

PERSONNEL POLICY MANUAL

CITY OF SLIDELL

**October 1999
(Revised November, 2016)**

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PERSONNEL RESPONSIBILITIES**POLICY # 100: FUNCTIONS OF THIS MANUAL****Policy:**

It is the policy of this City that this Manual be used as an outline of the basic personnel policies, practices, and procedures for the organization. The Manual, however, is not intended to altar the employment-at-will relationship in any way for unclassified and probationary employees.

Comment:

- (1) The Manual contains general statements of City policy and should not be read as including the fine details of each policy, or as forming an express or implied contract or promise that the policies discussed in it will be applied in all cases. The City may add to the policies in the Manual or revoke or modify them from time to time. The Administration will try to keep the Manual current, but there may be times when policy will change before this material can be revised.
- (2) The Chief of Staff will distribute the Manuals to Department Directors who, in turn, are responsible for keeping the Manuals up-to-date. The master copy shall be kept on file in the Civil Service Department.
- (3) Department Directors and supervisors are encouraged to recommend changes or new policies. Only the Mayor or his Chief of Staff shall authorize changes.
- (4) Department Directors and supervisors should refer to the Manual whenever questions of policy interpretation or implementation arise. Issues needing clarification should be referred to the Civil Service Director or the Chief of Staff.
- (5) As used in the Manual:
 - a) The words "shall" or "will" should be interpreted as mandatory and the word "may" as permissive.
 - b) The masculine gender should be interpreted to include the feminine gender and vice versa.
 - c) "Supervisor" means an individual with the authority to assign, direct and review the work of at least one subordinate.
 - d) Civil Service Rules take precedence over City Policy if a direct conflict should occur.
 - e) Civil Service Rules or The Rules refers to rules duly approved by the Civil Service Board and approved by the City Council (when required.)

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- f) "Introductory Period" and "Probationary Period" are synonymous. Either term may be used.
- g) "Non-exempt" employees are those employees who are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.

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PERSONNEL RESPONSIBILITIES**POLICY # 101: EMPLOYEE SUPERVISION****Policy:**

It is the policy of the City that the work of all employees is to be assigned, directed, and reviewed by supervisory personnel. Employees ordinarily will have only one supervisor to whom they report.

Comment:

- (1) A primary role of each supervisor is to provide an effective link between management and non-management employees. As such, supervisors are expected to communicate the goals and policies of management to the employees under them. At the same time, they are expected to communicate back to management the attitudes, suggestions, and complaints of their employees.
- (2) Supervisors shall, in addition to mastering the technical skills needed for their work unit, be able to lead and motivate their employees to do their jobs effectively and efficiently. To this end, supervisors should be prepared to:
 - a) Treat employees as individuals;
 - b) Give recognition for good performance and provide guidance when improvement is needed;
 - c) Explain in advance when and why changes are necessary;
 - d) Recommend employees with growth potential for promotion, even if it means losing them to other work units;
 - e) Show integrity by admitting mistakes instead of shifting the blame to others;
 - f) Be impartial and let employees know the reasons for any decisions that might be interpreted as unfair;
 - g) Demonstrate a desire for good performance by setting work goals and standards for employees;
 - h) Create a feeling of teamwork and belonging among employees; and
 - i) Set good examples by holding themselves to the standards of conduct and performance that they demand of their employees.
- (3) Supervisors are responsible for ensuring that the goals regarding employee conduct and performance, established by management, are achieved and that the City Personnel Policies are implemented. Therefore, they are expected to be involved, at a minimum, in:
 - a) Recommending the hiring of personnel and overseeing special job training;
 - b) Keeping employees informed on factors relating to their work assignments, work progress, and opportunities for advancement;
 - c) Evaluating the performance of introductory employees, regular classified employees, and employees who are being considered for termination;
 - d) Recommending salary adjustments, promotions, transfers, and termination of employees;

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- e) Scheduling vacations, and lunch and rest breaks;
 - f) Recommending approval for reimbursement of employee expenses;
 - g) Controlling absenteeism and tardiness, and approving requests for time off;
 - h) Verifying employee time cards and scheduling overtime when necessary;
 - i) Recommending job elimination when appropriate;
 - j) Complying with applicable Federal and State laws and regulations concerning employee safety;
 - k) Maintaining neat and orderly work areas;
 - l) Implementing suggestion, disciplinary, and problem review procedures; and
 - m) Ensuring that all rules and regulations are observed by employees.
- (4) Nothing in this policy should be considered as a contract or promise, express or implied, to employees that supervisors will in each case perform any or all of the activities described above or that such activities will be performed uniformly in each case.

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PERSONNEL RESPONSIBILITIES**POLICY # 102: CIVIL SERVICE DIRECTOR (CSD)*****Policy:**

It is the policy of the City that the Civil Service Director functions as the Director of the City's Human Resources Department and is responsible to the Civil Service Board. However, the Civil Service Board is solely responsible to hire, direct, and terminate the Civil Service Director in accordance with the City Charter and Civil Service Rules.

Comment:

- (1) The Civil Service Director (CSD) supervises the work of the Human Resource Department staff.
- (2) The CSD is responsible for handling the City's human resources function and, in such capacity, serves as a senior consultant to top management on all matters concerning human resources management except workers compensation and employee medical benefits. These functions fall under the auspices of the Risk Manager. In addition, the CSD provides staff assistance to supervisors and Department Directors in developing, communicating and carrying out the City's personnel policies.
- (3) The CSD's responsibilities include the following
 - a) Duties imposed on the position by law;
 - b) Duties imposed on the position by the Civil Service Board;
 - c) Planning and formulation of general personnel policies;
 - d) Oversee compliance with all Federal, State, and local employment laws and regulations;
 - e) Oversee recruiting, interviewing, testing, selection, placement, and orientation of new employees;
 - f) Implement education, counseling, training and development programs;
 - g) Coordinate the appraisal, transfer, promotion, layoff, recall, demotion and termination of employees;
 - h) Disseminate information about employee compensation programs for both exempt and non-exempt employees;
 - i) Disseminate information concerning benefits to employees;
 - j) Coordinate the City's disciplinary and grievance procedures; and
 - k) Maintain personnel records and evaluate personnel programs and policies.

