Human Resources Department, and forwarded to the Director of Human Resources for retention in the employee's official personnel file. An assessment is considered complete at the time the employee signs and dates the assessment document or when the supervisor and/or Department Director has a witness acknowledge the employee's refusal to sign the assessment document.

Supervisors will strive to clearly communicate all elements of job performance, key result areas, performance standards, measures, goals, strengths and areas of development needed on the employee assessment form. Each employee will sign and date a copy of his/her employee assessment when it is reviewed, and the supervisor will forward a copy to the Director of Human Resources for filing in the employee's official personnel file.

Department Directors are expected to ensure compliance with this policy and ensure that evaluating supervisors and managers under their direction are adequately trained in the performance assessment process. Department Directors and/or mid-level managers are encouraged to review all performance assessments for validity prior to the department supervisor conducting the performance assessment with the affected employee, in order to correct any obvious errors or rating bias.

### **III. Employee Responsibilities**

Employees are expected to be knowledgeable of their essential job functions and key result areas and maintain established performance standards and requirements as outlined. Employees are encouraged to address issues and concerns regarding their annual performance assessment with their evaluating supervisor. If the employee is unable to resolve his/her issues and concerns with the evaluating supervisor, the employee may address them with the Department Director, if the Department Director is the evaluating supervisor, the employee may go to the City Manager to address his/her concerns.

In the event an employee's assessment ratings do not average to an overall score of "Meets Expectations," the employee may be subject to dismissal from employment or be placed on a six (6) month performance probation and be re-assessed at the end of that period. If at the end of the six (6) month performance probation period the employee's assessment ratings still do not average to an overall score of "meets Expectations," the employee will be dismissed from employment.

<b>THE CITY OF LINDSAY</b>	<b>REFERENCE NO.</b>	<b>3.04</b>
<b>PERSONNEL POLICIES AND PROCEDURE MANUAL</b>	<b>PAGE NO</b>	<b>1 OF 2</b>
<b>Chapter 3: EMPLOYEE DEVELOPMENT, PERSONNEL ACTIONS &amp; RECORDS</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title: CATEGORIES OF EMPLOYMENT</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

**I.**The City of Lindsay classifies City employees for the purpose of employment status and benefit eligibility as follows:

- a) Probationary. A full-time or part-time employee during the performance probation period of initial employment, promotion, or transfer.
- b) Regular full-time. An employee in a budgeted position with an officially scheduled work week who works an average of 37 hours or more each workweek (including certain Fire and Police shift personnel who may have different work cycles) who has successfully completed his/her initial performance probationary period. Generally, regular full-time employees are eligible for the City's full benefits package, subject to the terms, conditions, and waiting periods of each benefit program. Regular full-time employees receive benefits such as benefit hour accruals, medical benefits and participate in a retirement program.
- c) Regular part-time. An employee in a budgeted position with an officially scheduled work week who works an average of 36 or less hours per week. Regular part-time employees may be eligible to participate in medical benefits.
- d) Temporary/Seasonal. An employee who is employed for only a specific time period, for a special assignment, or assignment, or as an interim replacement. Employment assignments in this category are of a limited durations. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary and seasonal employees retain that status unless and until notified of a change in writing by the Human Resources Department. Temporary and seasonal employees receive all legally mandated benefits (such as workers' compensation insurance overage), but are not eligible for the City's other employment benefits. Temporary employees who are placed with the City but who are actually employed by a temporary staffing agency must look to the temporary staffing agency to determine what benefits they are provided. Such employees are not eligible for benefits from the City and are not eligible for participation in a retirement program.
- e) Volunteers. With the exception of Volunteer Fire Fighters, volunteers are not employed by the City in any capacity. Volunteers elect to donate their time and services as a volunteer for the City without any expectation of compensation. Volunteers are generally not paid and are generally not entitled to any benefits.

<b>Title: CATEGORIES OF EMPLOYMENT</b>	<b>REFERENCE NO.</b>	<b>3.04</b>
	<b>PAGE NO.</b>	<b>2 of 2</b>

- II.** In addition to being in one of the above categories, each employee is also designated as either exempt or nonexempt from federal and state wage and hour laws. Employees are informed of their status as exempt or nonexempt at the time of their initial employment, or subsequently if their classification changes for any reason.

<b>THE CITY OF LINDSAY</b>	<b>REFERENCE NO.</b>	<b>3.05</b>
<b>PERSONNEL POLICIES AND PROCEDURE MANUAL</b>	<b>PAGE NO</b>	<b>1 OF 2</b>
<b>Chapter 3: EMPLOYEE DEVELOPMENT, PERSONNEL ACTIONS &amp; RECORDS</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title: PAY CLASSIFICATIONS AND JOB DESCRIPTIONS</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

It is the policy of the City of Lindsay to provide a systematic and organized approach for the administration of salaries for positions on a uniform, city-wide basis and to provide equitable and competitive compensation based on position classification, performance, and market analysis.

## **I. Pay Classifications**

- A) Each position that is not a contract position or covered under an employment agreement shall be assigned to a pay classification. Pay classifications shall specify an entry and maximum level, hourly and bi-weekly wage or salary, within each pay grade.
- B) Employees may be hired for positions at a higher pay than entry-level pay, based on qualifications and job related experience, at the discretion of the Department Director and the Director of Human Resources. Final approval must be given by the City Manager.
- C) The City Council as part of its annual budget process will consider the allocation of funds for pay classification adjustments and pay for performance increases. Pay classifications may be amended, as circumstances require, through submission of suggested changes to the Human Resources Director and approval by the City Manager.

## **II. Incentive Pay**

- A) Employees who meet certain departmental criteria may be eligible for incentive pay for skills learned and education acquired.
- B) Incentive pay available to employees will be listed on the City's adopted pay scale or departmental step plan.
- C) Bilingual Pay
- D) Additional duty that is not typical within the essential functions of the primary job duties. This does not include a secondary position within the City.

## **Eligibility**

Bilingual pay will be available to a limited number of employees who are proficient in English and Spanish. To be eligible for bilingual pay, employees must be in a position in which they use their bilingual skills in the normal course and scope of their employment with the City. Eligible positions will be determined by the Department Director and approved by the City Manager.

Eligible employees must successfully pass an established bilingual test conducted by a professional consultant or organization selected by the Human Resources Department. Tests shall reflect the types of bilingual communication in which the employee would normally be required to engage during the course and scope of duty.

Bilingual testing as described above will be coordinated through the Human Resources Department.

Employees passing the proficiency test may be required to be reassessed. Employees who do not pass the authorized proficiency test may retest at their own expense.

### **Bilingual Employee Responsibilities**

All employees accepting bilingual pay will be required to utilize their bilingual communication skills when requested during the course and scope of their duties and also when called upon by other departments or divisions.

Employees who fail to utilize their bilingual skills when required may be deemed ineligible to receive bilingual pay.

### **III. Job Descriptions**

A) Each position shall have a job description. All job descriptions will list the following:

- Job Title, Department/Division, Pay Class/FLSA Designation, and Salary Range as provided from the Pay Classification Plan
- Definition of Job
- Supervision Received and Exercised
- Examples of Duties including Essential Functions and Additional Duties
- Qualifications including Knowledge, Ability, Education and Training Guidelines
- Physical Demands
- Work Environment

B) Requests for new positions, reclassification, or changes to existing job descriptions will be made to the Human Resources Department. All suggested job descriptions will be reviewed, and upon approval, will be effective the first day of the fiscal year unless otherwise authorized by the City Manager.



<b>THE CITY OF LINDSAY</b>	<b>REFERENCE NO.</b>	<b>3.06</b>
<b>PERSONNEL POLICIES AND PROCEDURE MANUAL</b>	<b>PAGE NO</b>	<b>1 OF 1</b>
<b>Chapter 3: EMPLOYEE DEVELOPMENT, PERSONNEL ACTIONS &amp; RECORDS</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title: EMPLOYEE DEVELOPMENT AND TRAINING</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

It is the philosophy of the City of Lindsay to support employee training and development opportunities that will prepare employees for increased responsibilities and enhance individual growth, promotion and development.

### **I. Human Resources Department**

As resources allow, the Human Resources Department will cooperate with the department directors and division supervisors in developing training programs. Records of employee attendance, participation, and training completion at City-sponsored programs will be maintained in the Human Resources Department. Departments are to submit records of employee training for other types of training programs the employee has completed to the Human Resources Department. This information can then be included in the employee's official file.

### **II. Department Directors/Supervisors**

- A) It is the responsibility of the employee's immediate supervisor to provide, or see that the employee receives, department orientation and job training.
- B) It is the responsibility of Supervisors to respond to employee inquiries regarding City and department policies, procedures and guidelines.
- C) Department directors'/supervisors' efforts to facilitate leadership development in their subordinates are endorsed by the Human Resources Department. In addition, directors and supervisors are encouraged to indicate to the Human Resources Department the training needs of their departments or divisions.
- D) Supervisors are responsible for the enrollment, attendance and documentation of their subordinates in training programs.

### **III. Notification and Attendance**

- A) Employee participation in training programs, sessions and/or seminars must be approved by his/her supervisor. Notification of training sessions should be given far enough in advance to allow adequate time for adjustment of the employees' scheduled job duties.
- B) When all eligible employees in one department or division are unable to attend training, every effort should be made to provide sessions on a rotating system to facilitate participation.

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The purpose of the City of Lindsay's in-house advancement policy is to make every effort to fill job vacancies through in-house advancement, or promotion, of qualified employees to vacant positions within the City. This shall not prohibit the City Manager or other supervisory personnel from filling positions with persons not employed by the City.

### **I.Consideration**

- A) Employees must have completed their probationary period to be eligible for in-house advancement, unless otherwise approved by the Department Director, Human Resources Director, and City Manager.
- B) The decision for an in-house advancement will be based on the quality of each applicant's prior performance on the job as well as the qualifications for the new position. Other areas to be considered are conduct, disciplinary history, education, records of progression, completion of training or developmental assignments, awards, letters of commendation, and details of leadership experiences where appropriate.

### **II. Salary Increase**

Generally, when an employee is promoted through in-house advancement to a position with a higher pay classification, the employee will receive an increase to the minimum salary of the new position, or receive a promotional increase of five percent (5%) over the employee's present salary, whichever is higher, to recognize the employee's experience and acceptance of a more demanding position.

### **III. Anniversary Date and Probationary Period**

- A) An employee who does not work under a departmental step plan and who is promoted through in-house advancement to a higher position with a higher pay classification will be given a new anniversary date and be required to complete a six-month probationary period in accordance with the Probationary Period Policy (Reference No. 3.02).
- B) Should a promoted employee not successfully complete the probationary period, the employee may be eligible to return to the previous position held, if available. If no position is available for which the employee is qualified, the employee will be terminated.

<b>THE CITY OF LINDSAY</b>		<b>REFERENCE NO.</b>	<b>3.08</b>
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<b>Chapter 3: EMPLOYEE DEVELOPMENT, PERSONNEL ACTIONS &amp; RECORDS</b>		<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title:</b>	<b>TRANSFERS</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

Transfers will be allowed within a division or from one division or department to another when they are in the best interest of the City and/or employee.

Transfers may be used to allow employees to move to positions with greater career potential, to change career fields, to move to a position for which the employee is more suitably qualified, to vary work location or conditions, to accommodate shifts in workloads across City departments, for disciplinary reasons, or other administrative reasons. In order for any employee to transfer, there must be a vacant position and the employee must meet all job requirements.

### **I. Purposes of Employee Transfers**

#### **A) Voluntary Transfer (employee initiated)**

- Generally, a voluntary transfer is initiated by an employee through request or by applying for an open position.
- Employees must have completed a probationary period to be eligible to transfer, unless a recommendation is made by the Department Director and Human Resources Director with approval by the City Manager.
- If the position has been posted or advertised, the employee must also complete all application, interviewing and other requirements in the job announcement.
- The transferring employee must give at least two weeks' notice to the releasing department prior to transfer. The releasing supervisor may waive this requirement.

#### **B) Involuntary Transfer (supervisor initiated)**

- In certain circumstances, a department director or supervisor may deem it necessary to place an employee in a position better suited to the employee's abilities.
- Any salary changes will be determined by the Department Director and the Director of Human Resources and approved by the City Manager.

#### **C) Administrative Transfer (reassignment, reorganization)**

- In certain circumstances, administrative transfer, or reassignment, may be used for reorganization purposes. The Director of Human Resources must approve the transfer in advance. Final approval must be made by the City Manager.
- Normally, administrative transfers will not result in a change of salary for the affected employee(s). Any salary changes will be determined by the Department Director and the Director of Human Resources with approval by the City Manager.

## **II. Forms of Transfers**

### **A) Lateral Transfer**

- When an employee transfers to another position in the same pay classification, this is considered a lateral transfer and may be a result of a voluntary transfer, involuntary transfer or administrative transfer. In most cases of lateral transfers, the employee's rate of pay will remain the same. However, under certain circumstances a supervisor may make recommendations to adjust the employee's rate of pay based on qualifications for the job. These considerations include experience, education, current market conditions, salary of the candidate, difficulty in recruiting qualified candidates, necessity of position to service delivery, incentive, or to match current salary of employee(s) in same or similar positions within the department/division.

### **B) Transfer to a Lower Position (Demotion)**

- When an employee transfers to another position in a lower pay classification, this is considered a demotion and may be a result of a voluntary transfer, involuntary transfer, or administrative transfer.

#### **Voluntary Demotion**

If an employee elects to accept a position in a lower classification, this is considered a voluntary demotion.

Voluntary demotion may be required by an employee. Unless the employee has applied for the lower position through the application process, a request for voluntary demotion must be made by the employee in writing, approved by the Department Director and the Director of Human Resources. The request should include the date, reasons for the request, signature of the employee, signatures of the Department Director and Director of Human Resources. Voluntary Demotion must be in the best interest of the City and the specific department(s) involved before approval will be granted.

The rate of pay for voluntary demotions will be determined by the Department Director and the Director of Human Resources and will be consistent with the pay range for the lower classification. Demoted employees are eligible for performance increases at the time of review in the new position.

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A voluntary demotion will not require the employee to serve a probationary period.

- Involuntary Demotion for failure to satisfy requirements and performance standards

An involuntary transfer may be deemed necessary by a department director or supervisor when an employee fails to satisfy the requirements and performance standards established for a position but is able to function productively in another capacity. Demotion is not generally used as a disciplinary measure, but rather as a technique to place employees unable to perform duties of the position in one better suited to their abilities.

Demotion should not be considered unless the employee has been informed of, and understands those standards established for the position and has been counseled and given sufficient time to correct any existing deficiencies. Demotions will be accomplished after careful and thorough review of an employee's qualifications, work history, and documented performance appraisals.

The rate of pay for voluntary demotions will be determined by the Department Director and the Director of Human Resources and approved by the City Manager, and will be consistent with the pay range for the lower classification. Demoted employees are eligible for performance increases at the time of review in the new position.

C) Transfer to a Higher Position (Promotion)

[See In-House Advancement Policy (Reference No 3.07)]

### **III. Benefits**

Regular full-time employees who transfer from one position to another and remain regular full-time employees shall continue to accrue benefits without interruption. Benefits will be adjusted appropriately if a change of status occurs.

<b>THE CITY OF LINDSAY</b>	<b>REFERENCE NO.</b>	<b>3.09</b>
<b>PERSONNEL POLICIES AND PROCEDURE MANUAL</b>	<b>PAGE NO</b>	<b>1 OF 3</b>
<b>Chapter 3: EMPLOYEE DEVELOPMENT, PERSONNEL ACTIONS &amp; RECORDS</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title: EMPLOYEE RECORDS</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

It is the policy of the City of Lindsay that an effective system for keeping records on job applicants, current employees, and former employees is essential to the proper functioning of the Human Resources Department. The City strongly believes, however, in respect for the rights and dignity of each employee, and the City pledges to conduct its business in such a way that the privacy of all its employees is protected within the guidelines of federal and state regulations.

The Human Resources Department shall maintain the official personnel file of each employee. Employee files maintained at the department level shall contain only pertinent information related to the employee and the employee's performance for assessment and evaluation purposes. Under no circumstances should confidential information, other than personal information listed on Personnel Action Forms, be kept in department files.

## **I. Personal Information**

- A) The City shall request, use and retain only personal information concerning employees that is required for business or legal reasons.
- B) All information about employees in either personnel or supervisory files will be kept confidential to the extent possible and will be disclosed within the City only for legitimate business reasons, including to supervisory personnel who are considering the employee for promotion, transfer, demotion, termination, or other personnel action.

## **II. Confidentiality of Medical Information**

- A) Federal law requires that the City maintain all employee medical information in separate, confidential files. Therefore, in addition to personnel files, the City maintains a separate medical file for each employee. The Director of Human Resources maintains these confidential medical files.
- B) Examples of information that may be provided to the City by an employee's health care provider, and maintained in the confidential medical file, include:
  - A note to justify an absence
  - A note to request a leave
  - A note to verify the employee's ability to return to work
  - Medical records to support a claim for sick pay
  - Insurance records; and
  - Accident/incident reporting/workers' compensation records.

- C) It is important that the employee understand that the records are confidential but that the confidentiality may be waived when the employee provides medical information to his/her supervisor, co-workers, or anyone other than the Director of Human Resources. When an employee provides information to his/her supervisor, the supervisor is expected to share the information only on an “as needed” basis to other members of management.
- D) In addition to protecting their own confidential medical information, employees must also respect the privacy and confidentiality of their coworkers’ medical information. Employees are expected to use discretion and judgment when dealing with such information and are to refrain from passing along information, gossip, rumors or anything else that may constitute an invasion of a coworkers’ privacy or breach of confidence.

### **III. Employee Inspection**

- A) Any employee may inspect his/her personnel file. Employees desiring to inspect their personnel files should contact the Human Resources Department to establish a convenient time for this review. The employee may review the files and may take notes or request single copies of each page. No employee is allowed to alter or remove anything from any personnel file. An employee may request correction of inaccurate information.
- B) Disciplinary action disagreements should be made note of at the time the action is taken and the established appeals procedure followed. Performance evaluation disagreements should be made note of at the time of the performance review. Written documentation submitted as a part of an appeals procedure shall be reviewed by the Director of Human Resources and may become a portion of the employee’s file.

### **IV. Requests for Personnel Information**

- A) All requests for information, written or verbal, from persons outside the City concerning job applicants and/or current, retired, or terminated employees must be referred to the Human Resources Department. Such requests may include, but not be limited to:
- Verification of employment for loan and/or credit application.
  - Verification of employment status.
  - Salary verification or information.
  - Verification of work and/or attendance records.
  - Prior work history.
- B) Without a signed release, the Human Resources Department will release only the dates of employment, position held and verify final salary. Additional information will be disclosed pursuant to a proper request under the Oklahoma Open Records Act, 51 O.S. §24A.7.
- C) No other department or person is authorized to release such information without the prior authorization of the Director of Human Resources.

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#### **V. Updating Personnel Records**

- A) In order to keep personnel records up to date, employees are required to notify their department or the Human Resources Department of a status change (changes in name, address, telephone number, marital status, etc.) within 72 hours of any such change.
- B) Employees should contact the Human Resources Department for changes in beneficiary designation, IRS W-4 forms, health insurance coverage changes (changes must be made during open enrollment period or within 30 days of a qualifying event).

#### **VI. Retention**

- A) Employee files shall follow the documentation retention policy of the City of Lindsay.



<b>THE CITY OF LINDSAY</b>	<b>REFERENCE NO.</b>	<b>3.10</b>
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<b>Chapter 3: EMPLOYEE DEVELOPMENT, PERSONNEL ACTIONS &amp; RECORDS</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title: SEPARATION OF EMPLOYMENT</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

It is the policy of the City of Lindsay to request advance written notice of an impending voluntary separation from all positions of employment within the City organization. Minimum notice is necessary in order to expedite employee out-processing and ensure a smooth transition without adversely affecting department efficiency.

**I. The City designates all employee separations as one of the following types:**

A) Resignation

An employee who intends to resign is requested to notify his/her supervisor and/or the Director of Human Resources in writing. (See Section II. Notice Requirements.) The supervisor is responsible for immediately notifying the Director of Human Resources.

B) Retirement

An employee who intends to retire must notify his/her Department Director, supervisor and the Director of Human Resources, in writing, 30 days prior to the date of retirement. This 30-day requirement is necessary to ensure that the required paperwork is timely submitted to the retirement system in which the employee participates.

C) Dismissal/Termination

The City may terminate an employee's employment as a result of unsatisfactory performance or conduct and/or violation of City policies or procedures, including a new hire who fails probation. City employees who are terminated, or who resign in lieu of termination, due to unsatisfactory performance or conduct and/or violation of City policies and procedures, are not eligible for rehire.

Dismissal may also occur for the following:

- a) Job Abandonment. If an employee fails to properly notify the City of his/her absence from work or if any employee is absent without authorization and/or notification for a period of three days or shifts, the City will normally consider the employee to have abandoned his/her employment, and he/she will be terminated.
- b) Long-Term Absence. Any employee who is absent from work for more than 120 calendar days may be terminated, except as provided below. Brief appearances at work during an

overall absence of 120 days will not prevent the City from terminating an employee if determined to be in the City's best interest. An employee on workers compensation TTD status is an exception. Likewise, any employee who reports to work (e.g., in a light-duty capacity) but is unable to perform the duties of an employee who has a paid leave balance of accrued vacation and/or compensatory time remaining at the end of 120 days may, at the City's option, extend his/her leave using any available paid leave balance, or be terminated and paid for accrued leave balances. This policy will be administered consistently with the City's obligations under the American with Disabilities Act.

- c) In accordance with Fire and Police Pension rules, Fire and Police Officers are given up to six months leave. Fire and Police Pension regulations will be followed in the event of revisions to their policies.

D) Reduction-in-Force/Reorganization

An employee may be separated from City service when it is deemed necessary by reason of shortage of funds or work, the abolition of the position, or other material change in the duties of the organization, or for other reasons which are outside the employee's control and which do not reflect discredit upon the service of the employee.

E) Death

If a City employee dies, his/her designated beneficiary or estate will be paid all earned pay and payable benefits.

## **II. Notice Requirements**

- A) Department Directors and other top management are requested to give thirty (30) calendar days advance written notice of separation.
- B) Department Mid-Managers (Superintendents, Supervisors, etc.) are requested to give fifteen (15) calendar days advance written notice of separation.
- C) All other employees are requested to give ten (10) calendar days advance written notice of separation.
- D) Failure of an employee to provide the minimum notice requested means the employee will likely not be eligible for rehire.

## **III. Out-processing**

- A) A Personnel Action Request Form and an Out-Processing Checklist form must be completed by the employee's supervisor and forwarded to the Human Resources Department before the final paycheck can be processed.

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- B) Replacement costs of unreturned employee issued items or other monetary obligations to the City will be assessed upon termination.
- C) Final payment of compensation may be withheld pending return of City property, completion of necessary paperwork, and other requirements of separation.

#### **IV. Exit Interview**

The City usually provides separating employees with an exit interview prior to their last day of work. The purpose of the exit interview is to finalize all compensation due, return City equipment, provide explanation of any continuing benefits, review employment history, discuss the reason(s) for the separation, and solicit constructive feedback to improve the City. Exit interviews are conducted confidentially by the Director of Human Resources (or designee). Information discussed during the exit interview may be shared with the City Manager and acted upon as deemed appropriate by the City. The Department Director (or designee) is responsible for promptly notifying the Director of Human Resources of all separations, arranging for the exit interview and providing documentation of receipt of all department and/or City property from the exiting employee.

<b>THE CITY OF LINDSAY</b>		<b>REFERENCE NO.</b>	<b>3.11</b>
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<b>Chapter 3: EMPLOYEE DEVELOPMENT, PERSONNEL ACTIONS &amp; RECORDS</b>		<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title:</b>	<b>EMPLOYEE OF THE MONTH PROGRAM</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

## **Purpose**

The City of Lindsay wishes to establish a program that will recognize employees that go above and beyond the normal City performance standards. The purpose of this program is to provide an incentive to employees to enhance the quality of customer service and to serve as a mechanism for recognizing those employees.

Each month, the City will recognize an outstanding employee to be named as the City's Employee of the Month.

## **I. Procedures**

### **A. Selection Committee**

The City Manager will appoint an Employee of the Month (EOM) Selection Committee consisting of the Director of Human Resources (to serve as a permanent member and committee facilitator) and two other department directors. Committee members will serve for an undesignated term.

The EOM Selection Committee will meet regularly on a monthly basis as set by the committee.

The EOM Selection Committee will be responsible for the review and selection of a City employee to be named Employee of the Month.

### **B. Nominations**

Nominations must be submitted on the Nomination Form attached to this program and should include a description of the performance deserving the award.

Nominees must have exhibited meritorious performance. Examples of meritorious performance could be an employee who has made special efforts while participating in a project or program or while rendering service, an employee who consistently maintains an exceptional level of performance, an employee who has exemplified the City's values in an extraordinary way, an employee who has made a significant and positive impact on the City or community, an employee who has submitted an idea or taken action which directly results in significant saving for the City, etc.

Nominations may be made by employees, supervisors and/or department directors.

Nominations must be approved by the supervisor and department director of the nominated employee.

Nominations must be submitted to the Human Resources Department by the Friday before Council Meeting each month for consideration by the EOM Selection Committee.

### **C. Selection**

The EOM Selection Committee will consider all submitted nominations at each monthly meeting. After discussion, the committee shall vote by means of anonymous ballot on the nominee of their choice.

The EOM selection Committee facilitator will count the votes. The nominee with the most votes will be named the Employee of the Month.

The EOM Selection Committee facilitator will prepare the award the make arrangements for the presentation to the employee by the Department Director and/or City Manager and prepare a press release for local newspapers.

### **D. Recognition/Award**

The recipient of the Employee of the Month award will be presented with a certificate and be entitled to an administrative day off with pay.

Local newspapers will be notified of recipients of the City's Employee of the Month award and the information will be posted on the City's website.

All Employee of the Month recipients will be acknowledged by the City Manager.

### **E. Miscellaneous**

This program will have no effect on service awards or departmental recognition of employees.

The Employee of the Month award will not affect (i.e. does not increase) the recipients pay or salary.

At no time should a department head or supervisor indicate to an employee that and Employee of the Month award nomination has been made until final approval has been determined. Because nominations are subject to management's discretion and selected by votes of the EOM Selection Committee, no guarantee of an award should be made.

<b>THE CITY OF LINDSAY</b>	<b>REFERENCE NO.</b>	<b>3.12</b>
<b>PERSONNEL POLICIES AND PROCEDURE MANUAL</b>	<b>PAGE NO</b>	<b>1 OF 1</b>
<b>Chapter 3: EMPLOYEE DEVELOPMENT, PERSONNEL ACTIONS &amp; RECORDS</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title: NEWBY AWARD PROGRAM</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

## **I. Purpose**

The City of Lindsay wishes to establish a program that will recognize employees throughout the year that have gone above and beyond the normal City performance standards. The purpose of this program is to provide an incentive to employees to enhance the quality of customer service and to serve as a mechanism for recognition.

The City Manager will recognize recipients to receive the Newby Award for recognition of exemplary service to the City of Lindsay.

## **II. Procedures**

### **A. Selection**

The City Manager will select the recipients of the Newby Award.

### **B. Recognition/Award**

The Newby Award will be presented by the City Manager.

The Newby Award facilitator will prepare the award and make arrangements for the presentation to the employee by the City Manager and prepare a press release for local newspapers.

The information will be posted on the City's website.

### **C. Miscellaneous**

This program will have no effect on service awards or departmental recognition of employees.

The Newby Award will not affect (i.e. does not increase) the recipients pay or salary.

At no time should a department head or supervisor indicate to an employee that an employee will be named as the recipient of the Newby Award until final approval has been determined. Because the recipient is selected by the City Manager no guarantee of an award should be made.

<b>THE CITY OF LINDSAY</b>		<b>REFERENCE NO.</b>	<b>3.13</b>
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<b>Title:</b>	<b>LEADERSHIP ACADEMY</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

## **I. Purpose**

The City of Lindsay wishes to establish a program that recognizes the talent and potential of its employees by providing an opportunity for future leaders in our organization through succession planning, in class training, and on the job training.

## **II. Procedures**

### **A. Eligibility**

To be eligible an employee must have successfully completed a probationary period in their current department. Probationary periods vary by department.

The applicant must not have any disciplinary actions in their personnel file for a period of one year prior to applying for admittance into the program.

The applicant cannot be the subject of an ongoing internal investigation at the time of applying for admittance into the program.

### **B. Application and Admission**

A notice will be posted when applications are being accepted and a time period will be given for completion of applications.

An application must be completed by the employee, approved by the Department Director, and submitted to Human Resources by the deadline indicated on the notice.

The final decision for admittance into the program will be made by the City Manager.

### **C. Training**

The City will establish a program that includes leadership training, on the job training, and exposure to departmental procedures.

Department Directors or individuals with the experience and knowledge of City of Lindsay operations will conduct the training sessions.

**D. Miscellaneous**

At no time should a department director or supervisor indicate to an employee that he or she will be accepted or not accepted into the program. The final decision on acceptance will be made by the City Manager and based on the criteria of experience, aptitude, past performance, and good standing. There is no guarantee of acceptance for any employee who has applied for acceptance into this Program.

Acceptance into the program does not have an effect on the employees pay or status within the City of Lindsay.



<b>THE CITY OF LINDSAY</b>	<b>REFERENCE NO.</b>	<b>4.01</b>
<b>PERSONNEL POLICIES AND PROCEDURE MANUAL</b>	<b>PAGE NO</b>	<b>1 OF 1</b>
<b>Chapter 4: EMPLOYEE BENEFITS</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title: INSURANCE BENEFITS</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

### **I. Medical and Life Benefits**

- A) The City furnishes medical, dental, vision, and life insurance benefits to eligible employees. Coverage is effective the first day of the month following 30 days of employment for eligible employees. For details of coverage, see the City's Benefits Summary provided by the Human Resources Department.
- B) Additional supplemental insurance coverage for employees and members of their families, beyond those amounts provided by the City, may be available at the employee's expense.
- C) The City also carries a workers' compensation insurance policy. In cases of job related injuries, provisions and benefits available under workers' compensation are activated. (See Workers' Compensation Policy, Reference No. 4.06).
- D) The City retains the right to modify these benefits at any time. If there is a discrepancy in this policy and the summary plan, the Summary Plan prevails.

### **II. Group Health Continuation of Coverage**

- A) COBRA is a federal law that required most employers who sponsor group health plans to offer employees and their families the opportunity to temporarily extend their group coverage at group rates in certain instances where coverage under the employer's group health plan would otherwise terminate. The employee is responsible for paying for the cost of any such continuation of coverage, plus a small administration fee.
- B) Under COBRA, employees may elect COBRA continuation of coverage for up to 18 months after termination of employment (unless the employee is terminated due to gross misconduct), or if an employee's hours are reduced to such an extent that the employee no longer qualifies for participation in the group health plan. Under other circumstances, COBRA coverage is available for up to 36 months following a qualifying event. Employees must notify the City within 60 days of the occurrence of employees' legal separation or divorce and of a covered dependent ceasing to qualify as a dependent under the medical plan.
- C) Detailed COBRA notices are given to employees when an employee becomes eligible for participation in the City's group health plan and again when a qualifying event occurs. For more complete information on COBRA and your health plan, you should review your summary plan description or review a copy of the full health plan at the Human Resources office.

<b>THE CITY OF LINDSAY</b>	<b>REFERENCE NO.</b>	<b>4.02</b>
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<b>Chapter 4: EMPLOYEE BENEFITS</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title: RETIREMENT</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

**I. Oklahoma Municipal Retirement System (OMRF).** The City of Lindsay participates in the Oklahoma Municipal Retirement Fund System, which provides retirement benefits to eligible employees.

A) Eligibility for Enrollment

Full Time employees are eligible for enrollment in OMRF the first of the month following 30 days of employment. Participation by eligible employees is a condition of employment.

B) Contributions

Contribution rates and other policies of the City's OMRF Plan are determined by the City Council and are subject to change. The contributions are tax deferred and made through payroll deduction.

C) Benefits at Retirement

Generally, employees may retire after 20 years of OMRF service credit. OMRF benefits will be based on years of service, salary, the employee and City contributions to the account, and the retirement option selected.

Employees must contact the Human Resources Department at least thirty (30) days before the planned retirement date to allow for completion of necessary paperwork.

For additional information, employees may contact the Human Resources Department.

**II. Fire Fighters and Police Pension**

The City of Lindsay participates in the Oklahoma Fire Fighters Pension Program and the Oklahoma Police Pension System. Eligible employees are enrolled the first day of employment and contributions are made through payroll deduction.

Contribution rates are set by the Oklahoma Fire Fighters Pension Board and the Oklahoma Police Pension System.

**III. Federal Social Security and Medicare Programs**

The City of Lindsay participates in the Federal Social Security and Medicare Programs which provide benefits upon retirement. Participation by every employee is a condition of employment.

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<b>Title: BURIAL BENEFITS</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

It is the policy of the City of Lindsay to provide a death benefit for employees and retirees for their service.

All regular full-time employees and retirees retiring in accordance with the 20-year any age retirement may receive upon death, interment at Greenhill Cemetery with no charge for the opening and closing of the grave site. Active employees or retirees and their survivors will, however, be required to pay the cost of acquiring the burial plot prior to interment.

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<b>Chapter 4: EMPLOYEE BENEFITS</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title: TUITION REIMBURSEMENT</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

It is the policy of the City of Lindsay to provide quality services for its citizens by encouraging upward mobility, employee development, and excellence of performance by sharing the expense of approved courses and educational programs. Tuition reimbursement assists employees in broadening their knowledge of their current position or preparing them for possible assumption of new job responsibilities within the City.

Tuition reimbursement is an expense to the City, and as such, must be budgeted. The City is not obligated to agree to pay tuition reimbursement if the budget does not allow for the expense. The following policy and procedures will apply only as the budget allows.

### **I. Eligible Employees**

To be considered for participation in the tuition reimbursement program, and individual must be a regular full-time employee and have successfully completed at least six months of service with the City prior to application approval. Recommendations must be made to the City Manager and the final decision for participation rests with the City Manager.

### **II. Terms of Tuition Reimbursement**

- A) Courses offered by accredited colleges, universities, or trade schools are eligible for tuition reimbursement if they are:
  - 1. Required by a degree plan which is related to a City career field,
  - 2. Required by a trade school course of study which is related to a City career field: or,
  - 3. Related to a City career field as determined by the Director of the Human Resources Department (or designee).
- B) Reimbursement is limited to two courses per semester (totaling no more than eight credit hours each semester).
  - 1. Maximum reimbursement is the tuition rate per hour charged by a state institution.
- C) As a condition of reimbursement, participants must earn a grade of “C” or above in undergraduate level course, “B” or above in graduate level course, and “Pass” in Pass/Fail course. For those courses for which grades are not assigned, a certificate of completion will serve as proof of course completion.

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- D) Reimbursement for thesis or dissertation will be paid when the participant submits an official grade report or transcript that records a passing grade. Reimbursement will be paid for the required number of credit hours (six for thesis and twelve for dissertation) regardless of the actual number of hours taken.
- E) The City will reimburse up to a maximum of \$200.00 for books per semester. Receipts will be supplied with the Check Request. Supplies or other expenses in connection with courses to be taken are not eligible for reimbursement. Fire Department employees working on a Fire Science Degree when the State reimburses tuition are eligible for book reimbursement.
- F) Seminars, conference, and courses unrelated to a City career field are ineligible for tuition reimbursement. Approval for reimbursement for seminars and conferences is subject to departmental training budgets. Non-credit continuing education courses containing the same or similar information as received in previous courses (repeat courses) as well as credit obtained under the College Level Examination Program (CLEP) are not eligible for tuition reimbursement.
- G) Tuition reimbursement will be paid only once for each approved course. The City will not pay tuition reimbursement for courses for which tuition reimbursement has already been received by the employee.
- H) Correspondence course, on-line courses, and technical training courses must be approved by the Department Director prior to registration. Participants wishing to receive reimbursement for such must provide official scholastic accreditation documentation and an official description of the course(s) or training to the Department Director prior to registration.
- I) The City will not pay the cost of tuition which has been or shall be paid from other sources such as scholarships, grants, Veterans' benefits, or other subsidies. In the event of partial scholarship or grant, reimbursement will be calculated based on the actual expense to the employee.
- J) Tuition reimbursement will not be granted for audited courses.

### **III. Application and Reimbursement Process**

- A) To begin participation in the Tuition Reimbursement program, employees must obtain and submit the Tuition Reimbursement Agreement Form to the Department Director. For budgetary purposes, employees are to submit, in May of each year, an education request. If the employee cannot submit an educational request it will be at the Department Director's discretion and dependent on budget limitations.
- B) Participants will pay all costs according to the parameters of their educational institution. Within 21 days of the end of the school term, participants will submit copies of the following to the Department Director for reimbursement approval:
  - 1. An itemized statement of tuition and fees,
  - 2. Proof of payment, and
  - 3. An official grade report or transcript.

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#### **IV. Termination**

If an employee resigns or is terminated for any reason prior to course completion, the City shall not be obligated to reimburse any part of the expense. An employee who resigns or is terminated less than two years after completion of a reimbursed course must reimburse the City for all amounts paid to the employee under this policy upon separation. Employees terminated due to a reduction in force shall not be required to reimburse the monies.

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<b>Chapter 4: EMPLOYEE BENEFITS</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title: EMPLOYEE ASSISTANCE PROGRAM (EAP)</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

The City of Lindsay's Employee Assistance Program (EAP) is available to provide assistance to employees who may be experiencing personal or family problems with alcohol or drug abuse, financial burden, marital or other family problems. All employees who feel they may have an alcohol or drug problem are encouraged to utilize the programs' resources before the problem adversely affects their job performance or employment status. Participation in this program is typically voluntary and confidential. However, a supervisor may make a mandatory or formal referral when some aspect of an employee's personal life negatively affects his/her performance on the job.

### **I.Participation**

Employees may use EAP at their own initiation and without contact with supervisors or the Human Resources Department.

### **II. Mandatory or Formal Referral**

A supervisor may make a mandatory or formal referral when some aspect of an employee's personal life appears to be negatively affecting his/her performance on the job. In such cases, the supervisor will contact the Human Resources Department for the appropriate form to submit to the EAP provider.

### **III. Confidentiality**

Employees and/or dependents seeking assistance through the Employee Assistance Program are assured that reasonable efforts will be made to provide the services within strict principles of confidentiality.

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<b>Chapter 4: EMPLOYEE BENEFITS</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title: WORKERS' COMPENSATION</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

The City of Lindsay provides a workers' compensation insurance program at no cost to employees and as required by law. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

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

Therefore, all employees of the City of Lindsay are covered by Workers' Compensation Insurance. This includes full-time, part-time, and seasonal employees. Workers' Compensation Insurance coverage includes medical and hospital services, prosthetic devices, total and partial disability, injury to specific members, and injuries causing death.

Employees must utilize their sick leave for the first three (3) calendar days of leave caused by a work-related injury. Following the initial three (3) day period, employees who are absent due to work-related injuries are paid pursuant to the City's Worker's Insurance.



<b>THE CITY OF LINDSAY</b>	<b>REFERENCE NO.</b>	<b>4.07</b>
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<b>Chapter 4: EMPLOYEE BENEFITS</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title: LIGHT DUTY ASSIGNMENTS</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

The City of Lindsay may make light duty assignments available to ill or injured employees who are unable to perform their regular job duties. The decision to offer an employee a light duty assignment is made in the City's sole discretion. A light duty assignment may be in the employee's own or another department in the City. Fire Fighters and Police Officers are exceptions and shall not be assigned light duty work outside of their own department. Police Officers shall not be assigned light duty as a Dispatcher unless they are OLETS certified. Factors considered by the City in making its decision include, but are not limited to: the nature of the employee's illness or injury; the medical release provided in support of light duty; the risk that a light duty assignment may result in aggravation of the employee's injury or illness; the type of light duty work available; the length of the employee's employment with the City; the employee's performance and disciplinary history; and whether the illness or injury occurred on or off duty. In making light duty assignments, the City will normally give priority to employees whose injury or illness is work-related.

Employees who are released for and given a light duty assignment may not perform work duties in violation of their medical release. An employee who violates the terms of his/her medical release while on a light duty assignment may lose the light duty assignment and, in addition, may be disciplined up to and including termination of employment.

Light duty will not extend beyond sixty (60) calendar days from the date of injury without an evaluation by the employee's treating physician and a recommendation from the Department Director and Director of Human Resources to the City Manager. Only the City Manager may approve an extension of light duty assignment. Employees still unable to return to regular duty within sixty (60) calendar days from the date of injury must re-qualify for light duty through evaluation by their treating physician or revert to workers' compensation indemnity payment, accumulated sick leave, Family Medical Leave Act (FMLA) leave or vacation benefits, if available.

An employee who is released for and offered light duty by the City, but who elects not to accept such an assignment, will normally be ineligible for paid sick leave benefits under the City's Sick Leave policy and salary continuation benefits under workers' compensation, but may still be entitled to unpaid leave under the City's FMLA policy. This does not apply to Police and Firefighters.

During a light duty assignment, employees will typically work an 8-hour workday, Monday through Friday. This means that 24-hour shift employees as well as other employees who work a non-traditional schedule, will usually be temporarily reassigned to an 8-hour workday, Monday through Friday, for the duration of their light duty assignment.

An employee's salary during any light duty assignment shall be at the same rate as the salary received prior to the injury.

<b>Title:</b>	<b>LIGHT DUTY ASSIGNMENTS</b>	<b>REFERENCE NO.</b>	<b>4.07</b>
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All light duty requests and assignments will be reviewed by and coordinated through the Director of Human Resources. The Director of Human Resources will work with the employee's department in making its decision whether light duty work will be offered. Before returning to regular job duties following a light duty assignment, the employee must coordinate his/her return through the Director of Human Resources.

<b>THE CITY OF LINDSAY</b>	<b>REFERENCE NO.</b>	<b>4.08</b>
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<b>Chapter 4: EMPLOYEE BENEFITS</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title: REQUESTS FOR ACCOMODATION</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

### **I.Disability**

The City of Lindsay will provide reasonable accommodation to the known physical or mental impairments of an otherwise qualified individual with a disability if such reasonable accommodation will enable the individual to perform the essential functions of the position at issue. The City's obligation under this policy is limited to providing reasonable accommodations that will not result in undue hardship to the City. All requests for accommodation must be in writing and directed to the Director of Human Resources.

Employees who have a complaint involving potential violations of the Americans with Disabilities Act, including, but not limited to, harassment, discrimination, or failure to provide reasonable accommodation, must immediately report such complaint as outlined in the City's Sexual and Other Unlawful Harassment Policy (Reference No. 7.09)

### **II. Religion**

The City will provide reasonable accommodation to the sincerely held religious beliefs of its employees provided it does not impose an undue hardship on the City. All requests for accommodation must be in writing and directed to the Director of Human Resources.

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<b>Chapter 5: LEAVES OF ABSENCE</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title: HOLIDAYS</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

The City of Lindsay provides paid holidays to probationary, regular full-time and regular part-time employees. The following official holidays will be observed:

New Year's Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Eve  
Christmas Day

### **I. Holidays**

A holiday shall be defined as a period of eight (8) hours at straight rates for regular full-time employees and four (4) hours at straight rates for regular part-time employees who receive benefits. For employees who work on a shift, such as Fire, Police, and EMS Department shift employees, a holiday will be defined as twelve (12) hours and they shall be paid at straight rates for Holiday pay.

### **II. Scheduling of Holiday**

Holidays occurring on a Saturday normally will be observed on the preceding Friday and holidays occurring on Sunday will normally be observed on the following Monday. When a holiday is observed on a day other than the actual holiday, employees who work a shift other than Monday through Friday will be paid Holiday pay on the actual holiday, rather than the observed day.

### **III. Eligibility for Holiday Pay**

All regular employees are eligible for holiday pay after completion of one day of work. Seasonal and temporary employees are not eligible for holiday pay and will be paid their regular rates on a holiday only if required to work.

### **IV. Employees required to work on a Holiday**

All non-exempt employees who are required to work a designated holiday will be paid holiday pay in addition to the hours worked.

**V. Employees Scheduled “off Duty” on a Holiday**

When the holiday and regular day off occur on the same day, those non-exempt employees who are scheduled off duty on that day will be entitled to regular holiday pay.

**VI. Ineligibility for Holiday Pay**

Employees on unpaid leave are not eligible for holiday pay. Likewise, non-exempt employees who are absent without authorized leave on the day immediately preceding or following a scheduled holiday will not be paid for the holiday.

**VII. Separating Employees**

Except in extraordinary situations, separating employees will not be allowed to use a holiday as their final day of employment. Exceptions must be scheduled and authorized in advance by the Department Director.

**VIII. Holiday Occurring During Vacation Leave**

A holiday that falls within an employee’s vacation period will be counted as holiday in lieu of a day of vacation.

**IX. Holiday Pay During Workers’ Compensation Leave**

An employee on workers’ compensation leave will not receive holiday pay.

**X. Other Religious Holidays**

Employees may request an approved absence to celebrate a religious holiday that is not a scheduled City holiday. If approved, the employee must charge the time to vacation, compensatory time, or an excused absence without pay.

**XI. Misuse of Holidays**

Holiday pay will not be paid for the same time an employee received sick leave pay, vacation, death in the family leave pay, or any other paid leave benefits.

<b>THE CITY OF LINDSAY</b>	<b>REFERENCE NO.</b>	<b>5.02</b>
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<b>Chapter 5: LEAVES OF ABSENCE</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title: VACATION</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

Regular full-time employees and regular part-time employees who regularly work at least 32 hours per week accrue vacation leave on a monthly basis. The intent of this vacation benefit is to provide time away from the work environment for purposes described in this policy.

### **I.Accrual of Vacation Leave**

A) Eligible full-time employees accrue vacation leave as follows:

<u>Total years of service</u>	<u>Vacation Hrs/Yr</u>	<u>Vacation Hours/pay period</u>
Start through 4 years	80	3.0770
5 through 14 years	120	4.6154
15 years and beyond	160	6.1539

B) Eligible part-time employees accrue vacation leave as follows:

<u>Total years of service</u>	<u>Vacation Hrs/Yr</u>	<u>Vacation Hours/pay period</u>
Start through 4 years	40	1.5385
5 through 14 years	60	2.3077
15 years and beyond	80	3.0770

Part-time employees who do not regularly work 32 hours per week, Temporary and Seasonal employees do not earn vacation leave.

### **II. Maximum Accruals**

Maximum accrual amount for eligible full time employees is 240 hours.

Maximum accrual amount for eligible part-time employees is 120 hours.

Hours shall not be accrued once an eligible employee reaches the maximum accrual amount until the employee requests and is authorized by the department head to take paid vacation leave. If the request is denied, the City Manager may authorize accruals.

### **III. Use and Scheduling**

A) New hires are not eligible to use vacation leave until completion of their probationary period.

- B) Vacation may be used for time away from the work environment to pursue activities that will promote the well-being of the individual. Vacation leave may also be used for purposes of attending to personal business, extension of sick leave when sick leave benefit hours have been exhausted, inability to get to work because of inclement weather, or for other purposes, and may be taken in 4 hour increments.
- C) The designated supervisor must approve all vacation time, giving due consideration to the needs of the service and the ability of the remaining staff to perform the work of the department or division. Employees must schedule their annual vacation leave in accordance with the Department's guidelines governing vacation scheduling and utilizing the Request for Authorized Leave form. Whenever possible, vacation time will be scheduled at the convenience of the employees. However, Department Directors or supervisors must be certain that vacations do not interfere with the normal functions and activities of department operations. Whenever possible, employees are encouraged to submit their preferred vacation schedule to the appropriate supervisor as far in advance as possible to relieve any scheduling problems that may develop. If taking more than one day of approved time, an employee must make the request at least three (3) working days in advance. The circumstances of individual departments or divisions may require that more advance notice be necessary in order to arrange such leave.
- D) To ensure proper payment of vacation pay, employees must make sure they have an approved Request for Leave form on file before leaving for vacation, and make arrangements for their time card to be turned in to the department.
- E) Paid vacation leave is not considered hours worked for the purposes of performing overtime calculations.
- F) Only scheduled working days taken off shall be counted as vacation days.

#### **IV. Restrictions**

- A) An employee may not use any accrued vacation leave until he/she has successfully completed his/her initial employment probationary period.
- B) Employees may not "borrow" unearned vacation time.
- C) Employees shall not receive payment of vacation in lieu of taking time off.
- D) No more than four (4) consecutive calendar weeks of vacation leave may be taken off, unless approved by the Department Director.
- E) Vacation time benefits will not be paid for the same time an employee receives sick leave pay, holiday pay, death in the family leave pay or any other paid leave benefit.

**V. Compensation for Vacation Leave**

- A) Vacation is paid at the employee's base rate at the time of the vacation leave. It does not include overtime or any special forms of compensation. Vacation time is paid only for hours the employee would ordinarily have worked.
- B) Upon termination, retirement, resignation, or death, an employee shall be paid for accrued vacation leave at the rate of pay the employee was receiving at the time of separation, up to a maximum of 240 hours. Only employees who have successfully completed their initial probationary period of employment with the City are entitled to this payout provision upon separation.



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<b>Chapter 5: LEAVES OF ABSENCE</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title: SICK LEAVE AND SICK LEAVE POOL</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

Sick leave is paid time away from work due to an employee's bona fide illness or injury that prevents him/her from working, for visits to the doctor or dentist, or to care for certain family members who are ill or injured or for time off for the birth or adoption of a child (maternity/paternity leave). Employees who are unable to work due to illness or injury or other situations covered by this policy must immediately notify the appropriate supervisor in accordance with the procedures adopted by their departments.

### **I. Eligibility**

- A) All regular full-time and regular part-time employees who regularly work at least 32 hours per week are eligible to use accrued sick leave the first of the month following 30 days of employment.
- B) An employee who is released for and offered light duty by the City, but who elects not to accept such assignment will generally be ineligible for paid sick leave benefits.

### **II. Accrual of Sick Leave**

- A) A) All regular full-time and regular part-time employees who regularly work at least 32 hours per week accrue sick leave on a monthly basis.
- B) Sick leave is accrued for eligible employees at the rate of eight (8) hours per month for regular full-time employees and four (4) hours per month for regular part-time employees who regularly work 32 hours per week.
- C) Part-time employees who do not regularly work 32 hours per week, Temporary and Seasonal employees do not accrue sick leave.

### **III. Maximum Accrual**

- A) The maximum accrual for eligible full-time employees is 240 hours.
- B) The maximum accrual for eligible part-time employees is 120 hours.

### **IV. Authorized Use of Sick Leave**

Sick leave may be allowed in cases of personal illness or injury that prevents an employee from working, doctor's visits, or physical incapacity of an employee, when an employee is required to attend to their spouse, minor children, or dependent who is ill or incapacitated, to attend a bona fide counseling session

by a qualified counselor or for the birth or adoption of a child (maternity/paternity leave). In the case of critical illness or emergency medical situations, sick leave may also be used for immediate family (spouse, father, mother, children, brother, sister, grandchildren, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and grandparent-in-law).

#### **V. Minimum Increments**

Sick leave must be taken in minimum increments of 4 hours.

#### **VI. Failure to Report Absence/Abuse of Sick Leave**

Supervisors closely monitor use of sick leave. It is anticipated that employees using paid City sick time for their own illness/injury or that of a family member will use their sick leave to recuperate or care for their family member. Trips to the doctor or hospital stays/visits, which take the employee away from the home, are acceptable, but other personal pursuits during paid sick leave will be considered an abuse of this policy. Abuse of sick leave, including use of sick leave for anything other than an illness, injury, or doctor/dentist appointments as provided for in this policy, may result in immediate disciplinary action, up to and including termination of employment, and may also render the employee ineligible for paid sick leave benefits. Similarly, employees who fail to timely report an absence or tardiness due to illness, injury, or doctor/dentist appointments may be disqualified from using sick leave for their absences.

#### **VII. Other Employment During Sick Leave**

Employees on sick leave, whether paid or unpaid, may not work a second job, including self-employment or participate in volunteer work, during the period of leave, even if they have written authorization from the Department Director to work a second job. Exceptions to this policy must be obtained in writing from the Department Director and the Director of Human Resources. See Outside Employment Policy (Reference No. 2.13).

#### **VIII. Use of Other Leave**

- A) If approved by the Department Director (and in the case of Department Directors, by the City Manager), employees who have successfully completed their initial probationary period may use accrued vacation leave, compensatory time, other accrued paid leave, or leave of absence without pay, but only if an employee has no accrued sick leave time.
- B) Official holidays observed by the City while an employee is on approved paid sick leave will be treated as a paid holiday, rather than a day of sick leave, if the employee is eligible for the paid holiday.
- C) Under certain circumstances and with the approval of the Department Director/supervisor, the employee may flex his/her work schedule ("time management") to attend to medical or dental appointments. This is acceptable provided that work is accurately recorded on the time card for

the week or work cycle in which time management was approved. Under no circumstances can time management extend beyond the affected workweek.

- D) Sick leave will not be paid for the same time an employee received holiday pay, death in the family leave pay, vacation pay or any other paid leave benefit.

#### **IX. Notification and Documentation**

- A) To receive paid sick leave, an employee shall notify the supervisor or authorized representative before or within 30 minutes after the time set for beginning of work or as specified in department operating procedures.
- B) Employees requesting paid sick leave must complete a Request for Authorized Leave from and submit it to their supervisor for approval.
- C) An employee who has sick leave absence of three (3) consecutive working days or more must present medical documentation for the absence before returning to work.
- D) A supervisor may at any time require satisfactory proof of the proper use of sick leave and may disallow sick leave in the absence of such proof.
- E) It is the employee's responsibility to contact his/her supervisor daily if absent for more than one day. Exceptions would be hospitalization, a prolonged or catastrophic illness, or a determination by the City that the absences qualify as family and medical leave (see Family and Medical Leave Policy, Reference No. 5.04).
- F) Employees who become ill during the period of their vacation may request that their vacation be temporarily terminated and that their time be charged to sick leave. A physician's statement will be required in such instances.
- G) Sick days that are requested and authorized the day before or the day after a Holiday will require a doctor's statement in order to be paid for the Holiday.
- H) The Department Head or Supervisor may request a sick leave report status for patterns of absence due to sickness.

#### **X. Misuse/Abuse of Sick Leave**

Misuse and/or abuse of sick leave will likely result in disciplinary action up to and including termination of employment.

#### **XI. Family and Medical Leave Act Leave**

Any absence that qualifies for both Family and Medical Leave Act leave and sick leave will follow the guidelines set out in this policy, and will typically be counted as both.

**XII. No Payment Upon Separation**

Upon termination, resignation or other separation from employment, no payment will be made for unused sick leave.

**XIII. Sick Leave Pool****A) Purpose**

A Sick Leave Pool has been established consisting of accrued sick leave hours donated by employees to help reduce the hardship due to a prolonged or catastrophic off-the-job illness, injury, or disease that forces an eligible employee to exhaust all accrued paid leave time for medically related reasons due to a serious health condition of self or dependent or for time off for the birth or adoption of a child as described in Section IV of this policy.

**B) Definitions****1. "Prolonged or catastrophic illness or injury"**

Any illness, injury or disease which causes an employee to be unable to perform, with reasonable continuity, the substantial, material and essential functions of his/her job for medically related reasons due to a serious health condition of self, spouse, parent or child, as certified by a licensed health care provider.

**2. "Member"**

An employee who has contributed the minimum number of hours to the Sick Leave Pool within the last three (3) years.

**3. "Eligible Employee": - In order to earn additional sick leave from the Sick Leave Pool, an eligible employee must meet all the criteria set for below:**

- a. Has experienced a prolonged or catastrophic off-the-job illness, injury, disease, or birth or adoption of a child;
- b. Has exhausted all accrued paid leave (including sick, vacation, and compensatory time);
- c. Has met job performance and work rules prior to application;
- d. Is a member of the Sick Leave Pool;
- e. Is not off of work due to an on-the-job injury and receiving workers' compensation benefits.

**C) Contribution of Time**

1. In order to donate hours to the Sick Leave Pool, the employee must have at least 40 hours of sick leave accrued prior to contributing to the Sick Leave Pool.

2. Open enrollment for donating Sick Leave Pool will be held once a year with membership effective in October. Participation is voluntary.

3. Minimum donation must be equal to monthly accrual rates.

i.e. Regular Full-Time employee – 8 hrs

Regular Part-Time employee – 4 hrs

Maximum donation cannot exceed 24 hours.

D) Continuation of Benefits

Health insurance premiums and other benefit premiums will continue to be deducted appropriately as pay is received by the employee.

E) Request and Use of Time

1. An eligible employee must complete and submit a Sick Leave Pool Request for Hours form. If the employee is incapacitated, the request may be completed by an immediate family member or Department Director.

2. The Sick Leave Pool Request for Hours form will be turned in to the Human Resources Department. Requests must be accompanied by appropriate medical documentation from the treating physician that sufficiently explains the reason for a medical absence, sets out the employee's expected return date, work restrictions if any and other requested information. The Director of Human Resources will determine eligibility of the employee to receive sick leave hours from the Sick Leave Pool in accordance with this policy. An employee who is dissatisfied with the decision of the Director of Human Resources may appeal the decision in writing to the City Manager within ten (10) calendar days of receipt of the decision of the Director of Human Resources. The City Manager shall issue an opinion within ten (10) working days of the date of receipt of the employee's appeal. The Decision of the Director of Human Resources shall be final if no appeal is filed within the 10-day period.

3. A maximum of 240 hours may be approved.

4. The Sick Leave Pool may only be used to increase an employee's potential sick leave benefits prospectively. An employee who has exhausted all of his/her sick leave and has taken unpaid sick leave before requesting time from the Sick Leave Pool cannot draw from the Pool to be reimbursed for those past unpaid sick leave days.

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### **Family Medical Leave**

The federal Family and Medical Leave Act (FMLA) provides job protected leave and benefits coverage entitlements to employees who meet FMLA eligibility requirements. The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

#### **A. General Provisions**

Under this policy, the City of Lindsay will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered servicemember with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

#### **B. Eligibility**

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

- a) The employee must have worked for the City for twelve (12) months or 52 weeks. The twelve (12) months or 52 weeks need not have been consecutive. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- b) The employee must have worked at least 1,250 hours during the prior twelve (12) month period when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1, 250 hours eligibility test for an employee under FMLA. Employees applying for and granted FMLA leave are required to meet notification and documentation requirements as outlined further in this policy. Failure to meet these requirements may result in the denial or revocation of FMLA leave.

Leave qualifying as FMLA leave may either be requested by the employee subject to the rules as outlined in this policy or will be designated as FMLA leave by the City concurrent with other leave provisions provided by policy or contract.

**C. Types of Leave Coverage**

To qualify for FMLA leave under this policy, the employee must be taking leave for on of the reasons listed below:

- a) The birth of a child and in order to care for that child;
- b) The placement of a child with the employee for adoption or foster care and to care for the newly placed child;
- c) To care for a spouse, child or parent with a serious health condition (described below);
- d) A serious health condition (described below) of the employee. An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

- 1. Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; or
- 2. A period of incapacity requiring absence of more than three (3) calendar days from work, school, or other regular daily activities requiring two (2) visits to a health care provider with the first visit to the health care provider within seven (7) days of the onset of the incapacity and a second visit within (30) days of the incapacity; or
- 3. Any period of incapacity due to pregnancy, or for prenatal care; or
- 4. Any period of incapacity ( or treatment therefor) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.) requiring periodic health care visits for treatment ( such visits must take place at least twice a year): or
- 5. A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, terminal diseases, etc.); or
- 6. Any absences to receive multiple treatments ( including any period of recovery) by, or on referral by, a health care provider for a condition that likely would result in an incapacity of more than three (3) consecutive days if left untreated (e.g., dialysis, chemotherapy, physical therapy, etc.).

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the City may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

- e) Qualifying exigency leave for families of members of the National Guard and Reserves when the covered military member is on active duty or called to active duty in support of a contingency operation.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to active military duty or who is already on active duty may take up to twelve (12) weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: a) short-notice deployment; b) military events and activities; c) child care and school activities; d) financial and legal arrangements; e) counseling; f) rest and recuperation; g) post-deployment activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's twelve (12) week maximum of FMLA leave in a twelve (12) month period.

- f) Military caregiver leave (also known as covered servicemember leave) to care for an ill or injured servicemember.

This leave may extend up to 26 weeks in a single twelve (12) month period for an employee to care for a spouse, son, daughter, parent or next of kin covered servicemember with a serious illness or injury incurred in the line of duty on active duty. Next of kin is defined as the closest blood relative of the injured or recovering servicemember.

#### **D. Amount of Leave**

An eligible employee can take up to twelve (12) weeks for the FMLA circumstances (1) through (5) above under this policy during a twelve (12) month period. The City will measure the twelve (12) month period as a rolling twelve (12) month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the City will compute the amount of leave the employee has taken under this policy in the last twelve (12) months and subtract it from the twelve (12) weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single twelve (12) month period. For this military caregiver leave, the City will measure the twelve (12) month period as a rolling twelve (12) month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.



If a husband and wife both work for the City and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent “in-law”) with a serious health condition, the husband and wife may only take a combined total of twelve (12) weeks of leave. If a husband and wife both work for the City and each wishes to take leave to care for a covered injured or ill servicemember, the husband and wife may only take a combined total of 26 weeks of leave.

**E. Employee Status and Benefits During Leave.**

While an employee is on leave, the City will continue the employee’s health and life insurance benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee’s family member or a circumstance beyond the employee’s control, the City will require the employee to reimburse the City the amount it paid for the employee’s health insurance premium during the leave period.

Under current City policy, the City pays the entire health care premium for the employee and the employee pays a portion of the health care premium for dependent coverage. While on paid leave, the City will continue to make payroll deductions to collect the employee’s share of the premium. While on unpaid leave, the employee must continue to make this payment either in person or by mail. The payment must be received in the Human Resources Department by the 10<sup>th</sup> day of each month. If the payment is more than 30 days late, the employee’s dependent health care coverage may be dropped for the duration of the leave. The City will provide 15 days’ notification prior to the employee’s loss of coverage.

If the employee contributes to a life insurance or other insurance plan, the employer will continue making payroll deductions while the employee is on paid leave. While on unpaid leave, the employee may request continuation of such benefits and pay their portion of the premiums. The payment must be received either in person or by mail in the Human Resources Department by the 10<sup>th</sup> day of each month. If the employee does not continue these payments, the City will discontinue coverage during the leave.

**F. Employee Status after Leave**

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the City’s response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions.

If an employee would have been laid off had they not been on FMLA leave, any right to reinstatement would be whatever it would have been had they not been on leave of absence when the layoff occurred.

**G. Use of Paid and Unpaid Leave**

An employee must use all paid vacation and sick prior to being eligible for unpaid leave. The leave will be designated as FMLA leave and will run concurrently with FMLA. For example, if an employee needs to use leave due to a serious health condition and has 40 hours of sick leave and 80 hours of vacation leave, the time will designate as FMLA leave by the City and the twelve (12) week leave period will be covered as follows: 2 weeks (80) hours of vacation; 1 week (40) hours of sick leave; nine (9) weeks unpaid temporary disability leave. Employees have the option of taking accrued compensatory time in lieu of FMLA leave. If compensatory time is used in lieu of FMLA leave, it will not count against the employees' FMLA entitlement.

An employee who is taking leave for the adoption or foster care of a child must use all paid vacation leave prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation or sick leave (as long as the reason for the absence is covered by the City's sick leave policy) prior to being eligible for unpaid leave.

**H. Intermittent Leave or a Reduced Work Schedule**

The employee may take FMLA leave in twelve (12) consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of twelve (12) workweeks ( or 26 workweeks to care for an injured or ill servicemember over a twelve (12) month period).

The City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the City and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the City before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

**I. Procedure for Requesting FMLA Leave**

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to their supervisor and the supervisor will notify Human Resources of the employee's request for leave. When the need for leave is foreseeable, the employee must provide the employer with at least 30 days notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the City's usual and customary notice and procedural requirements for the requesting leave, absent unusual circumstances.

Within five (5) business days after the employee has provided this notice, the Human Resources Department will complete and provide the employee with the Notice of Eligibility and Rights and Responsibilities or the Notice of Eligibility Denial or Delay.

**J. Certification for the Employee's Serious Health Condition**

The City may require certification for the employee's serious health condition. The employee must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the Certification of Health Care Provider for Employee's Serious Health Condition.

The City may directly contact the employee's health care provider for verification or clarification purposes using a health care professional an HR professional, an HR professional or management official. The City will not use the employee's direct supervisor for this contact. Before the City makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the City will obtain the employee's permission for clarification of individually identifiable health information.

The City has a right to ask for a second opinion if it has reason to doubt the certification. The City will pay for the employee to get a certification from a second doctor, which the City will select. The City may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the City will require the opinion of a third doctor. The City and the employee will mutually select the third doctor, and the City will pay for the opinion. This third opinion is to be considered final. The employee will be

**K. Certification for the Family Member's Serious Health Condition**

The City will require certification for the family member's serious health condition. The employee must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the Certification of Health Care Provider for Family Member's Serious Health Condition.

The City may directly contact the family member's health care provider for verification or clarification purposes using a health care professional, an HR professional or management official. The City will not use the employee's direct supervisor this contact. Before the City makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the City will obtain the employee's permission for clarification of individually identifiable health information.

The City has the right to ask for a second opinion if it has reason to doubt the certification. The City will pay for the employee to get a certification from a second doctor, which the City will select. The City may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the City will require the opinion of a third doctor. The City and the employee will mutually select the third doctor, and the City will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

**L. Certification of Qualifying Exigency for Military Family Leave**

The City will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the Certification of Qualifying Exigency for Military Family Leave.

**M. Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave**

The City will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of

continuation of leave. This certification will be provided using the Certification for Serious Injury or Illness of Covered Servicemember.

**N. Recertification**

The City may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days and only when circumstances have changed significantly, or if the employee receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of their leave. Otherwise, the City may request recertification for the serious health condition of the employee or the employee's family member every six (6) months in connection with an FMLA absence. The City may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

**O. Intent to Return to Work from FMLA Leave**

On a basis that does not discriminate against employees on FMLA leave; the City may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

**P. Catastrophic Illness/Injury Leave Donation**

City of Lindsay employees may donate accrued sick leave to any employee who is eligible to accrue and use sick leave. The intent of this donation program is to allow employees to voluntarily provide assistance to their co-workers who are in critical need of leave due to a catastrophic illness or injury of the employee or a member of the employee's immediate family.

a) Definitions: For purposes of this section the following definitions shall be used:

1. Immediate family shall be construed to being those persons who are related to the employee as follows: spouse, children, parents, and/or former guardians.
2. Catastrophic illness or injury shall be defined as a critical medical condition considered to be life-threatening, terminal, or a long-term major physical impairment or disability.

b) Recipient Employee: An employee may receive donated leave, up to the number of hours the employee is regularly scheduled to work each pay period, if the employee who is to receive donated leave:

1. Has a catastrophic illness or injury (including an immediate family member);
2. Has no accrued leave (e.g. compensatory time, sick leave, vacation leave, etc.);
3. Provides verification, including diagnosis and prognosis, to their department director who shall review the documentation and confer with the Director of Human Resources to determine whether or not the employee is eligible to receive donated leave;

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4. Has at least one (1) year of completed service with the City.
- c) Employees Donating Leave: Employees may donate leave if the donating employee:
1. Voluntarily elects to donate sick time and does so in writing;
  2. Donates a minimum of eight (8) hours, subject to a maximum of 24 (24) hours in a calendar year (this includes all donations); and
  3. Retains a vacation leave balance of at least eighty (80) hours.
  4. Shift firefighters may donate any amount of sick leave up to a maximum of ninety-six (96) hours, provided that it does not cause the firefighter's sick leave to fall below five (5) shifts or one-hundred twenty (120) hours.
- d) Maximum Donation Received: A recipient employee is eligible to receive a total maximum of two-hundred forty (240) hours of donated leave time during their employment with the City. The amount of donated leave time available to an employee shall be appropriately prorated for part-time employees.
- e) Administration of Leave: This donation program shall be administered on a pay period by pay period basis. Employees using donated leave shall be considered in active status and shall accrue leave and be entitled to any benefits to which they would otherwise be entitled. Any leave accrued by an employee using donated leave time shall be used in the following pay period before additional donated leave time may be received. Sick leave donated to the recipient employee, and all leave qualifying as FMLA will be counted as such.

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<b>Title: UNPAID LEAVE OF ABSENCE</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

In extraordinary circumstances, the City may grant employees an unpaid leave of absence (LOA) for medical, emergency, legal, educational or any other legitimate purpose personal to the employee.

This policy will be administered consistently with the City's obligations under the Americans with Disabilities Act. A LOA will not be authorized unless there is a reasonable expectation that the employee will return to employment with the City at the end of the approved leave period.

### **I. Authorization**

The City Manager or his designee must approve all unpaid LOA. All unpaid LOA must be requested by the employee through their Department Director. Unpaid LOA may be authorized for up to 30 days. The employee may seek extensions of leave, up to a maximum of 120 total days away from work.

### **II. Use of All Other Available Leave**

All vacation, compensatory time and/or leave authorized under FMLA must be used prior to authorizing a LOA to an employee. If the LOA is due to illness or injury, all sick leave must also be used prior to authorizing LOA.

### **III. Criteria**

Factors considered by the City in granting a LOA include the reason for the leave, departmental work requirements, the employee's length of service, work performance and disciplinary history.

### **IV. Documentation**

All requests for LOA and requests for leave extension must be submitted on the Request for Leave of Absence form and must be made to the employee's Department Director who will forward the request to the City Manager and the Human Resources Director as far in advance as possible prior to the requested leave date. The need for a medical LOA must be supported by documentation acceptable to the City, including but not limited to a doctor's explanation of why the employee cannot perform hi/her duties, when he/she is expected to return to work, and periodic updates regarding the employee's ability or inability to return to work. The Department Director and/or City Manager may require that the employee on leave periodically contact a designated supervisor to report on his/her condition or status. Before returning to work from a medical LOA, the employee may be required to submit a letter from his/her doctor stating that the employee is able to resume his/her normal job duties. The City may also impose additional return to work requirements as set out in the City's Health/Fitness policy.

**V. Other Employment During Leave**

Under no circumstances may an employee on an authorized LOA without pay work another job, whether for pay, as a volunteer or as self-employment, unless expressly authorized in writing by the Department Director and the City Manager.

**VI. Reinstatement**

Employees returning from LOA will be reinstated to their same position or one of similar pay and status, provided the City's circumstances have not changed to the extent that it would be impossible or unreasonable to provide reinstatement. If the same job or one of similar pay and status is not available, reinstatement may, at the City's discretion, be deferred until a position is available. Usually, an employee who fails to work at the conclusion of an approved LOA will be considered to have voluntarily resigned his/her employment with the City.

**VII. Benefits/Premium Payments**

- A) LOA's are unpaid. Vacation and sick leave benefits will not accrue during an employee's LOA. Employees will not receive death in the family leave pay, holiday pay, or any other paid leave benefit during a LOA. These benefits will resume upon the employee's return to work. Sick leave benefits accruals held by the employee prior to the LOA will be maintained.
- B) Employees who have group health or any other kind of insurance through the City continue to be responsible for paying their portion of the premiums while on a LOA. An employee's failure to pay either his/her portion of insurance premiums during a LOA may result in cancellation of coverage.

**VIII. Revocation**

The City Manager may revoke authorized leave without pay at any time. Failure to return to work after the expiration of an authorized LOA or failure to provide medical status reports, physician's statements, or to contact the City per the required schedule will likely result in revocation of the LOA and/or disciplinary action up to and including termination.



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The City of Lindsay will comply with all State and Federal laws.

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<b>Title:</b>	<b>ABSENCE FOR VOTING</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

It is the policy of the City of Lindsay to allow employees short-term paid leave of absence when work scheduling would prohibit participation as a voter in city, state and national elections.

All City of Lindsay employees, who are registered voters, may be allowed the necessary time to vote, up to two (2) hours, in city, state and national elections. In order for the City of Lindsay to be in compliance with state laws, this shall not include employees whose workday ends on or before 4:00 p.m., because these employees have three (3) hours or more to vote before the closing of the polls. Time should be arranged so that a minimum of employees are off at any one time, and no City function may be closed as a result of this policy. Department directors may designate the time in which employees are off. Upon proof of voting such employee shall not be subject to any loss of compensation or other penalty for such absence. Employees are required to notify their supervisor orally, or in writing, of their intention to be absent for voting purposes on the day preceding the Election Day.

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<b>Title: ABSENCE FOR JURY DUTY/LEGAL MATTERS</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

It is the policy of the City of Lindsay to grant approved leave to an employee who is required to participate in certain judicial or legal matters. The employee's leave may be paid or unpaid depending on the nature of the leave.

The City provides paid leave up to 10 days to regular full-time and regular part-time employees required to serve on jury duty. Paid or Unpaid leave may be authorized if requested to testify as a witness by the City in a City-related civil, criminal, legislative, or administrative proceeding. Court appearances for testimony, investigation, and court preparation as a result of official duties as a City employee (e.g., police, fire, inspections, animal control, etc.) are compensated as actual hours worked and are not classified as paid leave. In all other cases, employees are required to schedule accrued vacation, holiday or compensatory leave; otherwise a nonexempt employee's time off will be considered a leave without pay.

The employee must provide documentation of the requirement for jury duty, subpoena compliance, etc., with his/her leave request. Employees must submit a Request for Authorized Leave, along with supporting documentation to their supervisor as soon as possible so that arrangements can be made to accommodate the absence.

Employees on jury duty leave under this policy should keep up with their job responsibilities if possible. An employee who is absent because of jury duty or another legal matter under this policy typically must report for City duty for the remainder of the day upon completion of court or jury service, or request approval for use of other available paid time off. Any payment for jury duty received by the employee may be retained by the employee.

Jury duty leave is paid at the employee's base rate at the time of leave and does not include overtime or any other special forms of compensation. Jury duty leave is not counted as hours worked for purposes of determining overtime.

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<b>Title: DEATH IN THE FAMILY LEAVE</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

It is the policy of the City of Lindsay to grant paid leave to probationary, regular full-time and regular part-time employees in cases of death of family members. Uses of this leave may include making funeral arrangements and attending funeral services including travel time.

The following are considered family members for the purposes of this policy:

Immediate Family

Husband  
Wife  
Son  
Daughter  
Mother  
Father  
Brother  
Sister  
Step and Foster Children

Father-in-law  
Mother-in-law  
Brother-in-law  
Sister-in-law  
Son-in-law  
Daughter-in-law  
Grandparent  
Grandchild  
Step Parent

Other Family

Uncle  
Aunt  
Nephew  
Niece  
Grandfather-in-law  
Grandmother-in-law  
Great Grandparent  
Great Grandchild

- A) For each instance of death in the immediate family all probationary, regular full-time and regular part-time employees may be granted leave by the immediate supervisor, not to exceed (3) paid calendar days. The three-day length is at the option of the supervisor; it is not automatic. It is assumed that one day is needed to attend funeral service; however, two or three days may be necessary if travel is involved.
- B) One day of paid leave may be granted to attend funeral services for relatives other than immediate family (as listed above as “other family”).
- C) All employees may be granted up to two hours of paid leave to attend the funeral services for fellow employees when the services occur during scheduled work hours. Employee leave for such attendance is conditional upon supervisor approval, work load and need of the City.
- D) Employees may request compensatory time, vacation time, or unpaid leave for the funeral of individuals not covered in this policy.
- E) Employees on an unpaid leave status will not receive death in the family leave pay.

<b>Title:</b>	<b>DEATH IN THE FAMILY LEAVE</b>	<b>REFERENCE NO.</b>	<b>5.09</b>
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- F) Death in the family leave benefits will not be paid for the same time an employee receives holiday pay, sick leave pay, vacation time pay, or any other paid leave benefit.
- G) Employees may be required to provide proof of death/funeral/family relationship to support death in the family leave.
- H) Death in the family leave is paid at the employee's base rate at the time of absence. It is not counted as hours worked for purposes of calculating overtime.
- I) Employees who wish to take death in the family leave must notify their supervisor immediately.

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<b>Chapter 6: COMPENSATION</b>		<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title:</b>	<b>PROCEDURES FOR RECEIVING PAY</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

Employees are to be paid for hours worked or for use of authorized paid leave every other Wednesday. The Pay Cycle is bi-weekly, and begins every other Sunday and ends on the second Saturday at 12 midnight. Exceptions are certain shift personnel who work past the alternate Saturday at 12 midnight. The full shift will be reflected on Saturday.

### **I.Regular Payment Procedures**

- A) All paychecks received will be issued to employees by designated persons (i.e. supervisors) within each department.
- B) No paychecks will be issued early.
- C) Paychecks will be released to the employee only. In cases where circumstances prohibit an employee from picking up his/her check (i.e. illness), the employee must notify his/her supervisor or complete a Check Release Form to authorize another person to pick up his/her check.
- D) It is the responsibility of the employee to submit a signed time sheet as required by their department, in order for the payroll clerk to enter hours worked into the payroll system. Employees who fail to submit a time sheet or who submit a time sheet that is not signed will be required to pick up their paycheck from the Human Resources Department. The check will not be released until the signature is obtained.

### **II. Final Paycheck Procedures**

Final paychecks for separated employees will be picked up in the Human Resources Department, unless the employee has completed a Check Release Form designating where the final paycheck should be sent or authorizing another person to pick up the check.

### **III. Payroll Changes**

All Personnel Action Request forms must be submitted to the Human Resources Department by 5 p.m. on the Wednesday before the last day of the pay period to be reflected on the next paycheck.

### **IV. Handling Paycheck Exceptions**

- A) Incorrect Paycheck

1. Employees are responsible for notifying their supervisor or the Human Resources Department upon receipt of an incorrect paycheck. Failure of an employee to call the incorrect paycheck to the attention of the supervisor, and failure to return the incorrect check the same day, will delay the correction process.
2. The Director of Human Resources or his/her designee will implement procedures to issue a corrected paycheck upon notification if the error affected base pay. Other errors will be corrected on the next paycheck.

**B) Lost or Stolen Paycheck**

1. Employees are responsible for notifying their supervisor or payroll clerk of a lost or stolen paycheck within 24 hours. A written request to reissue an employee's paycheck that is lost or stolen must be submitted to the Director of Human Resources.
2. A paycheck cannot be reissued until the Director of Human Resources or his/her designee receives confirmation from the bank that the lost or stolen paycheck has not cleared the bank and the stop payment order is in effect. This may cause a delay in reissuing the check because this process may take up to three working days.

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<b>Chapter 6: COMPENSATION</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title: PAYROLL DEDUCTIONS</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

The City of Lindsay's policy on payroll deductions is to limit deduction to taxes, insurances, retirement, or specific approved voluntary deductions.

### **I. Authorized Deductions**

#### **A) Mandatory Deductions**

1. Social Security Contributions;
2. Medicare Contributions;
3. Contributions to the Retirement System (for eligible employees);
4. Income withholding taxes;
5. Court-ordered child support or other legal garnishments.

#### **B) Optional Payroll Deductions with Individual Authorization for all Regular Employees**

1. City- authorized medical insurance premiums;
2. City-authorized "other insurance" premiums;

### **II. Cancellation of Deductions**

If an employee desires to cancel deductions from payroll, or change the number of dependents for any purpose, the Human Resources Department must be contacted, in writing, to properly execute this transaction.



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<b>Chapter 6: COMPENSATION</b>		<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title:</b>	<b>OVERTIME, COMPENSATORY TIME AND TIME MANAGEMENT</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

The City of Lindsay requires employees to work overtime when necessary and as requested by the supervisor. Overtime is paid to all non-exempt employees in accordance with federal and state wage and hour requirements. Exempt employees are not paid overtime compensation.

### **I.Non-Exempt Employees**

#### **A)Overtime**

1. When the City's operating requirements or other needs cannot be met during regular working hours, non-exempt employees may be scheduled to work overtime, at the request of their supervisor. When possible, advance notification of mandatory overtime assignments will be provided. Overtime assignments will be distributed as equitably as practical to all non-exempt employees qualified to perform the required work. Refusal or other failure to work mandatory overtime may result in disciplinary action up to and including termination of employment. Overtime work is otherwise subject to the same attendance policies as straight time work.
2. All non-exempt employees must receive their supervisor's and Department Director's prior authorization before performing any overtime work. This means employees may not begin work prior to their scheduled workday, and may not continue working beyond the end of their scheduled workday, without prior authorization from the appropriate supervisor. Similarly, employees may not work through their lunch break without prior authorization from the appropriate supervisor. On the employee's time card, the appropriate supervisor must also approve any overtime before the time card is submitted for processing and payment. Non-exempt employees shall not remain on the work premises without authorization unless they are on duty or are scheduled to begin work within a short period of time. Non-exempt employees who work overtime without receiving proper authorization will likely be subject to disciplinary action, up to and including termination.
3. Generally, except for Police and Fire Department shift employees, overtime pay for non-exempt employees is paid at the rate of one and one-half times the employee's regular hourly rate of pay for hours actually worked in excess of 40 in the City's workweek. An employee's regular hourly rate for overtime calculations includes all pay incentives, such as longevity, certification pay, etc.
4. Police and Fire shift personnel are paid overtime based on the work cycle adopted by their Departments under Section 207 (k) of the Fair Labor Standards Act (FLSA). Overtime for Police Officers are paid on a 28 day cycle. Overtime is paid at the end of the 28 day cycle for hours physically worked in excess of 172 in the 28 day pay cycle. During the first 14 days of

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the pay cycle police officers are paid a maximum of 86 hours. Any hours physically worked over 86 hours during the first 14 days of the pay cycle are carried over to the next 14 days in order to determine overtime pay. In accordance with Police Pension rules, overtime hours for Police Officers are non-pensionable. In the event of a change in Police Pension rules, the City will comply.

5. Fire Fighters are paid overtime based on a 14 day pay cycle. Any hours physically worked in excess of 106 hours are paid at overtime rate. In accordance with Fire Pension rules, the first 12 hours of overtime are pensionable and overtime hours in excess of 12 hours are not pensionable. In the event of a change in Fire Pension rules, the City will comply.
6. Paid holidays that fall on an employee's regularly scheduled day to work will be included as hours worked for purposes of determining eligibility of overtime pay. However, vacation time off, time off on account of sick leave, jury duty leave, witness duty leave, funeral leave, or any other leave of absence is not considered time worked for purposes of performing overtime calculations.

#### B)Compensatory Time

1. Non-Exempt employees may accrue compensatory time in lieu of being paid overtime compensation. Compensatory time (comp time) accrues at a rate of one and one-half hours for every hour of overtime worked by non-exempt employees.
2. Non-Exempt employees may accumulate a maximum of 80 hours of comp time and the time must be used within 12 months of when the comp time was accrued.
3. An employee who has accrued comp time and requests use of such time must be permitted to use the time off within a "reasonable period" after making the request, if it does not "unduly disrupt" the work of the department. If use of requested comp time would be disruptive, the department may elect to pay the employee in lieu of approving the requested time off. The City may, at any time, elect to pay a non-exempt employee for any or all of the employee's accrued comp time. The City may also require employees to take time off in order to reduce their accrued comp time. Otherwise, comp time off may be used the same as leave time.
4. Payment of Compensatory Time:
  - a. Upon termination, retirement, resignation, or death, an employee shall be paid for unused comp time at the rate of pay the employee was receiving at the time of separation.

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### C)Flex-time Work Schedule

In situations where overtime payment is not feasible due to budgetary constraints, the Department Director or supervisor must consider flexing the employee's work schedule in an effort to minimize the need for overtime compensation. Flexing must be completed within the same workweek or work cycle that the overtime was worked and must be accurately reflected on the affected employee's time card.

## **II. Exempt Employees**

- A) Exempt employees are those who are not covered by the overtime requirements of the FLSA. Accordingly, exempt employees are not entitled to overtime compensation for work performed beyond 40 hours in a workweek. Exempt employees are expected to put in the hours necessary to complete their assignments with an acceptable level of quality in a timely manner.
- B) "Docking" an exempt employee's pay for a partial day's absence will be permitted only as authorized by law and approved by the Director of Human Resources.
- C) Absent accrued paid leave time, exempt employees need not be paid for any workweek in which he or she performs no work.
- D) It is the policy of the City of Lindsay not to make deductions from an exempt employee's pay. Any exempt employee who believes he/she has been, or likely will be, subject to an improper pay deduction, must immediately notify the Director of Human Resources. The City will promptly reimburse an exempt employee for any improper deduction(s) and will make a good faith commitment to comply in the future.

## **III.Approval Required**

- A) The Department Head must submit a request to the City Manager before an employee may earn comp time.
- B) Compensatory time will not be earned without prior approval by the City Manager.

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<b>Chapter 6: COMPENSATION</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title:      RESPONSE TIME AND ON CALL DUTY</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

The City of Lindsay provides for after-hour service needs by allowing some departmental operations to designate certain nonexempt employees to be on-call. Employees designated to be on-call are expected to respond to departmental after-hour service needs as required by procedures established by their Department.

### **I. Response Time**

Response time is the length of time required for a reasonable response to an on-call request. Although residency within the city limits is not a condition of employment per City policy or State law, there are certain positions that require a reasonable response time to call outside normally scheduled work hours. Departments may establish guidelines for varying levels of response to call-back situations depending upon the nature and importance of the service to be completed.

### **II. On-Call and Return to Work Provisions**

- A) After regularly scheduled working hours, on-call employees are free to pursue personal activities but must respond to a call back (via paging, phone, or radio) within designated guidelines set by their Department. Employees designated as on-call must be fit, both mentally and physically, to accomplish on-call services needed within the time frame required and also adhere to all City policies including the Drug and Alcohol Use Policy (Reference No. 8.04). Any variance from such policies may result in disciplinary actions, including termination. An employee is considered officially scheduled as on-call only when approved by his/her supervisor in accordance with procedures established by his/her Department.
- B) Department Directors shall develop on-call schedules with no preferential treatment given to any employee based on departmental operations. Qualified employees are to be scheduled on a rotating basis to prevent fatigue and safety hazards from too many long hours.

### **III. Compensation**

- A) On-call status is not considered time worked and is not compensable unless the employee actually responds to a call back. An on-call employee who is called back to work outside his/her normal work schedule shall be paid only for time worked or a minimum of two (2) hours, whichever is greater, in a 24 hours period.
- B) Time worked immediately after regularly scheduled working hours at the request or approval of the supervisor will not be considered call-back and is paid at the employee's regular rate of pay until overtime requirements are met.

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- C) Time worked while on-call will be calculated at the employee's regular rate of pay; overtime compensation is applicable only when overtime requirements are met. Employees exempt from overtime are not eligible for compensation under the provisions of this policy.

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<b>Chapter 6: COMPENSATION</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title: LONGEVITY PAY</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

Longevity pay is provided to encourage retention of employees by recognizing the value of long-term service with the City of Lindsay. These payments are for regular full-time employees and regular part-time employees who receive benefits and are made according to the following schedule:

- A) An employee's longevity months begin to accrue starting with the first July following the employee's hire date.
- B) An employee must be employed for the entire fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>) and be employed the date the check is issued to receive longevity pay in that year.
- C) Longevity accrual is at the rate of \$5.00 per month for each accrued month up to a maximum of 30 years. (Example: 48 months of accrual would result in a payment of \$240.00 gross.)
- D) Longevity pay is distributed in one lump sum each year on the first day of December unless it is a Holiday or weekend.
- E) Employees who retire before the end of the fiscal year will be entitled to the total longevity pay less \$5.00 for each month the employee was retired or changed status prior to the end of the fiscal year.

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<b>Chapter 7: EMPLOYEE CONDUCT</b>		<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title:</b>	<b>EMPLOYEE CONDUCT AND WORK RULES/ DISCIPLINARY ACTION</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

To ensure orderly and productive operations and provide the best possible work environment, the City of Lindsay requires employees to follow rules of conduct that will protect the interests and safety of the City, its citizens and employees.

### **I. Progressive Discipline**

In certain instances, the City will use a progressive disciplinary system. The City is not obligated to use all of the progressive disciplinary steps available to it, and may begin the disciplinary process at any level, up to and including immediate discharge, depending upon the severity of the conduct, the employee's work performance and prior disciplinary history, the employee's length of service, and any mitigating circumstances. Depending on the circumstances of each individual case, disciplinary action may consist of one or more of the following:

- Verbal warning/employee consultation/verbal reprimand
- Written reprimand
- Disciplinary probation
- Suspension without pay
- Salary Reduction or Demotion
- Dismissal

### **II. Documentation**

All forms of discipline, must be documented on the appropriate forms provided by the Human Resources Department and will be placed in the employee's personnel file.

### **III. Supervisory Responsibility**

- A) All employees with the responsibility and authority to supervise and direct employees under their control shall administer policies and procedures within their scope of authority; document their subordinates' job performance, conduct, and behavior as appropriate; properly conduct evaluations of subordinates in a timely manner; discipline their subordinates as required under their departmental and/or City policies and procedures as well as address performance appeals submitted to them as provided by policy in a professional manner, in an attempt to resolve such issues at the lowest possible supervisory level.
- B) Prior to any disciplinary action being administered, the supervisor will conduct a thorough examination of the situation before deciding to take any disciplinary action and discuss proposed action with his/her Department Director.

#### **IV. Review by the Director of Human Resources**

Any proposed disciplinary action in excess of an oral warning must be reviewed by the Director of Human Resources prior to being given to the employee. This applies to both probationary and non-probationary employees.

#### **V. Appeal Rights**

An employee who has received a discipline in excess of an oral warning/employee consultation/verbal reprimand may request a Disciplinary Review Hearing in accordance with the Disciplinary Review Hearing Policy Reference No. 7.02. Temporary and seasonal employees likewise have no right of appeal for disciplinary action taken against them.

#### **VI. Prohibited Activities**

Disciplinary action will be imposed for violations of City or departmental policies and procedures, codes of conduct, rules and regulations, either written or verbal. In addition, acts which are not specifically addressed in policies and procedures, codes of conduct, and rules and regulations, yet may adversely affect the City or put the health and safety of fellow employees, citizens or other third parties at risk may also result in disciplinary action. It is impossible to list all the forms of behavior that are considered unacceptable in the workplace. The following work rules relating to personal conduct are intended to provide minimum guidelines for employee conduct and work performance, and to inform employees of prohibited conduct. Engaging in one or more of the following forms of prohibited conduct may result in disciplinary action up to and including termination.

##### **A) Work Performance**

1. Inefficiency or incompetence in the performance of duties
2. Neglect or carelessness in the performance of duties
3. Careless, negligent or improper use of City property or equipment
4. Failure to satisfactorily meet performance standards for the position
5. Failure to meet or maintain specified conditions of employment such as failure to obtain or maintain a license or certificate required as a condition for performing a job
6. Violation of City or departmental policies, codes of conduct, rules and procedures

##### **B) Attendance and Punctuality**

1. Improper use of leave privileges, including but not limited to, excessive or unscheduled absenteeism, tardiness in reporting for work or returning from breaks and meal breaks or absence without notice and/or approval
2. Failure to promptly notify supervisor of absence



C) Personal Conduct

1. Insubordination, failure or refusal to follow lawful order, or other disrespectful or unprofessional conduct.
2. Unnecessarily disrupting the work of other employees, or interfering with work schedules or another employee's ability to work
3. Operating or conducting gambling on the job or on City property
4. Violating safety rules or practices which endanger the employee or others or damages City property or equipment
5. Playing tricks or jokes or engaging in horseplay that adversely affects job performance or creates potential safety issues
6. Engaging in personal business while on duty without authorization of his/ her supervisor
7. Misuse of City telephones, computer, mail systems, etc.
8. Utilizing City data or information systems for any reason other than City business
9. Failure to report damage to City equipment or property of others
10. Dishonesty, including misrepresentation during the hiring process
11. Failure to timely return to work upon conclusion of authorized leave or disciplinary suspension
12. Falsely reporting illness or injury, or otherwise attempting to deceive any official of the City as to a health or medical condition
13. Sleeping on the job unless otherwise authorized
14. Violation of local, state or federal law
15. Conviction of a felony or Class A or B misdemeanor, including reasonable belief by the City that the employee has committed a crime under the Oklahoma Penal Code, or repeated conviction of Class C misdemeanor charges
16. Misusing or failing to use delegated authority in the performance of duties
17. Engaging in any employment activity or enterprise which conflicts with, or potentially conflicts with, City interest
18. Acceptance of payment of any kind for activities related to City employment
19. Unauthorized use, possession or removal of City property, including aiding in, or encouraging the unauthorized use, possession or removal of City property or other property not belonging to the employee
20. Appropriating City property, e.g. equipment, furniture or construction materials which have been abandoned or discarded
21. Conduct which results in waste or damage of a coworker's, City's or citizens' property
22. Causing or contributing to an accident by operating equipment in an unsafe or unauthorized manner
23. Willful damage to public property or willful waste of public supplies, service, or equipment
24. Using City property or equipment without authorization
25. Discourteous treatment of the public, other employees, or third parties
26. Using abusive language
27. Making derogatory racial, age, ethnic, or sexist remarks
28. Fighting, provoking or instigating a fight, or threatening violence

29. Coercion, intimidation, or threats against citizens, supervisors, co-workers, City officials, or others
30. Possession of a firearm or other weapon on City property while on duty or while engaging in City business (except for employees required to carry a weapon as part of their assigned job duties)
31. Possession, distribution, sale, transfer, use or consumption of alcohol or illegal drugs in the workplace, while on duty, or while operating City-owned equipment
32. Working and or operating City-owned equipment under the influence of alcohol or illegal drugs
33. Engaging in unbecoming conduct, either on or off duty
34. Discrimination or harassment on the basis of race, color, religion, sex, national origin, disability, or age
35. Destroying City records without authorization
36. Falsification of timekeeping or other records, including employment application
37. Using an official position or office for economic gain or soliciting favors or gratuities for performing services required by the employee's position
38. Unauthorized disclosure of confidential information
39. Unauthorized use or possession of City funds
40. Employees may be disciplined, up to and including discharge, for conduct which occurs outside regularly scheduled working hours, if such conduct affects the employee's ability to work for the City, or if it placed the City Council, City Administration, or the City's reputation in a negatively viewed position. An example which might be considered a negatively viewed position is arrest of conviction for a criminal or civil offense which jeopardized the citizen's trust or confidence in an employee's ability to perform his/her job duties and responsibilities.

## **VII. Felonies and Misdemeanors**

Employees must immediately notify their supervisor and/or Department Director if they are arrested, charged, indicted, convicted, receive deferred adjudication, or plead nolo contendere to any misdemeanor or felony. Employees who do not drive as a part of their job duties with the City are not required to report minor traffic violations. In most instances, the City will conduct its own investigation and take appropriate action. An employee arrested, charged, or indicted for a felony or misdemeanor, or accused by information of official misconduct or other serious criminal violation may be placed on administrative leave with pay until the charge, indictment or information is dismissed or fully adjudicated without trial, and if tried, until the trial and appeal (if any) are completed and all related administrative matters are concluded. Such a determination will typically be made by the City Manager upon recommendation by the Department Director and the Director of Human Resources. An employee on administrative leave may, in the City's sole discretion, be reinstated to the position held before being placed on administrative leave (if available), if the indictment or information is dismissed, the employee is acquitted, or the conviction is reversed on appeal.

## **VIII. Disciplinary Conference**

A disciplinary conference will be scheduled prior to the imposition of a disciplinary suspension of 1 day (or 1 shift) or more, demotion or termination. The Department Director, affected employee, the Director

of Human Resources and anyone else deemed necessary by the City Manager typically attend the disciplinary conference. During the conference, the affected employee will be given an opportunity to present an explanation of the conduct leading up to the proposed disciplinary action. Employees will be given advance notice of the conference. Employees may, in the City's sole discretion, be placed on administrative leave prior to, during, or after the disciplinary conference. The employee will be notified of the City's determination following the conference.

#### **IX. Administrative Leave**

During an investigation into alleged offenses or violations of City policies, or during the decision-making process concerning an employee's conduct or performance, the City may, in its sole discretion, place the employee on administrative leave. The leave may be with or without pay, and may be charged to available accrued leave if authorized by the City Manager.

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<b>Chapter 7: EMPLOYEE CONDUCT</b>		<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title:</b>	<b>DISCIPLINARY REVIEW HEARING</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

It is the policy of the City of Lindsay to give individual employees an opportunity for a hearing regarding disciplinary action. Disciplinary review hearings are designed to be heard according to prescribed guidelines as set forth in the following procedures. The disciplinary review hearing process is designed to afford the employee a responsive forum to guard against biased or arbitrary decision; however, nothing in this policy shall be construed as a grant to any employee of a property right in tenured public employment.

Those employees employed by a written contract, temporary and seasonal employees likewise have no right of appeal for disciplinary action taken against them and are also exempted from the application of this policy. An employee who requests a disciplinary review hearing will be placed on administrative leave with pay pending the outcome of the hearing.

Police Officers may choose a Disciplinary Review Hearing or appeal to the Police Pension Board, they are not entitled to two hearings.

#### **I.General Disciplinary Review Hearing Information**

- A) An employee who has received discipline in excess of an oral warning/employee consultation/verbal reprimand may request an informal or formal disciplinary review hearing.
- B) Since it is important that disciplinary review hearings be resolved as rapidly as possible, time limits, as set out in the following paragraphs, shall be considered a maximum and every effort shall be made to expedite the process. However, the limits may be extended or shortened at any or all steps if both parties agree in writing. In the event the parties cannot agree, the Director of Human Resources shall have the discretion to unilaterally shorten or extend the time limits.
- C) A disciplinary review hearing not responded to within the time limits prescribed by the appropriate representative at each step shall be considered a violation of this policy for which the representative may be subject to disciplinary action.
- D) All requests for disciplinary review hearings must be submitted on Request for Disciplinary Review Hearing form, and must be filed with the Human Resources Department. An employee shall choose whether he/she desires to pursue an informal or formal disciplinary review hearing process and shall indicate his/her choice on the form.
- E) An employee who requests a disciplinary review hearing must inform the Human Resources Department in writing of his/her correct mailing address and telephone number. Failure to provide current mailing address and telephone information may result in administrative closure of the disciplinary review hearing.

- F) The employee must make the request for a disciplinary review hearing in writing within three (3) working days after receiving notification of an action taken. The written request must set forth the specific reasons why the employee feels the action is not justified.
- G) Upon receipt of the request for a disciplinary review hearing, the Director of Human Resources will assign a Hearing Officer. The appointed Hearing Officer will be a disinterested party who may or may not be an employee of the City of Lindsay.
- H) The Director of Human Resources (or his/her designee) shall coordinate, attend, and facilitate all disciplinary review hearings, and provide appropriate documentation to the parties involved as necessary.
- I) The disciplinary review hearing will be conducted within three (3) working days of the employee's request, unless an extension is agreed upon by both parties as described in this policy.
- J) Upon conclusion of the disciplinary review hearing, the Hearing Officer will make a decision and recommendation to the City Manager within three (3) working days from the date of the hearing, with a copy to the Director of Human Resources. The City Manager will make a final decision within three (3) working days of receipt of the Hearing Officer's decision and recommendation. The Human Resources Director will communicate the City Manager's decision in writing to the employee, employee's supervisor and others with the need to know in the chain of command. The City Manager's decision is final.

## **II. Informal Hearing Process**

- A) By requesting an informal hearing, the employee shall waive a formal hearing.
- B) The informal hearing will consist of the employee, the Department Director and/or the supervisor who imposed the disciplinary action, the Hearing Officer, and the Director of Human Resources (or his/her designee), acting as a facilitator to the proceedings. The employee and the Department Director and/or the supervisor who imposed the disciplinary action will each have the opportunity to address the hearing officer with information concerning the appeal.

## **III. Formal Hearing Process**

- A) A formal hearing is a structured, procedural hearing requiring the City representative to present evidence, introduce witnesses, and prove facts to support justification of the action taken against the employee. The employee may present evidence, introduce witnesses and prove facts to support that the action is unjustified. The formal hearing will be heard by a hearing officer according to guidelines outlined below.

**B) Formal Hearing Procedures**

1. The employee and the department head must submit a written statement of relevant issues, a list of witnesses to be called, and copies of relevant documents three (3) business days prior to the scheduled hearing. The Hearing Officer will determine if any of the listed witnesses will be permitted based upon their relevance.
2. Opening Statements
  - a. Employee give brief summary of reason for appeal
  - b. Supervisor give brief summary of reason for action
3. Presentation of Evidence and/or Witnesses
  - a. Witnesses for employer make statements (may be in question and answer form or narrative)
  - b. Hearing Officer asks questions, if any, of employer's witnesses
  - c. Witnesses for employee make statements (may be in question and answer form or narrative)
  - d. Hearing Officer asks questions, of any of employee's witnesses
4. Closing Statements
  - a. Department Director or supervisor gives brief summary
  - b. Employee give brief summary
5. Other Procedural Guidelines
  - a. The Hearing Officer will exclude irrelevant material
  - b. The Hearing Officer may ask questions as he/she thinks necessary
  - c. The Hearing Officer may call witnesses if he/she believes necessary
  - d. The formal rules of evidence do not apply
  - e. Typically, only those employees who are on duty during the hearing will be required to participate in the hearing, although the Hearing Officer may require an employee to come in during his/her off-duty time.

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<b>Chapter 7: EMPLOYEE CONDUCT</b>		<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title:</b>	<b>PROBLEM SOLVING</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

In an effort to promote improved employer-employee relationships the City of Lindsay has an open door policy. Employees who feel they are being unfairly treated, wish to correct a misunderstanding or desire information concerning their work relationships are encouraged to discuss these concerns with their immediate supervisor. If this attempt fails, the employee will follow the chain of command in his/her department.

In the normal operation of any organization, problems or questions may arise. In most instances, a supervisor should be able to give a prompt answer to an employee's questions and will assist in solving problems.

The express intent of this policy shall be to afford employees an informal yet systematic means of obtaining consideration of their concerns, to ensure that an employee who presents a problem in good faith and in a reasonable manner will be free from reprisal, and to ensure that problems are settled as near as possible to the point of origin.

### **I.Procedures for Problem Solving**

- A) An employee wishing to submit a complaint, problem or grievance must first discuss the particular issue with his/her immediate supervisor.
- B) If, for legitimate reasons, the employee feels that he/she is unable to discuss the issue with his/her immediate supervisor or that the issue has not been resolved to the employee's satisfaction, the employee may present the issue or grievance to the employee's Department Director. The employee must submit the issue or grievance on the Employee Grievance form within three (3) working days after receiving the Department Director's response. Except in the case where an internal investigation is warranted, the Director of Human Resources shall respond to the employee within three (3) working days from the date of receipt.
- C) An employee failing to gain satisfaction after conferring with the employee's Department Director may present his/her particular issue to the Director of Human Resources. The employee must submit the issue or grievance on the Employee Grievance form within three (3) working days after receiving the Department Director's response. Except in the case where an internal investigation is warranted, the Director of Human Resources shall respond to the employee within three (3) working days from the date of receipt.
- D) An employee failing to gain satisfaction after conferring with the Director of Human Resources may request that the Director of Human Resources forward the issue to the City Manager for consideration. The employee must make such request within three (3) working days after

receiving the response from the Director of Human Resources. The City Manager shall respond to the employee within three (3) business days from the date of receipt.

E) The decision of the City Manager is final.

F) Under no circumstances shall an employee go to a City Council member with a grievance.

## **II. Supervisory Responsibilities**

A) Supervisory staff members will ensure that every reasonable effort is made to respond to employee complaints, problems and grievances as expeditiously as possible.

B) Knowledge of any attempt of harassment, reprisal, intimidation, discrimination or other form of retaliation toward employees as a result of their implementation of this policy will be immediately forwarded to the Director of Human Resources.

## **III. Employee Assistance Program**

Confidential counseling having to do with personal or job related problems and concerns is available to all City employees through the Employee Assistance Program.

## **IV. Internal Investigations**

A) When a complaint or allegation is made that warrants an internal investigation, the City Manager shall appoint an appropriate person(s) to serve as the investigator. The City Manager can choose an external investigator or the investigator may be an employee of the City. The investigator is responsible for notifying the City Manager if he or she has any conflict or bias with the parties involved. (The investigator, if someone other than the Director of Human Resources, should consult with the Director of Human Resources for proper procedure in conducting an internal investigation.)

B) The investigator is given complete authority over the investigation and may, upon approval, call in outside counsel if warranted.

C) All departments and employees will cooperate to the fullest extent with the investigator.

D) Complaints and resulting investigations will be treated with discretion and confidentiality will be maintained to the extent possible.

E) No person who is the subject of a complaint will be permitted to influence the outcome of any investigation or the resolution of the complaint.

F) Good faith reports of violation of these policies will not result in any retaliation or reprisal.

G) In addition to an administrative investigation, matters that may involve a violation of criminal law may also result in a criminal investigation.



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- H) After all the facts, materials and interviews have been completed the investigator will summarize the findings in a final report. The report should contain relevant background information including the specific complaint(s) or allegations(s) and a review of the process, listing evidence and witnesses interviewed. Supporting documents and relevant quotes may be attached to the report. Findings of misconduct should identify appropriate disciplinary action.
- I) The investigator shall complete all findings and forward the final report to the City Manager within thirty (30) working days after the complaint(s) or allegations(s) has been filed.
- J) All records and documents associated with the investigation will be indexed for future reference and kept in accordance with record retention laws.

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<b>Title:</b>	<b>TOBACCO USE</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

The City of Lindsay desires to provide a safe and healthy work environment for citizens, customers, and employees.

### **I. Prohibited Use**

- A) The use of tobacco products (including smokeless) is prohibited in any City-owned or municipal building.
- B) The use of tobacco products (including smokeless) is prohibited while operating and/or being a passenger in City-owned or leased vehicles and/or equipment.
- C) No employee shall use tobacco products (including smokeless) while making public contact.
- D) The use of tobacco products (including smokeless) is not permitted within thirty (30) feet of any public building entrance or exit.

### **II. Permitted Use**

Employees may use tobacco products outdoors in designated areas during their normal rest or meal periods.

### **III. Employee Assistance Program**

Confidential counseling having to do with personal or job related problems and concerns is available to all City employees through the Employee Assistance Program.

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<b>Title:</b>	<b>CITY PROPERTY/EQUIPMENT USE</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

### **I. 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.

### **II. Telephone Usage Policy**

Personal telephone calls should be limited to non-work time to the extent possible. Outgoing long distance personal phone calls are not permitted.

### **III. Computer Usage Policy**

The use of the computer system and software is limited solely to appropriate business use. 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.

### **IV. 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 Company 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 will 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.

#### **V. 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, your access will be taken away from you. In addition, 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.

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.

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.

*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 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.

*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.

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.

#### **VI. Take Home Vehicles**

- A) An employee may be authorized to take City vehicles to his/her residence when the employee is an "on-call" employee who has a job-related need for the vehicle after normal working hours.
- B) Employees authorized to take a City vehicle to his/her residence during off-duty hours must complete and sign an Authorization for Take-Home Vehicle Form. The form must be completed, signed by the employee, with a recommendation made by the designated Supervisor or Department Director and final approval by the City Manager.
- C) The authorization for a take-home vehicle may be approved by the Department Director when the employee resides in the corporate limits of the City of Lindsay. Authorization must also be approved by the City Manager.
- D) Employees authorized to take vehicles home are authorized to make reasonable, brief, and limited stops before or after assigned work shifts while traveling to and from work to conduct personal errands, such as obtaining a limited number of grocery items (a loaf of bread, gallon of milk, etc.), picking up cleaning, making a bank transaction, and the like. Employees may not make stops at liquor stores, bars, or other establishments that would negatively affect the City. On-call employees, who are allowed to come and go freely but must respond to a return-to-work notification by pager, radio, cell phone, or telephone, may use "take-home" vehicles for personal business if such use is required to meet response times outlined in Department or Division policies. Under no circumstances will family members or friends be transported in the take-home vehicles unless specifically authorized under the provisions of this policy.

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- E) The City’s vehicles are classified as either “exempt” or “non-exempt” as prescribed by law. Employees to whom a “non-exempt” vehicle is assigned for take-home will likely incur a federal income tax liability for the fringe benefit of commuting to and from work. Most pickups, vans and automobiles are classified as “non-exempt” vehicles. Police and fire vehicles used by employee on call 24-hours are normally exempt from the fringe benefit tax liability.
- F) The approval for a take-home vehicle shall be made for the purpose of assuring the performance of City business, and such authorization or use shall not constitute or be considered a vested employment benefit or right of the employee. Such authorization r use may be denied, revoked, or suspended at any time for any reason or for no reason.

## **VI. Use of City Vehicles**

- A) City owned or leased vehicles may only be used for official City business. City owned or leased vehicles may only be driven by authorized City employees. If an employee drives a City-owned, rented or leased vehicle on the job r while carrying out City-related business, the employee must comply with the Vehicle Operator Standards as described in the City of Lindsay’s Safety Program, and the following rules:
  - 1. Drivers must have a valid State of Oklahoma driver’s license appropriate for the vehicle operated, must maintain a satisfactory driving record, and must inform their supervisor of any change in status.
  - 2. No passengers other than City employees or others on City business may ride in a City vehicle unless otherwise approved in advance by the Department Director.
  - 3. No personal use of City-provided vehicles is allowed without the prior, specific approval of the Department Director.
  - 4. All maintenance and use records for City vehicles must be completed as directed by the employee’s supervisor, department directives or the City of Lindsay Safety Program.
  - 5. Report any broken, missing, or worn parts, tires, etc., or any needed maintenance of City vehicles to the appropriate supervisor immediately.
  - 6. All drivers must be eligible for coverage under the City’s insurance policy.
  - 7. Drivers covered by Department of Transportation regulations must comply with them at all times.

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8. At no time may an employee under the influence of alcohol or illegal drugs drive a City vehicle or a personal vehicle while conducting City business.
  9. Employees involved in an accident while operating a City vehicle, or while operating a personal vehicle on City business, must immediately notify the proper law enforcement agency (if applicable) and the appropriate Supervisor, Department Director, and/or City Manager. Accident Reports, along with any law enforcement report, must be filed by the employee with the Department Director and the Director of Human Resources.
- B) The City may, at any time, check the driving record of a City employee who drives as part of his/her job duties to determine that he/she maintains the necessary qualifications as a City driver. Employees agree that they will cooperate in giving the City whatever authorization is required for this purpose.
- C) Employees who are in jobs that require the driving/operating of City vehicles or motorized equipment must notify their Supervisor, Department Director, or Director of Human Resources by the end of the department's next working day when:
1. They are arrested and charged with DWI, SUID, of any other serious moving violation;
  2. They have their driver's license suspended, cancelled, or revoked;
  3. When their license expires without immediate renewal; or
  4. When an Occupation Driver's License or similar license has been issued to them.
- Failure to report such information by the end of the next working day shall result in disciplinary action up to and including termination, unless there are extenuating circumstances.
- D) Employees who are in jobs that required the driving/operating of City vehicles or motorized equipment who are convicted of a DWI or DUI will be terminate, although the City may also take disciplinary action prior to conviction. Determination for removal of driving privileges and/or disciplinary action while waiting for adjudication shall be made by the Department Director in concurrence with the Director of Human Resources on a case-by-case basis.

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<b>Title:</b>	<b>POLITICAL ACTIVITIES</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

City of Lindsay employees will not be appointed or retained on the basis of their political support or activities. City employees are encouraged to vote and to exercise other prerogatives of citizenship consistent with state and federal law and these policies.

City employees may not:

- Engage in political activities relating to a campaign for elective office while in uniform or on active duty.
- Publicly endorse or campaign in any manner for any person seeking a City public office while in uniform or on active duty.
- May not use City property or Equipment in any campaign.
- Use his/her position or office in any advertisement or endorsement of products, persons or activities, without exclusive authorization by the City Council to coerce political support from employees or citizens.

Any employee who is elected or appointed to a city office will not be allowed to remain as a paid employee but may keep his or her former paid position in a volunteer status.



<b>THE CITY OF LINDSAY</b>		<b>REFERENCE NO.</b>	<b>7.07</b>
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<b>Chapter 7: EMPLOYEE CONDUCT</b>		<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title:</b>	<b>DRESS, APPEARANCE, IDENTIFICATION AND UNIFORMS</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

Employees must, at all times, dress appropriately and professionally and present a clean and neat appearance while at work and while representing the City or conducting City business. The City allows business casual dress in the work place year-round, in accordance with this policy. Department Directors are strongly encouraged to allow their employees to participate in business casual dress, as practical. Department Directors and supervisors are responsible for enforcing this policy in their respective departments in order to maintain acceptable dress and appearance.

Professional business attire or a required uniform is to be worn when there is a need to present a more formal professional appearance for meetings or special events. Suits, dress shirts and ties for men and suits, dress blouses and dress slacks or dresses for women are proper attire for personnel scheduled for agenda presentation (i.e., City Council meetings, receptions, etc.). Employees must remember that they are professionals 100% of the time and are dressing for business, not for pleasure. Attire must always reflect a professional business attitude and presence. Police, Fire, and EMS employees may be covered under Departmental policies regarding appropriate dress and appearance.

### **I. Standards for Work Attire**

- A) All employees are expected to comply with safety regulations – e.g., types of shoes, shirtsleeve length, etc. – as directed by departmental and industry safety standards
- B) All office and public contact employees are expected to be appropriately dressed and well groomed in order to reflect a professional businesslike atmosphere.
- C) Clothing should be clean, comfortable and attractive but not distracting. Clothing having pictures, designs, words, and/or advertising not conducive to a professional image, see-through and/or otherwise sexually provocative clothing are prohibited for all employees.
- D) The following are inappropriate:
  - Provocative or revealing attire including body-hugging, see-through, or excessively tight fabrics;
  - Bare shoulder or tank tops;
  - Thong sandals (flip-flop shoes); Shoes that have an open back or open toe;

- Clothing with unclear or obscene messages or that endorses alcohol, tobacco products, drugs, pornography, or offensive material of any kind;
- Wrinkled, ripped and tattered clothing;
- Visible tattoos which could be deemed offensive;
- Nose rings/studs, eyebrow rings/studs; tongue studs or similar type facial jewelry.
- Jeans, sweatshirts, sweat pants, athletic shoes, or shorts of any type are not acceptable unless a special casual wear or festive occasion is declared by the City Manager, or as specifically approved by the appropriate Department Director as work assignments dictate.
- Fridays are casual dress days. Jeans are acceptable unless otherwise declared by City Manager, or as specifically approved by the appropriate Department Director as work assignments dictate.

## **II. Hair**

Hairstyles and hair colors must be appropriate to the employee's position and extremes of any type are unacceptable. For example, green hair, Mohawk style haircuts, and severely spiked hair are not allowed. Hair, including facial hair, must be clean and neatly groomed at all times. Sideburns may not extend below the ear lobe.

## **III. Identification Cards**

- A) As part of the employment process, all regular full-time and part-time employees will be issued an identification card. The identification card must be kept within reasonable access while employed by the City for verification of employment. It is the responsibility of the employee to ensure that current information is reflected on his/her identification card.
- B) Lost, stolen or mutilated cards must be reported to the Human Resources Department. Employees needing to acquire a replacement card and/or correct or update information on their identification card should contact the Human Resources Department.
- C) Upon separation from employment, the card must be relinquished to the Human Resources Department prior to receiving final paycheck.

## **IV. Uniforms**

- A) The City supplies many employees with appropriate uniforms. Employees in jobs that require a uniform will be told how and where the uniforms can be obtained. The City will provide replacement uniforms as necessary. Uniforms must be clean and neat. City-owned or authorized uniforms may not be used outside of work, for personal use or by any third party. City uniforms

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may be used by City employees in connection with outside employment only with the Department Director's prior written authorization.

- B) Employees who are provided with uniforms are required to wear their uniforms when on duty and keep them in good, clean and serviceable condition. No part of the uniform shall be worn by itself. An employee must wear the entire uniform when on duty. No part of the uniform shall be worn when off duty, except to and from work.
- C) When an employee terminates, uniforms and other City equipment, which the employee possess, must be returned in good condition before final pay will be authorized. The Cost of lost or damaged City property and unreturned uniforms will be deducted from the employee's final paycheck.
- D) An accommodation may be requested by employees in relation to religious needs. Any accommodation cannot present a threat of physical injury to the employee or others.

#### **V. Enforcement**

- A) In all cases, the City will make the determination as to acceptable dress, appearance and grooming. Employees should direct questions about appropriate appearance or dress to their supervisor, Department Director, or the Director of Human Resources.
- B) Employees in violation of this policy may be sent home. Under such circumstances, nonexempt employees will not be paid for work time missed, and exempt employees will be required to make up the work time missed. Employees whose grooming or personal appearance violates this policy may be disciplined, up to and including termination of employment.

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<b>Chapter 7: EMPLOYEE CONDUCT</b>		<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title:</b>	<b>ATTENDANCE AND WORK HOURS</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

### **I. Regular Work Hours**

Non-exempt employees of the City, except for Fire, Police, and EMS Department personnel, normally work 40 hours in a seven-day workweek. Exempt employees may be required to work in excess of 40 hours in certain weeks. The workweek begins on Sunday and ends on Saturday. The regular workday normally begins at 8:00 a.m. and ends at 5:00 p.m.

### **II. Adjustment to Work Hours**

In order to assure the continuity of City services, it may be necessary for Department Directors to establish other operation hours for their departments. Work hours and work shifts must be arranged to provide continuous service to the public. Employees are expected to cooperate when asked to work overtime or a different schedule. Acceptance of work with the City includes the employee's acknowledgement that changing shifts or work schedules may be required, and includes that he/she will be available to do such work.

### **III. Meal Periods**

- A) Every effort will be made to ensure that all full-time employees receive a daily meal break during each shift. There may be instances, however, when an employee may not receive a scheduled meal break due to scheduling and/or the nature of the work.
- B) Full-time employees (excluding Fire Department and Police Department shift personnel and EMS personnel) are normally provided a one-hour unpaid meal break near the middle of the workday. Meal periods may be staggered by the Department Director in order to minimize departmental interruption. Supervisors will provide employees with the starting and ending times for their specific meal periods. Employees will be relieved from work responsibilities during unpaid meal breaks. Employees may not extend meal breaks beyond their assigned period.

### **IV. Rest Breaks**

- A) Full-time employees may, depending on individual department work schedules and the discretion of their supervisor, take up to two fifteen-minute, paid breaks each day. One during the first part of the work day and the other during the latter part of the work day.
- B) Rest breaks shall be considered a privilege and not a right and shall never interfere with proper performance of an employee's work responsibilities and department work schedules.

- C) Rest breaks must be taken at, near, or in route to or from work sites within the fifteen-minute limits or as outlined in departmental policies. Employees whose work sites and or work schedules do not permit opportunities to obtain food or beverages should plan ahead and take provisions with them to the work sites.
- D) An employee may not combine two daily breaks into one thirty-minute rest period, “bank” rest break time from day to day, or save rest break time to extend a lunch period or shorten a shift.

#### **V. Attendance Records**

Employees are expected to be at their work stations and ready to work at their scheduled start time. Nonexempt employees are required to record the number of hours worked each day, as well as the time they arrived at work, the time they left for and returned from lunch, and the time(s) they left for and returned from any unpaid break during the work day.

#### **VI. Attendance and Punctuality**

- A) To maintain a safe and productive work environment, the City expects employees to be reliable and punctual in reporting to work. Absenteeism and tardiness are disruptive and place a burden on the City and on co-workers. Either may lead to disciplinary action, up to and including termination of employment. In the rare instance when an employee cannot avoid being late to work or is unable to work as scheduled, the employee must personally notify his/her supervisor as soon as possible in advance of the anticipated tardiness or absence in accordance with Departmental procedures. The employee must disclose to his/her supervisor the reason for the absence or tardiness and the date and time of his/her anticipated arrival or return. For absences of a day or more, the employee must personally notify his/her supervisor on each day of his/her absence unless the supervisor expressly waives this requirement.
- B) In most instances, an employee who fails to properly notify his/her supervisor in advance of an absence or tardy will be subject to disciplinary action up to and including termination of employment. An employee who fails to notify the City of an absence and is absent for a period of one working day or shift may be presumed to have voluntarily resigned his/her employment.

#### **VII. Proof of Need for Absence**

In the case of absenteeism, if the supervisor has reason to suspect abuse, he/she may require the employee to present satisfactory proof of the need for the employee’s absence.

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<b>Chapter 7: EMPLOYEE CONDUCT</b>		<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title:</b>	<b>PROFESSIONAL CONDUCT/ANTI HARASSMENT INCLUDING SEXUAL HARASSMENT</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

The City of Lindsay is an equal opportunity employer. Employment discrimination on the basis of race, religion, color, sex, national origin, age, disability, marital status, veteran status, citizenship, or any other characteristic protected by law, is prohibited. All City employees are entitled to a workplace free of unlawful harassment by management, supervisor, co-workers, citizens, and vendors. City employees are also prohibited from harassing citizens, vendor, and all other third parties.

### **I. Sexual Harassment**

A) One form of unlawful discrimination is sexual harassment. Unwelcome sexual advance, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
- Submission to or rejection of such conduct by an individual is used as a basis for employment decision affecting such individual, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

B) Sexual harassment may include a range of subtle behaviors and may involve individuals of the same or different gender. Conduct prohibited by this policy includes, but is not limited to sexual advances; requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individuals' body, sexual prowess, sexual preference, or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal, or visual conduct of a sexual nature.

### **II. Other Prohibited Harassment**

In addition to the City's prohibition against sexual harassment, harassment on the basis of any other legally protected characteristic is also strictly prohibited. This means that verbal or physical conduct

that singles out, denigrate or show hostility or aversion toward someone on the basis of a protected characteristic. Conduct, comments, or innuendoes that may be perceived by others as offensive are wholly inappropriate and are strictly prohibited. This policy also prohibits sending, showing, sharing, or

distributing in any form, inappropriate jokes, pictures, comics, stories, etc., including but not limited to via facsimile, e-mail, and/or the Internet. Harassment of any nature, when based on race, religion, color, sex, national origin, age or disability, will not be tolerated. This policy applies to City employees, citizens, vendors, and other visitors to the workplace.

### **III. Mandatory Reporting**

- A) The City requires that employees report all perceived incidents of harassment, regardless of the offender's identity or position. Any employee who observes or otherwise learns of possible harassment in the workplace or who feels that he/she has been subjected to conduct prohibited by this policy must report it immediately to the Director of Human Resources.
- B) Any supervisor, manager, or Department Director who becomes aware of possible conduct prohibited by this policy must immediately advise his/her Department Director and/or the Director of Human Resources.
- C) Under this policy, an employee may report to and/or contact the Director of Human Resources directly, without regard to the employee's normal chain of command.  
Human Resources Director  
312 S Main  
Lindsay, OK 73052  
405-756-2019
- D) In addition, the City encourages employees who believe they are being subjected to conduct prohibited by this policy and who feel comfortable doing so, to promptly advise the offender that his/her behavior is unwelcome and request that it be discontinued. Often this action will resolve the problem.
- E) An employee who reports a potential violation of this policy and who feels his/her report was not adequately or timely addressed, must then put his/her report in writing and submit it to the Director of Human Resources and the City Manager.

### **IV. Investigation**

All reports of prohibited conduct will be investigated promptly by management in as confidential a manner as possible. Then investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have other relevant knowledge. All employees are required to cooperate with the investigation.

**V. Retaliation Prohibited**

Retaliation against employees who make a good faith charge or report of prohibited conduct or who assist in a complaint investigation is prohibited. Acts of retaliation must be reported immediately as set out above.

**VI. Responsive Action**

Misconduct constituting harassment or retaliation will be dealt with appropriately. Discipline, up to and including dismissal will be imposed upon any employee who is found to have engaged in conduct prohibited by this policy. Likewise, disciplinary action will be imposed in situations where claims of prohibited conduct were fabricated or exaggerated.



<b>THE CITY OF LINDSAY</b>		<b>REFERENCE NO.</b>	<b>7.10</b>
<b>PERSONNEL POLICIES AND PROCEDURE MANUAL</b>		<b>PAGE NO</b>	<b>1 OF 1</b>
<b>Chapter 7: EMPLOYEE CONDUCT</b>		<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title:</b>	<b>RETALIATION ACT</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

### **Retaliation Prohibited**

The City of Lindsay supports the State of Oklahoma Retaliation Act which protects a public employee who reports an alleged violation of law. The City's Problem Solving Policy (reference No. 7.03) encourages employees to report any alleged infraction without fear of retaliation. The State Law provides that a state or local government body may not suspend or terminate the employee of, or otherwise discriminate against, a public employee who reports a violation of law to an appropriate law enforcement authority if the employee report is made in good faith. Law is defined as a state or federal statute, an ordinance passed by a local government body, or a rule adopted under a statute or an ordinance.

<b>THE CITY OF LINDSAY</b>		<b>REFERENCE NO.</b>	<b>7.11</b>
<b>PERSONNEL POLICIES AND PROCEDURE MANUAL</b>		<b>PAGE NO</b>	<b>1 OF 1</b>
<b>Chapter 7: EMPLOYEE CONDUCT</b>		<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title:</b>	<b>ETHICS POLICY</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

### **Purpose**

To ensure The City of Lindsay and its affiliates will conduct its business fairly, impartially, in an ethical and proper manner, and in compliance with all laws and regulations. An employee's actions under this Policy are significant indications of the individual's judgment and competence. Accordingly, those actions constitute an important element in the evaluation of the employee for position assignments and promotion. Correspondingly, insensitivity to or disregard of the principles of this Policy will be grounds for appropriate management disciplinary action.

### **Policy**

- (1) The City of Lindsay is committed to conducting its business with integrity underlying all relationships, including those with citizens, customers, suppliers and communities, and among employees. The highest standards of ethical business conduct are required of The City of Lindsay employees in performance of their responsibilities. Employees will not engage in conduct or activity that may raise questions as to the City's honesty, impartiality or reputation or otherwise cause embarrassment to the City. Solicitation or acceptance of bribery and other corrupt, illegal action are prohibited. Employees will avoid any action, whether or not specifically prohibited in the personnel policies, which might result in or reasonably be expected to create an appearance of:
  - Using public office or public position for private gain.
  - Giving preferential treatment to any person or entity.
  - Losing impartiality.
  - Adversely affecting the confidence of the public in the integrity of the City.
- (2) Every employee has the responsibility to ask questions, seek guidance, report suspected violations and express concerns regarding compliance with this policy. The City of Lindsay will maintain a program to communicate to employees its commitment to integrity and uncompromising values. The program will inform employees of policies and procedures regarding ethical business conduct and assist them in resolving questions and in reporting suspected violations. Retaliation against employees who use these reporting mechanisms to raise genuine concerns will not be tolerated.
- (3) The HR department is responsible for providing policy guidance and issuing procedures to assist employees in complying with The City of Lindsay expectations of ethical business conduct and uncompromising values. This policy constitutes the standards of ethical business conduct required of all employees. Managers are responsible for supporting their implementation and monitoring compliance.

<b>THE CITY OF LINDSAY</b>	<b>REFERENCE NO.</b>	<b>7.12</b>
<b>PERSONNEL POLICIES AND PROCEDURE MANUAL</b>	<b>PAGE NO</b>	<b>1 OF 3</b>
<b>Chapter 7: EMPLOYEE CONDUCT</b>	<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title: SOCIAL MEDIA</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

## **Policy**

At The City of Lindsay we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. This policy prohibits the use of social media that would negatively affect The City of Lindsay. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all employees who work for The City of Lindsay. Managers and supervisors should use the supplemental Social Media Management Guidelines for additional guidance in administering the policy.

## **Guidelines**

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with The City of Lindsay, as well as any other form of electronic communication. The same principles and guidelines found in The City of Lindsay policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of The City of Lindsay's legitimate business interests may result in disciplinary action up to and including termination.

## **Know and follow the rules**

Carefully read these guidelines, The City of Lindsay Statement of Ethics Policy, the City of Lindsay Electronic Communications and Systems Access Use Policy and the Discrimination & Harassment Prevention Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

**Be respectful**

Always be fair and courteous to fellow citizens, customers, members, suppliers or people who work on behalf of The City of Lindsay. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage employees, citizens, customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

**Be honest and accurate**

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about The City of Lindsay fellow employees, members, customers, suppliers, people working on behalf of The City of Lindsay or competitors.

**Post only appropriate and respectful content**

- Do not create a link from your blog, website or other social networking site to a City of Lindsay website without identifying yourself as a City of Lindsay employee.
- Express only your personal opinions. Never represent yourself as a spokesperson for The City of Lindsay. If The City of Lindsay is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of The City of Lindsay, fellow employees, members, customers, suppliers or people working on behalf of The City of Lindsay. If you do publish a blog or post online related to the work you do or subjects associated with The City of Lindsay, make it clear that you are not speaking on behalf of The City of Lindsay. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of The City of Lindsay."

**Using social media at work**

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the Company Equipment

Policy. Do not use The City of Lindsay email addresses to register on social networks, blogs or other online tools utilized for personal use.

**Retaliation is prohibited**

The City of Lindsay prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

**Media contacts**

Associates should not speak to the media on The City of Lindsay's behalf without contacting the City Manager. All media inquiries should be directed to the City Manager.

**For more information**

If you have questions or need further guidance, please contact your HR representative.

<b>THE CITY OF LINDSAY</b>		<b>REFERENCE NO.</b>	<b>8.01</b>
<b>PERSONNEL POLICIES AND PROCEDURE MANUAL</b>		<b>PAGE NO</b>	<b>1 OF 3</b>
<b>Chapter 8: WORK ENVIRONMENT</b>		<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title:</b>	<b>ELECTRONIC COMMUNICATIONS AND SYSTEMS USE</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

### **Purpose**

The City of Lindsay provides computer networks, Internet access, email, telephones, digital cameras, voice mail, and fax communication systems for use by the City employees in the performance of their job duties. These communication devices are referred to collectively in this policy as “electronic communications systems” or “systems.” These electronic communications systems are designed to support and enhance the communication, research and information capabilities of City of Lindsay employees and to encourage work-related communication and sharing of information resources within the City of Lindsay. This policy governs user behavior pertaining to access and usage of the City’s electronic communications systems. This policy applies to all City employees, contractors, volunteers and other affiliates who use the City’s electronic communications systems. The City’s electronic communications systems access must be used in a professional, responsible, efficient, ethical and legal manner.

### **Policy**

#### **I. Acceptable Use**

- A. Acceptable uses of the City’s electronic communication systems are limited to those activities that support reference, research, internal/external communication and conducting City business in line with the user’s job responsibilities. Network users are encouraged to develop uses which meet their individual needs and which take advantage of the City’s internal network function. The City prohibits connection to sites or forwarding of information that contain materials that may be offensive to others including, but not limited to, sites or information containing sexually explicit material.
- B. Users must understand that use of any City-provided, publicly accessible computer network such as the Internet and email is a privilege. Minimal personal use of the Internet or email and other electronic communications systems is allowed under this policy as long as such use is not excessive and does not impede job performance of the performance of City business. The City is not responsible for personal communications sent on its electronic communications systems.

#### **II. Unacceptable Uses include**

- Using profanity, obscenity, or other languages which may be offensive or harassing to other coworkers or third parties.

- Accessing, displaying, downloading, or distributing sexually explicit material.
- Accessing, displaying, downloading, or distributing profane, obscene, harassing, offensive or unprofessional messages or content.
- Copying or downloading commercial software in violation of copyright law.
- Using the systems for financial gain or for any commercial activity unrelated to City business.
- Using the systems in such a manner as to create a security breach of the City network.
- Looking or applying for work or business opportunities other than for internal City postings.
- Accessing any site, or creating or forwarding messages with derogatory, inflammatory, or otherwise unwelcome remarks or content regarding race, religion, color, sex, national origin, age, disability, physical attributes, or sexual preferences.
- Transmitting or sharing information regarding a coworker's health status without his/her permission.
- Expressing opinions or personal views that could be misconstrued as being those of the City.
- Expressing opinions or personal views regarding management of the City of other political views.
- Using the electronic communication systems for any illegal purpose or in any way that violated City policy or is contrary to the City's best interest.
- Playing games or gambling.

### **III. Responsibility**

The person in whose name a City provided Internet, email or other electronic communications system account is issued is responsible at all times of its proper use, regardless of the user's location. Exchanges that occur in the course of conducting City business on the City's electronic communications systems will be considered a communication of the City and held to the same standards as formal letters.

### **IV. No Right of Privacy/Monitoring**

Users of City electronic communications systems may not assume they are provided any degree of anonymity and employees have no right to privacy with regard to such systems. Personal passwords are not an assurance of confidentiality. The Internet itself is not secure. To ensure proper use of its electronic communications systems, the City will monitor their use. The City Manager or his/her designee, and the Director of Human Resources or his/her designee, reserve the right to, with or without advance notice, monitor and view usage, including but not limited to: employee email, voice mail and instant messages; information and material transmitted, received or stored using City systems; and user Internet access and usage patterns to assure that the City's Internet resources are devoted to maintaining the highest levels of productivity, as well as proper use and compliance with this policy.

**V. Filtering**

The City may use software to filter Internet and instant message content for all employees.

**VI. Copyright Restrictions**

Any software or other material, including music, downloaded into a City computer may be used only in ways consistent with the licenses and copyrights of the vendor, author or owner of the material. Prior written authorization from the Department Director and the network administrator is required before introducing any software into the City's computer system. Employees may not download or install entertainment software, games or any other software unrelated to their work.



<b>THE CITY OF LINDSAY</b>		<b>REFERENCE NO.</b>	<b>8.02</b>
<b>PERSONNEL POLICIES AND PROCEDURE MANUAL</b>		<b>PAGE NO</b>	<b>1 OF 1</b>
<b>Chapter 8: WORK ENVIRONMENT</b>		<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title:</b>	<b>CELL PHONE USE IN THE WORKPLACE</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

Cell phones, and other electronic communications devices (referred to in this policy collectively as cell-phones) must be turned off or placed in the silent or vibrate mode while at work, unless written approval has been given by your supervisor or department director in advance. Employees should not make or receive excessive personal calls on their cell phones during work time or during non-work time in areas where other employees or citizens will be disturbed. Employees should also ensure that friends and family members are aware of the City's policy restricting the receipt of cell phone calls, except for emergencies. Employees who violate this policy will likely be disciplined.

Employees who have camera cell phones may not use the camera feature during work hours or while conducting City business, unless necessary in the performance of the employee's job duties and written approval has been given by the employee's supervisor or department director in advance. Specifically, camera cell phones may not be used to violate the City's Sexual and Other Unlawful Harassment policy, to invade a citizen's or another employee's privacy or to photograph confidential business records. Employees who violate this policy will likely be disciplined.

Employees with City-issued phones are allowed to use City cell phones for personal phone calls but must reimburse the City for any costs associated with personal use.

<b>THE CITY OF LINDSAY</b>		<b>REFERENCE NO.</b>	<b>8.03</b>
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<b>Chapter 8: WORK ENVIRONMENT</b>		<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title:</b>	<b>INCLEMENT WEATHER</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

Except for extraordinary circumstances, City offices do not close. Employees should never assume City offices will be closed.

All City employees, whether exempt or nonexempt, are expected to make a sincere effort to report to work during inclement weather conditions or other emergency situations. However, if an employee determines that the weather conditions constitute a danger to life and/or property, and therefore cause employees to be absent, the employee must notify his/her supervisor and/or Department Director and make arrangements to report to work if weather conditions improve. The procedure for reporting absence due to inclement weather conditions is the same as for any other absence.

Any leave taken due to inclement weather can be flexed or charged to vacation or compensatory time. Regular full-time and part-time nonexempt employees who are unable to flex their time and who have no accrued vacation or compensatory time available will not be paid for the time missed.

Department Directors are responsible for assuring that their operations are sufficiently staffed during inclement weather days. Any City service that cannot be provided during inclement weather or other emergency conditions must be immediately reported to the City Manager's office.

When weather or other conditions are such that the City Manager declares certain City offices/departments officially closed, all affected personnel, i.e., those non-essential employees who report to work during the time of closure, will be granted "administrative leave" for the time the office/department is closed. Essential personnel must report to work even when other City departments are officially closed due to weather or other type of extraordinary circumstances. Essential personnel required who are to be on the job regardless of adverse weather or other conditions are designated by the Department Director and/or the City Manager. Essential personnel who fail to report to work may be subject to disciplinary action up to and including termination of employment.

<b>THE CITY OF LINDSAY</b>		<b>REFERENCE NO.</b>	<b>8.04</b>
<b>PERSONNEL POLICIES AND PROCEDURE MANUAL</b>		<b>PAGE NO</b>	<b>1 OF 6</b>
<b>Chapter 8: WORK ENVIRONMENT</b>		<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title:</b>	<b>DRUG AND ALCOHOL USE POLICY</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

**AMENDED  
ALCOHOL & CONTROLLED SUBSTANCE  
TESTING POLICY AND PROCEDURES**

**Section 1. Policy Statement:**

The City recognizes the importance of having a drug and alcohol free workplace. The abuse of drugs, alcohol or other chemical substances endangers the safety of the public, the employee, and other City employees. The City recognizes that it is in its best interest, as well as the best interest of its employees and the public, to prevent and eliminate drug, alcohol and/or substance abuse in the work place. Any employee found using, possessing, selling, distributing or being under the influence of an illegal chemical substance and/or alcohol during working hours or while on City property or while using City equipment will be subject to discipline up to and including termination of employment.

**Section 2. Effective Date:**

This policy will be effective ten (10) days after official posting in a prominent place at all City facilities where employees routinely report for duty and following distribution of the policy to all employees. In addition, a copy will be given to each applicant for employment upon receipt of a conditional offer of employment.

**Section 3. Application:**

This policy applies to all employees as well as all applicants for employment once they have received a conditional offer of employment. This policy will comply with the Oklahoma Standards for Workplace Drug and Alcohol Testing Act, 40 O.S. §551 et. Seq. (the "Act") as amended. For employees covered by a Collective Bargaining Agreement, the terms of that Agreement as it pertains to drug and alcohol testing will control if in conflict with this policy.

**Section 4: Applicant Pre-Employment Testing:**

All applicants will undergo drug and/or alcohol testing following a conditional offer of employment but prior to final hiring and assignment. Refusal to undergo a test, or a positive test, will result in the City withdrawing its conditional offer of employment. In addition, adulteration of a specimen for a drug or alcohol test will be considered as a refusal to undergo a test.

**Section 5. For Cause Testing:**

Drug and/or alcohol testing may be conducted on any employee at any time the City has reasonable suspicion that there is cause to believe that an employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances:

- 5.1 Observation of drugs or alcohol on or about the employee's person or in the employee's vicinity;
- 5.2 Observation of conduct on the part of the employee that suggests that the employee is impaired or is under the influence of drugs or alcohol;
- 5.3 Receipt of a report of drug or alcohol use by and employee while at work;
- 5.4 Information that an employee has tampered with drug or alcohol testing at any time;
- 5.5 Negative job performance patterns by the employee; or
- 5.6 Excessive or unexplained absenteeism or tardiness.

The supervisor will verbally inform the employee of the reason for the test. Additionally, a written record of the situation leading to the drug or alcohol test will be created and signed by the supervisor(s) within 24 hours of the event. A copy of the report will be forwarded to the Human Resources Manager.

The employee involved must stop work immediately and will be transported as soon as possible to the designated testing facility by a management/supervisory employee. The employee will not be allowed back to work until the results of the test are known.

#### **Section 6. Post-Accident Testing:**

Post-Accident drug and/or alcohol testing may be conducted on an employee where there has been damage to City property or equipment while the employee was at work or the employee or another person has sustained an injury while at work. The post-accident test will be administered while the employee is still on duty or as close to as possible. No employee required to take a post-accident alcohol or drug test may use any alcohol or drugs, of any kind, following the accident until he/she undergoes the post-accident testing.

#### **Section 7. Random Testing:**

The City may, at various times, randomly select members of the following employment groups, at its discretion, for unannounced random testing for drugs or alcohol:

- a. Police officers;
- b. Fire Fighters;
- c. Employees of the Emergency Management Service (EMS);
- d. Persons engaged in activities which directly affect the safety of the public; or

- e. Employees for whom testing is mandated or authorized by the Omnibus Transportation Employee Testing Act, as amended from time to time, and the U.S. Department of Transportation regulations applicable thereto.

**Section 8. Post Rehabilitation Testing:**

The City may require an employee to undergo drug and/or alcohol testing, without prior notice, for a period of up to two (2) years after the employee's return to work following a confirmed positive test result or following participation in a drug or alcohol dependency program as provided for an if authorized under other provisions of this policy. Post-rehabilitation testing will be conducted in addition to any other testing the employee is subject to under this policy.

**Section 9. Substance for Which Tests May Be Given:**

The City reserves the right to test for all drugs and for the presence of alcohol. The test for drugs may include, but not be limited to: amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, illegal steroid or a metabolite of any of the above.

Threshold reporting levels will be those established and maintained by the Federal Department of Transportation and as utilized by the National Institute for Drug Abuse (NIDA). Any positive levels below those established reporting levels will not be reported to the City's Review Officer by the testing laboratory.

**Section 10. Methods and Documentation:**

Collection, storage, transportation, testing facilities and testing procedures will be conducted in accordance with rules established by the State Board of Health. Samples may be collected on the premises of the City at its election. Body component samples will be collected with due regard to the privacy of the individual being tested. In no case may any City employee directly observe collection of a urine sample. A written record of the chain of custody of the sample will be maintained until the sample is no longer required.

All sample testing will conform to scientifically accepted analytical methods and procedures. Testing will include confirmation testing of any positive test results by gas chromatography, gas chromatography-mass spectroscopy, or an equivalent scientifically accepted method of equal or greater accuracy as approved by the Stat Board of Health at the cut off levels as determined by the State Board of Health. In the case of the use of Breathalyzer testing method, no discipline may be imposed unless there is a conformation test performed on a second sample that confirms the prior results.

An applicant or employee will be given the opportunity to provide notification of any information which he/she considers relevant to the test, including currently or recently used drugs or other relevant information. In the event that an employee wishes to challenge the results of the City's test, he/she may do so as provided in this policy. The employee must have had the sample collected within one hour of the City's sample and such retest must be in accordance with the standards set forth by the State Board of Health and in this policy.

**Section 11. Costs:**

The City is responsible for all costs associated with drug or alcohol testing. However, if an employee or applicant requests a conformation test of a sample within twenty-four (24) hours of receiving notice of a positive test result in order to challenge the results of the positive test, the employee or applicant is responsible for the cost of the confirmation test unless the confirmation test reverses the findings of the challenged positive test. In such case, the City will reimburse the person for the cost of the confirmation test.

**Section 12. Refusing to Undergo Testing or Tampering with Sample:**

Employees refusing to undergo testing according to the terms of this policy will be subject to disciplinary action up to and including termination. Adulteration of a specimen or of a drug or alcohol test will be considered as a refusal to undergo a test and will result in disciplinary action up through and including termination of employment.

**Section 13. Review Officer:**

The City will contract with a Review Officer who will receive confirmed positive test results from the testing facility and evaluate those results in conjunction with the subject employee and/or applicant. The Review Officer will be qualified by the Board of Health to receive, interpret and evaluate the test results. Upon receiving a confirmed positive test result, the Review Officer will contact the applicant or employee prior to notification of City officials. The applicant or employee will be given the opportunity to explain the test results.

**Section 14: Confidentiality:**

The City will treat all tests and all information related to such test, as confidential materials. All records relating to drug testing will be kept separated from personnel records. The records are the property of the City but will be made available to the affected applicant or employee for inspection and copying upon request and will also be available for review by the City's Review Officer. Except as set forth below, the records will not be released to any person other than the applicant or the employee without that person's express written permission. However, the City may release the records to:

- a. To comply with a valid judicial or administrative order;
- b. As admissible evidence in a case or proceeding before a court of record or administrative agency if the employee or the City is named as a party in the case or proceeding; or
- c. To employees or agents of the City who need access to the records in connection with the administration of this Policy and the Oklahoma Standards for Workplace Drug and Alcohol Testing Act.

**Section 15. Disciplinary Action:**

The City may elect to take disciplinary action, up to and including termination of employment, against an employee who: 1) tests positive for drugs and/or alcohol; 2) refused to test under this policy; or 3) adulterates a specimen for a drug or alcohol test.

15.1 Positive Test Results: the City will evaluate the employment history of any employee who tests positive for drugs and/or alcohol. The appropriate course of action will be determined based on the employee's total work record. Where deemed appropriate by management, an employee may be offered the opportunity to enter into a rehabilitation program. Continued employment will be contingent upon the successful completion of a rehabilitation program and an agreement to undergo periodic drug and/or alcohol post-rehabilitation testing for up to two (2) years. However, the City reserves the right to initiate disciplinary action, up to and including termination of employment, for the first positive test result. Any decision regarding disciplinary action under this policy by management will be final and binding.

15.2 Employees who have tested positive, and who have been offered the opportunity to participate in a rehabilitation program in lieu of termination of employment, will not be allowed to return to work until they can provide a verified negative "return to work" test from a City approved facility. An employee may be allowed a maximum of 12 weeks to provide a verified negative "return to work" drug or alcohol test. If a negative test is not provided within 12 weeks, the employee will be terminated from employment. Until a negative "return to work" test is supplied, the employee will be on leave without pay. However, an employee may request permission to use accrued vacation leave and sick leave. An employee may request a "return to work" test no sooner than two weeks from a positive test result, and subsequently every other week thereafter, until a negative "return to work" test is obtained. Employees refusing to seek help or submit to testing in accordance with this policy will be subject to disciplinary action.

15.3 In the event the City does not terminate the employment of an employee who has a positive test result, the employee who enters a rehabilitation program after the positive test results will be permitted to do so only once. Any future recurrence for abuse with the same or any other substance will result in termination of employment.

15.4 An employee who is discharged from employment on the basis of refusal to undergo drug or alcohol testing or based on a positive drug or alcohol test will be considered as having been discharged for misconduct for the purpose of unemployment compensation and the City will protest any application for unemployment benefits.

## **Section 16. Prohibitions:**

No employee may report for duty within six hours after using alcohol or remain on duty while having an alcohol concentration of 0.04 or greater, and no supervisor will permit any employee to perform any work duties if the supervisor is aware the employee has an alcohol concentration of 0.04 or greater. No employee will be on duty or operate a City vehicle/equipment or perform job duties while in possession of alcohol nor use alcohol during duty time. Further, no employee may report for duty, drive a City-owned vehicle, operate City equipment or remain on duty when the employee has used any controlled substance except when the use is pursuant to the instructions of a physician and where the physician has advised an employee the substance will not adversely affect an employee's ability to drive a vehicle or operate equipment. No supervisor having knowledge that an employee has used a controlled substance may permit an employee to be on duty or drive/operate any City vehicle or equipment.

**Section 17. Responsibilities of Individuals:**

In order to comply with the provisions of this policy, each employee assumes the following responsibilities:

17.1 Working Under the Influence of Performance Impairing Medication: Employees who have been prescribed legal medications that might affect the safe performance of their duties are required to notify their supervisors prior to performing any hazardous or dangerous tasks.

17.2 Reporting to Work or Working While Impaired: Employees may not report to work and may not continue to work while impaired by any restricted substance identified in this policy.

17.3 Reporting Violations: The services provided by certain employees are performed, at times, under hazardous and dangerous conditions. Thus, employees are encouraged to come forward and report any violation of this policy to management. This information may be instrumental in the prevention of serious accidents and injuries on the job.

Effective this \_\_\_\_\_ day of \_\_\_\_\_, 2014



<b>THE CITY OF LINDSAY</b>		<b>REFERENCE NO.</b>	<b>8.05</b>
<b>PERSONNEL POLICIES AND PROCEDURE MANUAL</b>		<b>PAGE NO</b>	<b>1 OF 3</b>
<b>Chapter 8: WORK ENVIRONMENT</b>		<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title:</b>	<b>WEAPONS BAN AND VIOLENCE PREVENTION</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

The City of Lindsay tries to provide a safe and secure working environment for its employees. This policy is designed to help prevent incidents of violence from occurring in the workplace and to provide for the appropriate response when and is such incidents do occur.

### **I.Zero Tolerance**

Harassment, bullying, intimidation, threats, insinuating threats, threatening behavior, aggressive confrontational behavior, violent behavior or acts of violence between employees or such action between an employee and another person that arises from or is in any manner connected to the employee's employment with the City, whether the conduct occurs on duty or off duty, is prohibited.

### **II. City's Response to Threats or Acts of Violence**

- A) The City will attempt to respond appropriately to any person who threatens use of force or violence or threatens an unlawful act, exhibits threatening behavior, or engages in violent acts. The City's response will normally be coordinated by the Director of Human Resources, and where applicable, the City's Police Department or other appropriate law enforcement agency. The Director of Human Resources will evaluate the severity of the situation and the need for additional resources (e.g., law enforcement, Emergency Medical Services) to minimize risk and further violence, and will work with the appropriate Department Director(s) in an effort to ensure that appropriate administrative actions, are taken. If such conduct occurs on City property, the offending person will typically be removed from the premises pending the outcome of an investigation. The City may also suspend and/or terminate the employment relationship, reassign job duties, mandate counseling with a psychologist or other mental health care provider of the City's choosing, initiate criminal prosecution of the person or persons involved, and/or other actions as determined by the City to be appropriate under the circumstances.
- B) No existing City policy, practice, or procedure will be interpreted to prohibit decision designed to prevent a threat from being carried out, a violent act from occurring or a life-threatening situation from developing.

### **III. Dangerous Weapons**

- A) Possession and use of Dangerous Weapons by Employees. In the interest of maintaining a workplace that is safe and free of violence, except as hereinafter provided, possession or use of dangerous weapons is prohibited on City property, in City vehicles or in any personal vehicle which is used for City business.

- B) Dangerous Weapons Defined. A dangerous weapon is any instrument capable of producing bodily harm, in a manner, under circumstances, and at a time and place that manifests intent to harm or intimidate another person or that warrants alarm for the safety of another person.
- C) Exceptions to Dangerous Weapon Prohibitions. Employees of the City of Lindsay may possess a firearm on City property if:
- a. They are engaged in law enforcement activities (on or off duty), or are authorized by their department director to carry or use firearms.
  - b. They are legally in possession of a firearm and said firearm is stored unloaded, locked in or locked to a personal vehicle, on property designated as employee parking.

#### **IV. Mandatory Reporting**

Each City employee must immediately notify his/her supervisor, Department Director, the Director of Human Resources and/or the Police Department of any act of violence of any threat involving a City employee that the employee has witnessed, received, or has been told that another person has witnessed or received. Even without an actual threat, each City employee must also report any behavior that the employee regards as threatening or violent when that behavior is job-related or might be carried out on City property, a City-controlled site or City job site, or when that behavior is in any manner connected to City employment or activity. Each employee is responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons threatened or the target of the threatening behavior. A supervisor who is made aware of such a threat of other conduct must immediately notify his/her Department Director and the Director of Human Resources.

#### **V. Protective Orders**

Employees who apply for or obtain a protective or restraining order which lists City location as being protected areas must immediately provide to the Director of Human Resources and the City's Police Department a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. City employees must immediately advise their Department Director and the Director of Human Resources of any protective or restraining order issued against them.

#### **VI. Confidentiality**

To the extent possible, while accomplishing the purposes of this policy, the City will respect the privacy of reporting employees and will treat information and reports confidentially. Such information will be released or distributed only to appropriate law enforcement personnel, City management, and others on a need-to-know basis and as may otherwise be required by law.

**VII. City Property**

For purposes of this policy, City property includes but is not limited to owned or leased vehicles, buildings and facilities, entrances, exits, break areas, parking lot, and surrounding areas, recreation centers, swimming pools, and parks.

**VIII. Documentation**

When appropriate, threats and incidents of violence will be documented. Documentation will be maintained by the Director of Human Resources and/or the Police Department.

**IX. Policy Violations**

Violations of this policy will likely lead to disciplinary actions, up to and including termination of employment. Policy violations may also result in arrest and prosecution.

<b>THE CITY OF LINDSAY</b>		<b>REFERENCE NO.</b>	<b>8.06</b>
<b>PERSONNEL POLICIES AND PROCEDURE MANUAL</b>		<b>PAGE NO</b>	<b>1 OF 2</b>
<b>Chapter 8: WORK ENVIRONMENT</b>		<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title:</b>	<b>EMPLOYEE SAFETY AND ACCIDENT/INCIDENT REPORTING</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

### **I. Safety Program**

- A) The City of Lindsay is interested in the safety and well-being of its employees. Accordingly, the City has adopted a Safety Program. Each and every employee is required to obey safety rules established in the Safety Program and to exercise caution in all work activities. From time to time employees will be updated and reviewed on safety procedures in an effort to increase employee awareness of the importance of safety on the job. Employees can do much to prevent accidents and injuries by obeying the safety rules off the job, by remaining alert, and by THINKING SAFETY at all times.
- B) Employees who see something that they believe is an unsafe act of an unsafe condition must immediately report it to their supervisor or to management at once.

### **II. Accident Reporting**

- A) All accidents and injuries, however slight or seemingly inconsequential, must immediately be reported to the appropriate supervisor or the Director of Human Resources. Failure to report any accident or injury within 24 hours of its occurrence may lead to disciplinary action, up to and including termination of employment. Such reports are necessary so that the City can remain in compliance with applicable laws and begin workers' compensation benefit procedures where appropriate.
- B) Employees who violate safety standards, who cause or exacerbate hazardous or dangerous situations, or who fail to report or, where appropriate, correct such situations, will likely be subject to immediate disciplinary action, up to and including termination of employment.

### **III. Accidents Involving City Equipment and Vehicles**

- A) Any employee involved in an accident while operating City equipment or vehicles shall report the accident immediately to his/her supervisor and to the proper law enforcement agency. The employee must immediately complete an accident report, no matter how minor the damage is to the vehicle, and submit it to his/ her supervisor and to the Human Resources Director.
- B) Drivers must obey all traffic rules and regulations prescribed by law and use every reasonable safety measure to prevent accidents. No one under the age of 18 may operate a City vehicle. Wearing of seat belts is mandatory.

- C) Any traffic fines imposed upon a City employee while operating a City vehicle will be the personal responsibility of the employee and not the City. Any employee involved in any type of accident involving City equipment may be disciplined if, upon investigation, it is determined that the employee was negligent or through carelessness or recklessness contributed to the cause of the accident.

<b>THE CITY OF LINDSAY</b>		<b>REFERENCE NO.</b>	<b>9.01</b>
<b>PERSONNEL POLICIES AND PROCEDURE MANUAL</b>		<b>PAGE NO</b>	<b>1 OF 1</b>
<b>Chapter 9: MISCELLANEOUS</b>		<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title:</b>	<b>PURCHASING</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

Employees are to follow Administrative Regulation established for the purchasing of supplies, materials, or equipment for the use of the City of Lindsay.

City employees shall not purchase supplies, materials, or equipment of any kind through the City of Lindsay for personal use.

<b>THE CITY OF LINDSAY</b>		<b>REFERENCE NO.</b>	<b>9.02</b>
<b>PERSONNEL POLICIES AND PROCEDURE MANUAL</b>		<b>PAGE NO</b>	<b>1 OF 3</b>
<b>Chapter 9: MISCELLANEOUS</b>		<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title:</b>	<b>TRAVEL EXPENSES</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

It is the City of Lindsay's policy to pay for or reimburse, all reasonable and necessary expense incurred by an employee when the employee travels on City-related business in accordance with this policy.

### **I. Authorization**

All travel and cash advance must be approved in advance by the employee's Department Director. Any travel out of state must be approved by the City Manager. The City will not be liable for any employee travel expenses unless the employee has the prior approval of his/her Department Director.

### **II. Transportation**

- A) Air Travel. The City will pay employees for round trip air coach. Employees may choose to travel first-class, but the City will pay only for coach class. Employees may not use private airplanes or chargers without the express approval of the City Manager. Cost saving or schedule requirements must be shown.
- B) Personal Vehicles. With the approval of the department director, City employees may use their personal vehicles for travel. The City will pay the current rate per mile as is established by the Internal Revenue Service, or the equivalent of a coach airline fare, which ever results in the lower cost to the City.

Mileage reimbursement will be paid to employees who must use their personal vehicles to travel to a training destination further than their designated work location or other location and/or facilities. Reimbursement will be make only for the difference in miles from the normal work location to further training location. Actual mileage readings must be submitted for reimbursement.

- C) Vehicle Rental. The City will not pay for rented cars without the approval of the employee's Department Director. Cost savings or schedule requirements must be shown.
- D) Taxi. The City will reimburse employees' taxi fares for required transportation.
- E) City Vehicles. City vehicles may be used at the discretion of the Department Director. Direct expenses, such as gasoline and oil, associated with the use of such vehicles will be reimbursed.
- F) Parking and Tolls. Receipts are required for toll and parking fees.

**III. Lodging**

Expenses for lodging are to be at the single room rate, unless an employee is approved in advance for double occupancy. Extra charges for room service will not be paid by the City. An itemized hotel receipt must be provided, including an itemization for any room service charges to be paid/reimbursed by the City.

**IV. Meal Allowance**

The City shall pay actual necessary transportation and living expenses for an employee of City official traveling on City business. Expenses for meals shall either be reimbursed at actual cost as supported by receipt of by per diem allowance. In lieu of itemized receipts for meals, a per diem allowance of \$50 per day is authorized based on \$10 for breakfast, \$15 for lunch, and \$25 for dinner. Even if supposed by a receipt, reimbursement shall not exceed \$30 for any one meal.

**V. Long Distance Phone Calls**

Reasonable and necessary long distance business phone calls and computer related expenses for City business reasons will be reimbursed. In addition, the City will pay the cost of one personal phone call each day.

**VI. Entertainment**

The City will not reimburse employees for entertainment unless it is specifically related to the purpose of the trip.

**VII. Non-Allowable Expenses**

Expenses for the following will normally not be reimbursed and must be paid for by the employee:

- A) In-hotel pay television and movies;
- B) Dry cleaning and laundry;
- C) Health club and spas;
- D) Expenses of a spouse;
- E) Alcoholic beverages;
- F) Personal long distance telephone calls; and
- G) Other items of a personal nature.



**VIII. Expenses not Covered in Policy**

The City Manager's approval must be obtained prior to any expenditure of funds for items or charges that are not specifically addressed in this travel policy.

**IX. Travel Advance, Reimbursement and Travel Expense Reporting**

Employees may request a travel advance in accordance with Administrative Regulations. Upon return to the City, the employee must complete a City Expense Report in accordance with Administrative Regulations. All unexpended advance funds must be returned with the report. Authorized expenses in excess of any travel advance funds received will be reimbursed with proper approval.

**X. Compliance**

Abuse of this policy, including falsifying expense reports or submitting false claims, will result in disciplinary action, up to and including termination of employment.

<b>THE CITY OF LINDSAY</b>		<b>REFERENCE NO.</b>	<b>9.03</b>
<b>PERSONNEL POLICIES AND PROCEDURE MANUAL</b>		<b>PAGE NO</b>	<b>1 OF 1</b>
<b>Chapter 9: MISCELLANEOUS</b>		<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title:</b>	<b>REIMBURSEMENT FOR PROFESSIONAL DEVELOPMENT ACTIVITIES</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

### **I.Reimbursement for Training, Seminars, and Conferences**

With Department Director approval, the City of Lindsay will pay for training, seminars, and conferences that are job-related and will improve the performance of the employee. The City will pay for all direct expenses associated with the training. The City will pay for travel costs as described in the City's policy regarding travel expenses.

### **II. Required Approval**

All payment for training, seminars, and conference must have prior approval of the Department Director.

<b>THE CITY OF LINDSAY</b>		<b>REFERENCE NO.</b>	<b>9.04</b>
<b>PERSONNEL POLICIES AND PROCEDURE MANUAL</b>		<b>PAGE NO</b>	<b>1 OF 1</b>
<b>Chapter 9: MISCELLANEOUS</b>		<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title:</b>	<b>GIFTS</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

The City of Lindsay strives to treat employees, citizens and individuals conducting business with the City in a fair and equitable manner. An employee (and his/her relatives and significant others) may not receive any income or other material gain from anyone outside the City for services provided by the employee in the performance of his/her job with the City. Individual City employees are prohibited from, accepting or agreeing to accept any gift, gratuity, favor, benefit or anything else of value from any person, organization, or other entity who has done business, is doing business, or seeks to do business, with the City. However; an employee who accepts the following will not be in violation of this policy.

- An award publicly presented in recognition of public service
- An occasional meal where public business is discussed
- Tee-shirts, caps and other similar promotional material
- Any gift which would have been offered or given to the employee even if the employee were not a City employee.

Routine food coupons, gift with purchase(s), discounts and other promotional items awarded to employees while carrying out City business may be accepted by employees and will not be considered a violation of this policy due to the administrative difficulty and cost involved in recapturing the discount or award for the City. If the item is non-routine, or of more than minimal value, the employee must check with his/her supervisor to see if the item should be returned, or in the alternative, turned over to the City.

Employees may not give their supervisor or anyone else in City management any gift or other item of more than a minimal value. If offered, supervisor may not accept such gifts or other items. Giving and accepting cards, food items (such as cakes and cookies) or token gifts for birthdays, Bosses' Day, holiday celebrations, bereavement or similar events is not a violation of this policy.

The City takes this policy very seriously and violations may result in disciplinary action up to and including termination of employment. Any questions regarding the prohibitions imposed by this policy generally, or in connection with a specific situation, should be directed to the Director of Human Resources.

<b>THE CITY OF LINDSAY</b>		<b>REFERENCE NO.</b>	<b>9.05</b>
<b>PERSONNEL POLICIES AND PROCEDURE MANUAL</b>		<b>PAGE NO</b>	<b>1 OF 1</b>
<b>Chapter 9: MISCELLANEOUS</b>		<b>EFFECTIVE DATE:</b>	<b>12/01/2014</b>
<b>Title:</b>	<b>CONFLICT OF INTEREST</b>	<b>REVISION DATE:</b>	<b>00/00/0000</b>

No employee of the City of Lindsay may:

- Have any financial or other interest, directly or indirectly, in any proposed or existing contract, purchase, work, sale or service to, for, with or by the City;
- Use City employment, authority, or influence in any manner for his/her personal betterment, financial or otherwise;
- Have any financial interest, directly or indirectly, in the sale to the City of any land, materials, supplies or services;
- Have discussions or participate in decision of any City agency, board, commission or instrumentality if the employee has any personal economic interest or is employed, directly or indirectly, by the person of entity that is the subject of the discussion or decision;
- Accept other employment or engage in outside activities incompatible with the performance of duties and responsibilities as a City employee or that might impair independent judgment in the performance of duties to the City (See Reference No. 2.13 regarding Outside Employment); or
- Accept remuneration or provide services for compensation, directly or indirectly, to a person or organization requesting an approval, investigation, or determination from the City.

Violations of this policy may result in disciplinary action in disciplinary action up to and including termination of employment. Employees should direct questions regarding the prohibitions imposed by the policy to your Department Director, the Director of Human Resources, or the City Manager's office.

***CITY OF LINDSAY  
PERSONNEL POLICIES AND PROCEDURES  
ACKNOWLEDGMENT***

DATE: \_\_\_\_\_

I, \_\_\_\_\_, certify and acknowledge the following:

- I have received a copy of the City of Lindsay Personnel Policies and Procedures.
- I understand and agree that I must be familiar with and comply with the City of Lindsay Personnel Policies and Procedures (the “Policies”), and any revisions.
- I have been informed that I have access to the City of Lindsay Personnel Policies and Procedures Manual at any time in my department and that I may direct any questions regarding City policies, procedures or directives to my immediate supervisor and/or the Human Resources Department.
- I understand that the City of Lindsay may change, modify, suspend, interpret or cancel, in whole or part, any of the City of Lindsay Personnel Policies and Procedures, with or without notice, at its sole discretion, without giving cause or justification to any employee. Such revised information may supersede, modify or eliminate existing policies and/or procedures.
- It is expressly understood that the City of Lindsay Personnel Policies and Procedures Manual does not constitute the terms of a contract of employment, but rather my employment with the City of Lindsay is on the basis of merit and fitness which means that the employment relationship may be terminated with cause.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed

# **APPENDIX A**

## **FORMS**

***CITY OF LINDSAY  
CONSENT TO THE  
EMPLOYMENT OF A MINOR***

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We, the \_\_\_\_\_ (parents or guardians) of \_\_\_\_\_ (name of minor), age \_\_\_\_\_, agree that the minor may be employed by the City of Lindsay for wages and compensation as may be agreed upon by the minor and the City of Lindsay.

We further agree that in all suits and actions which may be instituted by us for damages resulting from injuries sustained by the minor while in the employment of the City of Lindsay the consent to the employment of the minor hereby being given, shall bar any recovery by us in any suit instituted on account of such injuries.

In case of an injury that is job related, all employees of the City of Lindsay are covered under our Workers' Compensation Program.

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

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(Signature(s) of parents or guardians)

State of Oklahoma

County of Garvin

This instrument was acknowledged before me on \_\_\_\_\_, 20\_\_\_\_\_.

by \_\_\_\_\_.

(Seal)

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Notary Public

Consent of Minor for Employment

# The City of Lindsay Authorization for Take-Home Vehicle

## CITY VEHICLE INFORMATION:

DEPARTMENT: \_\_\_\_\_

DIVISION: \_\_\_\_\_

VEHICLE NUMBER: \_\_\_\_\_

VEHICLE TYPE: \_\_\_\_\_

AUTHORIZATION: ☐ NEW ☐ CHANGE ☐ TEMPORARY

## EMPLOYEE AUTHORIZATION:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

## REASON FOR AUTHORIZATION:

1. Stand-By \_\_\_\_\_
2. Frequently Called Out/Services \_\_\_\_\_
3. Job-Related Need \_\_\_\_\_
4. Frequently Called Out/Emergency Services \_\_\_\_\_
5. Temporary \_\_\_\_\_
6. Public Health/Safety \_\_\_\_\_

☐ Inside City Limits

☐ Outside City Limits

Number of Miles to Drive Round Trip from Home to Work \_\_\_\_\_

I have read City of Lindsay Personnel Policies and Procedure Manual Reference No. 7.05 regarding City Property/Equipment Use and also the Section 2.5 of the City of Lindsay Safety Program regarding Vehicle Operator Standards.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED: Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED: Department Director \_\_\_\_\_ Date: \_\_\_\_\_

City manager approval required for take-home vehicles for employees who live outside city limits.

APPROVED: City Manager \_\_\_\_\_ Date: \_\_\_\_\_

Please return form to the Human Resources Department to be included in the employee's personnel file.

Takhomvehauth



## ***CITY PROPERTY/EQUIPMENT USE***

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

Employee Name: \_\_\_\_\_

Department/Division: \_\_\_\_\_

The following City property/equipment has been issued to me by my department.

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I acknowledge receipt of the items listed above and authorize the City of Lindsay to recover the cost of these items by payroll deduction from my paycheck if they become lost, damaged, or are unreturned. I understand that in addition to payroll deduction, the City may take any other action it deems appropriate or necessary to recover and/or protect its property.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

Issued by:

\_\_\_\_\_

\_\_\_\_\_  
Date

*Please forward original to the Human Resources Department to be placed in the employee's personnel file.*

## DISCIPLINARY ACTION NOTICE

Date:  
Name:  
Department:  
Position/Title:

### DEFICIENT PERFORMANCE AND/OR INFRACTION:

Violation of City of Lindsay Personnel Policies and Procedures, Reference No. (Reference No. violated), (provision violated), as more particularly described in the following section.

### FACTS OF INCIDENT/BASIS FOR DISCIPLINARY ACTION:

On (date of complaint), (describe complaint or misconduct).

If applicable, include: You were placed on administrative leave with or without pay pending the outcome of an investigation of the complaint. A formal investigation was conducted, which has now been completed.

### DISCIPLINARY ACTION AND CONDITIONS:

Based upon all pertinent facts and violation or violations of the City of Lindsay policies and procedures, which are stated above, the following disciplinary action is hereby being taken against you:

**Verbal reprimand.** You are hereby given a verbal reprimand for the above conduct

**Written reprimand.** You are hereby given a written reprimand for the above conduct.

**Suspension without pay.** You are hereby suspended without pay for a period of (number of days). Effective (immediately of date when effective), you are relieved of all responsibilities and removed from the payroll for the duration of such suspension.

**Disciplinary probation.** You are hereby placed on disciplinary probation for a period of (probationary period), during which time you are to demonstrate your fitness for this position by actual performance of duties and you are to attain the following specific goals:

Examples:

1. Commit no action in violation of the Ordinance or Charter of the City, state law or federal law in the performance of your duties.
2. Become proficient with the policies and procedures of the City for (appropriate area needing work).

During the period of your disciplinary probation, you will not be eligible to receive any merit increase. Any additional reasons for disciplinary action which may occur or be discovered during the period of disciplinary probation may result in extension of the period of probation, additional disciplinary action, or termination.

**Salary reduction.** You are hereby reduced in salary or pay to a lower pay rate within the range of pay for your position. Your new pay rate will be (new pay rate).

**Demotion.** You are hereby demoted from (current position) to (new position), to be effective (effective date).

#### **ADDITIONAL CORRECTIVE ACTION:**

In addition to the above disciplinary action, as a further corrective action, and as a condition of your continued employment you are required to:

1. Enroll within ten (10) days in the City of Lindsay Employee Assistance Program (EAP), attend and fully cooperate in counseling for (employment concern, i.e. alcohol treatment, anger management, etc.) as recommended by the counselor assigned to you, until released; and
2. Attend within (written time) (numeric time) at least (number) (education experience).
3. (Other appropriate remedial action).

#### **EFFECTIVE DATE OF DISCIPLINARY ACTION:**

The above-described disciplinary action is effective (date).

#### **CONSEQUENCES OF FURTHER VIOLATIONS:**

Any further violation of the policies, procedures or work rules of the City of Lindsay, approved departmental rules for your department, failure to comply fully with the conditions for continued employment stated above, and/or intentional or knowing violation of the law in performance of your job functions will result in disciplinary action up to and including termination of employment. You should be aware that any prior violation of the policies, procedures or work rules of the City of Lindsay may be considered in determining the severity of disciplinary action warranted for any future violation.

This disciplinary action is taken in accordance with Reference No. 7.01 of the City of Lindsay Personnel Policies and Procedures Manual. This Disciplinary Action Notice, in accordance with Reference No. 7.01, shall be placed in the central personnel file of the employee named above.

**AUTHORIZATION:**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
**Supervisor**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
**Department Director**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
**Human Resources Director**

**ACKNOWLEDGMENT BY EMPLOYEE:**

By my signature below, I acknowledge receipt of a copy of this Disciplinary Action Notice.

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

Signature of Employee: \_\_\_\_\_

Typed or printed Name: \_\_\_\_\_

**NOTICE OF RIGHT TO REQUEST A DISCIPLINARY REVIEW HEARING:**

**You are hereby notified that you have the right to file a request for a Disciplinary Review Hearing on this disciplinary action by following the procedures set out in Reference No. 7.02 of the City of Lindsay Personnel Policies and Procedures Manual. The deadline for filing any such appeal is three (3) days after receiving this notification.**

# The City of Lindsay Request for Disciplinary Review Hearing

Employee

Name: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Current Telephone Number: \_\_\_\_\_

Disciplinary Action: \_\_\_\_\_

Date of Disciplinary Action: \_\_\_\_\_

Reason for hearing request (reason you feel the disciplinary action was not justified):

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Hearing Requested      ☐ Formal Disciplinary Hearing      ☐ Informal Disciplinary Review Hearing

By electing to have an informal hearing, I hereby waive my right to a formal hearing

Relevant Witnesses: \_\_\_\_\_

Relevant Documents: \_\_\_\_\_

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Employee Signature

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Date Signed

Received by:

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Human Resources Department

Date Signed

Disc Review Hearing Form

DRUG and/or ALCOHOL TESTING CONSENT FORM

Employee/Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Representative Requesting Test: \_\_\_\_\_

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CONSENT AND AUTHORIZATION TO RELEASE INFORMATION:

The undersigned hereby consents to a drug screen/alcohol test as requested by the City of Lindsay and in conformance with its drug and alcohol testing policy. I further authorize the results of the drug screen and/or alcohol test, whether negative or positive, to be released to the Human Resources Manager.

\_\_\_\_ Applicant: I understand that refusal to consent to a drug screen and/or alcohol test, or adulteration of a specimen for such a test, will be sufficient reason to withdraw any conditional offer of employment and that I will not be employed by the City. I also understand that a positive result on the drug screen and/or alcohol test will result in my conditional offer of employment with the City being deemed withdrawn.

\_\_\_\_ Employee: I understand that refusal to consent to a drug screen and/or alcohol test, or adulteration of a specimen for such a test, will be grounds for discipline, up to and including termination. I further understand that a confirmed positive result on a drug screen and/or alcohol test will be ground for discipline. Up to and including termination, as provided and in conformance with the drug and alcohol testing policy.

The undersigned gives my consent to the drug screen and/or alcohol test with the understanding that the results will be reported to the Human Resources Manager of the City and that the results will be kept as confidential as possible under applicable state and federal laws.

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

\_\_\_\_\_  
Employee/Applicant

\_\_\_\_\_  
Witness

Drug Test Consent

## **The City of Lindsay Educational Request and Tuition Reimbursement Agreement**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

List Accredited College, University or Trade School

Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Course(s)

Course Name: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Course Name: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Dates of Course(s): \_\_\_\_\_

Time of Class(es): \_\_\_\_\_

Course(s) Completion Date: \_\_\_\_\_

I have read and understand the City of Lindsay's Policy regarding tuition reimbursement and agree that this request and agreement is in compliance with the terms and conditions contained therein.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received by Human Resources (signature)

\_\_\_\_\_  
Date

Employee (nominee) Name: \_\_\_\_\_

Employee (nominee) Title: \_\_\_\_\_

Department/Division: \_\_\_\_\_

Achievement/Reason for Nomination (describe in detail):

[illegible]

Nominated by: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Nominator: \_\_\_\_\_

Approval:

Nominee's Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Nominee's Dept. Director: \_\_\_\_\_ Date: \_\_\_\_\_

**Forward to the Human Resources Department for consideration by the EOM Selection Committee.**



# CITY OF LINDSAY

## EMPLOYMENT REFERRAL FORM

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I, \_\_\_\_\_, was referred for employment with the City of Lindsay  
(employee name)  
by \_\_\_\_\_.  
(employee name)

\_\_\_\_\_  
Referred Employee Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Referring Employee Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Department Director Approval

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Human Resources Signature of Receipt

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
City Manager Approval

\_\_\_\_\_  
Date Signed

# ***EMPLOYEE AUTHORIZATION FOR RELEASE OF HEALTH INFORMATION***

## **Employee Authorization**

I, \_\_\_\_\_, hereby authorize the release, use, or disclosure of my health information as follows:

This authorization pertains to the following type of medical information about me:

Results of pre-employment examination, drug test results for employment purposes, doctor's evaluation or notes supporting request for accommodation and/or FMLA leave, etc.

I hereby authorize the City Physician/staff and/or any licensed family practitioner or specialist to release the above-described information to the City of Lindsay Department of Human Resources staff.

I understand that this Authorization will permit the above-named parties to use or disclose the identified medical information for employment-related purposes beyond treatment, payment, or health care operations as provided by the Health Insurance Portability & Accountability Act of 1996 (HIPAA).

I understand that I may revoke this Authorization at any time by providing written notification to:

City of Lindsay Human Resources Department, P O Box 708, Lindsay, Oklahoma, 73052.

The revocation will be effective on the date when it has been received and processed by the above-named recipient. I understand that the revocation does not apply to actions taken in reliance upon this Authorization prior to the effective date of revocation.

This Authorization shall remain in effect during my employment with the City of Lindsay and for a period of six months thereafter.

I understand that the information used or disclosed pursuant to this Authorization may be subject to redisclosure by the named recipient, and may no longer be protected by HIPAA's privacy rules after the authorized disclosure.

## **Employee's Signature**

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Employee's Personal Representative (if applicable)**

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

By signing as Employee's personal representative, I represent that I have legal authority to sign and act on the employee's behalf for purposes of executing this Authorization.

Signature of Employee's Representative: \_\_\_\_\_

## **Employer Information**

City of Lindsay, P O Box 708, Lindsay, Oklahoma, 73052.

Recipient of Authorization (print name): \_\_\_\_\_

Title: \_\_\_\_\_ Date Received: \_\_\_\_\_

☐ Check here to indicate that Employee was given a copy of signed Authorization  
EEHlthAuthInfo

**EMPLOYEE CONSULTATION**  
***(DOCUMENTATION OF VERBAL REPRIMAND/WARNING)***

Date:

Name:

Department:

Title:

Problems/Issues discussed with employee that must be corrected:

Corrective action to be taken by employee:

Failure to take corrective action regarding this issue/problem stated above or any problem or issue of a similar nature will lead to disciplinary action, up to and including termination.

Employee comments:

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

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

I acknowledge receipt of this document and understand a copy will be placed in my personnel file.

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

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

***CITY OF LINDSAY***  
***EMPLOYEE PERSONAL CONTACT***  
***INFORMATION***

☐ New Hire                      ☐ Change in information                      Date: \_\_\_\_\_

Employee Information:

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Person to notify in case of emergency:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Alternate:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

It is the responsibility of the employee to see that this information remains current. Please notify your department immediately upon any changes to the above information.

\_\_\_\_\_  
Employee Signature

*Please return original to the Human Resources Department for filing.  
Departments should retain a copy of this information in the employee's departmental personnel file.*

## ***CITY OF LINDSAY EXIT INTERVIEW***

**Please provide the following information upon your separation from the City of Lindsay. The information provided will be reviewed by the Director of Human Resources and the City Manager and acted upon as deemed appropriate by the City.**

1. Employee Name \_\_\_\_\_ 2. Date \_\_\_\_\_  
3. Department \_\_\_\_\_ 4. Division \_\_\_\_\_  
5. Position Held \_\_\_\_\_  
6. Who was your immediate supervisor? \_\_\_\_\_  
7. Why are you leaving employment with the City of Lindsay?

8. Were you provided with Standard Operating Procedures for your department? ☐ YES ☐ NO  
9. Do you feel you were provided with the necessary training to succeed in your job? ☐ YES ☐ NO  
10. Were you satisfied with your pay/salary? ☐ YES ☐ NO

If no, please explain. \_\_\_\_\_

11. Were you satisfied with your benefits? ☐ YES ☐ NO

If no, please explain. \_\_\_\_\_

12. Were you satisfied with your work environment? ☐ YES ☐ NO

If no, please explain. \_\_\_\_\_

13. What do you believe the City could do to improve the work environment for employees?

CM ☐  
Recorded ☐

## FOR CAUSE DRUG/ALCOHOL TESTING CHECKLIST

Employee Name: \_\_\_\_\_ Dept. \_\_\_\_\_

**Were there Drugs or Alcohol on the Employee's person or in the vicinity?** ☐ Yes ☐ No  
*If yes, describe in the narrative section*

**Was there a Report of Drug/Alcohol Use by the Employee while at work/on Duty?** ☐ Yes ☐ No  
*If yes, describe in the narrative section*

**Was there information that the employee tampered with a drug/alcohol test?** ☐ Yes ☐ No  
*If yes, describe in the narrative section*

**Are there excessive or unexplained absenteeism or tardiness?** ☐ Yes ☐ No  
*If yes, describe in the narrative section*

**Conduct Suggesting Impairment or Influence of Drugs/Alcohol** ☐ Yes ☐ No  
*Check all that apply*

<b>WALKING</b>	<input type="checkbox"/> Falling	<input type="checkbox"/> Holding on	<input type="checkbox"/> Staggering	<input type="checkbox"/> Swaying	<input type="checkbox"/> Unsteady
	<input type="checkbox"/> Unable to walk	<input type="checkbox"/> Wobbling			<input type="checkbox"/> Normal
<b>STANDING</b>	<input type="checkbox"/> Feet wide apart	<input type="checkbox"/> Rigid	<input type="checkbox"/> Wobbling	<input type="checkbox"/> Sagging at knees	
	<input type="checkbox"/> Unable to stand	<input type="checkbox"/> Staggering			<input type="checkbox"/> Normal
<b>SPEECH</b>	<input type="checkbox"/> Silent	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Rambling	<input type="checkbox"/> Shouting	<input type="checkbox"/> Slow
	<input type="checkbox"/> Slurred	<input type="checkbox"/> Whispering			<input type="checkbox"/> Normal
<b>DEMEANOR</b>	<input type="checkbox"/> Calm	<input type="checkbox"/> Cooperative	<input type="checkbox"/> Crying	<input type="checkbox"/> Fighting	<input type="checkbox"/> Aggressive
	<input type="checkbox"/> Sarcastic	<input type="checkbox"/> Talkative	<input type="checkbox"/> Excited	<input type="checkbox"/> Sleepy	<input type="checkbox"/> Normal
<b>ACTIONS</b>	<input type="checkbox"/> Calm	<input type="checkbox"/> Drowsy	<input type="checkbox"/> Erratic	<input type="checkbox"/> Hostile	<input type="checkbox"/> Fighting
	<input type="checkbox"/> Hyperactive	<input type="checkbox"/> Profane	<input type="checkbox"/> Threatening	<input type="checkbox"/> Excited	<input type="checkbox"/> Normal
	<input type="checkbox"/> Resisting Communications				
<b>EYES</b>	<input type="checkbox"/> Bloodshot	<input type="checkbox"/> Closed	<input type="checkbox"/> Dilated	<input type="checkbox"/> Droopy	<input type="checkbox"/> Glassy
	<input type="checkbox"/> Watery				Normal <input type="checkbox"/>
<b>FACE</b>	<input type="checkbox"/> Flushed	<input type="checkbox"/> Pale	<input type="checkbox"/> Sweaty		<input type="checkbox"/> Normal
<b>APPEARANCE/</b>	<input type="checkbox"/> Bodily Excrement	<input type="checkbox"/> Stains on Clothing	<input type="checkbox"/> Messy	<input type="checkbox"/> Neat	
<b>CLOTHING</b>	<input type="checkbox"/> Strong Odor	<input type="checkbox"/> Soiled	<input type="checkbox"/> Partially Dressed		<input type="checkbox"/> Normal
<b>BREATH</b>	Odor – Alcohol:	<input type="checkbox"/> Strong	<input type="checkbox"/> Faint	<input type="checkbox"/> None	
	Odor – Marijuana:	<input type="checkbox"/> Strong	<input type="checkbox"/> Faint	<input type="checkbox"/> None	

☐ Fumbling      ☐ Hyperactive      ☐ Jerky      ☐ Nervous  
☐ Slow      ☐ Normal  
☐ Candy      ☐ Mints      ☐ Gum      ☐ Nothing

☐ Candy      ☐ Mints      ☐ Gum      ☐ Nothing

*This Section must be completed if employee is being tested because: 1) there were drugs/alcohol on their person or in their vicinity; 2) there was a report of drug/alcohol use while on duty; 3) there is information that the employee tampered with a drug/alcohol test; or 4) there have been excessive or unexplained absenteeism or tardiness. Form may be completed to provide supplemental information regarding observation of employee if testing is conducted due to conduct by the employee which suggests impairment.*

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

\*\*\*\*\*

Date \_\_\_\_\_

Date \_\_\_\_\_

# The City of Lindsay Employee Grievance

Before submitting this Employee Grievance to your Department Director or the Director of Human Resources, please review the City's policy regarding Problem Solving (Reference No. 7.03).

To: \_\_\_\_\_  
(Department Director or Director of Human Resources)

From: \_\_\_\_\_  
(Employee Name) (Position/Title)

Problem/Issue/Complaint to be addressed (please include all relevant information, employee names, etc.):

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Relief Requested:

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Immediate Supervisor: \_\_\_\_\_

Date of discussion with immediate supervisor: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed



***CITY OF LINDSAY  
SEXUAL AND OTHER UNLAWFUL HARASSMENT POLICY  
ACKNOWLEDGMENT FORM***

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**I acknowledge that I have received, read, and understand the Sexual and Other Unlawful Harassment Policy of the City of Lindsay. I understand that failure to comply with the policy will likely result in disciplinary action up to and including dismissal.**

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**Employee Signature**

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**Date**

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**Employee Name (please print)**

# **CITY OF LINDSAY**

## **OUT-PROCESSING CHECKLIST**

Employee Name: \_\_\_\_\_

Department/Division: \_\_\_\_\_

Separation Date: \_\_\_\_\_ Eligible for Rehire: ☐ YES ☐ NO

Reason for Separation: \_\_\_\_\_

City-Issued Property: (To be completed by employee's supervisor and signed by supervisor and employee. Supervisor's signature will indicate approval to release final check)

	Yes	No	N/A	Comments
ID Card (forward to Human Resources Department)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Purchasing Card(s) (forward to Finance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Keys (vehicles, buildings, gates, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Uniforms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Miscellaneous Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Computer Password(s) (turn in to department)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Personnel Action Form submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Eligibility for Rehire Discussed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cash Advances Settled (when applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Exit Interview Scheduled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

### TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT:

	Yes	No	N/A	Comments
Explanation of Health Plan Continuation of Coverage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Sec 125 Flex Continuation of Coverage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Explanation of Retirement Plan Options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Tuition Reimbursement Repaid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Exit Interview Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Check Release Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Explanation of final paycheck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Payroll Deductions (child support, credit union, insurance policies, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Payroll Deductions for items/equipment not returned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources' Signature

\_\_\_\_\_  
Date

OutProcCheck

# CITY OF LINDSAY

## OUTSIDE EMPLOYMENT FORM

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I, \_\_\_\_\_, have a second job which will not conflict and/or would not adversely affect my performance and work schedule with the City of Lindsay. I have read and understand the City's policy regarding Outside Employment.

\_\_\_\_\_  
Second Employer Name

\_\_\_\_\_  
Second Employer Address

\_\_\_\_\_  
Second Employer Telephone

\_\_\_\_\_  
Approximate hours worked per week

Briefly describe what type of job duty you will perform at this job.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Department Director Approval

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
City Manager Approval

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Human Resources Signature of Receipt

\_\_\_\_\_  
Date Signed

Outside Employment Form

# The City of Lindsay Check Release Form

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

## **Regular Paycheck**

I authorize the City of Lindsay to release my paycheck to be issued on \_\_\_\_\_ in the following manner:

☐ Release to: \_\_\_\_\_  
(Identification may be required from designated person)

☐ Mail to: \_\_\_\_\_  
\_\_\_\_\_

## **Final Paycheck**

I authorize the City of Lindsay to release my final paycheck in the following manner:

☐ Release to: \_\_\_\_\_  
(Identification may be required from designated person)

☐ Mail to: \_\_\_\_\_  
\_\_\_\_\_

☐ I would like to pick up my final paycheck from my department.

☐ I would like to pick up my final paycheck from the Human Resources Department.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Check released by: \_\_\_\_\_

Check No. \_\_\_\_\_

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

ChkRlse

**CITY OF LINDSAY  
PERSONNEL REQUISITION  
(Request for Job Announcement)**

Date \_\_\_\_\_

Job Title \_\_\_\_\_

Department \_\_\_\_\_ Division \_\_\_\_\_

☐ Regular      ☐ Full Time ☐ Part Time      ☐ Part time with benefits ☐ Seasonal or Temporary

Person Being Replaced \_\_\_\_\_ Slot Number \_\_\_\_\_

Attach a copy of the job description.

Other information you desire on the announcement:

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Post as: ☐ General Posting (open to the Public)      ☐ In-House Only (open only to City employees)

Close position by 5:00 p.m. on (Day and Date): \_\_\_\_\_

**All job announcements will be posted in all departments and on the City website.**

Additional Advertisement:

☐ Lindsay News      ☐ Shopper Topper      ☐ Pauls Valley Democrat  
☐ Purcell Register      ☐ Chickasha Express Star  
☐ Garvin County News Star      ☐ Washita Valley Weekly  
☐ Other (Specify) \_\_\_\_\_

Day(s) and Date(s) Ad is to Run \_\_\_\_\_

Please notify the Human Resources Department of any department-specific website(s) where the job announcement should be posted or has been posted by the department.

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Charge advertising costs to:

		-					-			-		
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Requested by: \_\_\_\_\_  
Name and Title

Approved by: \_\_\_\_\_  
Department Director Signature

Approved by: \_\_\_\_\_  
City Manager

***CITY OF LINDSAY***  
***SICK LEAVE POOLTIME DONATION***

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Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

I wish to donate \_\_\_\_\_ hours of my accrued sick leave to the Sick Leave Pool for fiscal year \_\_\_\_\_.

I understand that donating additional accrued sick leave time during each successive fiscal year will only be done upon my request.

- *In order to donate hours to the sick Leave Pool, the employee must have at least 40 hours of sick leave accrued prior to contributing to the Sick Leave Pool.*
- *Minimum donations must be equal to monthly accrual rates. (i.e. Regular full-time employees – 8 hrs., regular part-time employees – 4 hrs)*
- *Maximum donations cannot exceed 24 hours.*
- *Contributions are non-refundable.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

Entered: Payroll \_\_\_\_\_ SLP \_\_\_\_\_

# The City of Lindsay Request for Unpaid Leave of Absence

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

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Reason for request for unpaid leave of absence (check one):

☐ Medical

☐ Emergency

☐ Legal

☐ Educational

☐ Other

Beginning of Absence: \_\_\_\_\_

Date of Return: \_\_\_\_\_

Number of working days absent: \_\_\_\_\_

Explanation: \_\_\_\_\_

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Attach necessary documentation as required by policy or requested by Department Director.

I am requesting an unpaid leave of absence as stated above. I have read and am familiar with the City's policy regarding unpaid leaves of absence.

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

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

Approved by: \_\_\_\_\_

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

Department Director

Approved by: \_\_\_\_\_

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

City Manager

***Original document to be forwarded to the Human Resources Department***