* Subject also addressed in Civil Service Rules

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PERSONNEL RESPONSIBILITIES**POLICY # 103: CODE OF EMPLOYER-EMPLOYEE RELATIONS****Policy:**

It is the policy of the City to implement fair and effective personnel policies and to require all employees to support the City's best interests.

Comment:

- (1) The City is committed to a mutually rewarding and direct relationship with its employees. Thus the City attempts to:
 - a) Provide equal employment opportunity and treatment regardless of race, religious creed, color, national origin, ancestry, disability, genetic information or health factors crucial to the job, marital status, gender, age or sexual orientation.
 - b) Provide compensation and benefits commensurate with the work performed;
 - c) Establish reasonable hours of work based on the City's responsibilities to provide required municipal services to the citizens of Slidell;
 - d) Monitor and comply with applicable Federal, State and local laws and regulations concerning employee safety;
 - e) Offer training opportunities for those whose talents or needs justify the training;
 - f) Be receptive to constructive suggestions about a job, working conditions, or personnel policies; and
 - g) Establish appropriate means for employees to discuss matters of concern with their immediate supervisor or Department Director.
- (2) The City, as part of its commitment to providing customers with excellent municipal services, expects all employees to:
 - a) Deal with customers and suppliers in a professional manner;
 - b) Perform assigned tasks in an efficient manner;
 - c) Be punctual reporting to work, meal breaks, etc.;
 - d) Demonstrate a considerate, friendly, constructive attitude toward fellow employees; and
 - e) Follow the policies adopted by the City and within their departments;
 - f) Refrain from conducting personal business or making personal telephone calls during regular working hours unless approved by the Department Director.

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- (3) The City retains the sole discretion to exercise all managerial functions, including the rights to:
- a) Dismiss, assign, supervise, and discipline employees;
 - b) Determine and change starting times, quitting times, shifts and office hours;
 - c) Transfer employees within departments or into other departments and job classifications;
 - d) Determine and change the size and qualifications of the work force;
 - e) Determine and change methods by which its operations are to be carried out;
 - f) Assign duties to employees in accordance with the City's needs and requirements, and to carry out all ordinary administrative and management functions.
- (4) Unclassified employees and employees serving the probationary period are employed on an "at-will" basis. The City or the employees may end the relationship at any time and without cause or notice. Nothing in this manual changes the employment-at-will relationship or creates an express or implied contract or promise concerning the City's policies or practices, including policies or practices it will implement in the future. Accordingly, the City retains the right to establish, change, and abolish its policies, practices, rules, and regulations at will and as it sees fit.
- (5) Regular classified employees are Civil Service employees who are covered by Civil Service Rules.

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PERSONNEL RESPONSIBILITIES**POLICY # 104: PERSONNEL RECORDS****Policy:**

It is the policy of the City to maintain personnel records for applicants, employees, and past employees in order to document employment-related decisions, evaluate and assess policies, and comply with government record-keeping and reporting requirements.

Comment:

- (1) The City tries to balance its need to obtain, use, and retain employment information with a concern for each individual's privacy. To this end, it attempts to maintain only the personnel information that is necessary for the conduct of its business or required by federal, state, or local law.
- (2) The Human Resources Office is responsible for overseeing record-keeping for all personnel information and will specify what information should be collected and how it should be stored and secured.
- (3) Employees have a responsibility to keep their personnel records up-to-date and should notify the Human Resources Office in writing of any changes in at least the following:
 - a) Name;
 - b) Address;
 - c) Telephone number;
 - d) Marital status (for benefits and tax withholding purposes only);
 - e) Number of dependents;
 - f) Addresses and telephone numbers of dependents and spouse or former spouse (for insurance purposes only);
 - g) Beneficiary designations for any of the City's insurance, disability, retirement, and deferred compensation plans; and
 - h) Persons to be notified in case of emergency.
- (4) In addition, employees who have a change in the number of dependents or marital status must complete a new Form W-4 for income tax withholding purposes within ten (10) days of the change, if it results in a decrease in the number of dependents.
- (5) Employees may inspect their own personnel records and may copy, but not remove, documents in the file. Inspections by employees must be requested in writing to the

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Human Resources Office and will be scheduled at a mutually convenient time. A reasonable charge, not to exceed the actual cost to the City, will be made for any copies of records in excess of ten (10) pages made for the employee.

- (6) Employees who believe that any file material is incomplete, inaccurate, or irrelevant may submit a written request for file revisions to the Human Resources Office. If the request is not granted, the employee may place a written statement of disagreement in the file and make a complaint using the Grievance Procedure.
- (7) All disciplinary records, including related statements, shall not be purged, but shall remain a part of the personnel file for the life of the file.
- (8) Employee personnel files are 'public record', subject to state public record laws. Requests to review personnel files shall be made to the Civil Service Director. Disciplinary actions, performance evaluations, social security account numbers, home telephone numbers, and home addresses are not 'public record' for personnel file review purposes.
- (9) Employees are to refer all requests from outside the City for personnel information concerning applicants, employees, and past employees to the Personnel Department. The Human Resources Office normally will release personnel information only if requested in writing. Exceptions may be made to cooperate with legal, safety, and medical officials who need specific employee information. In addition, exceptions may be made to release limited general information, such as the following:
 - a) Employment dates
 - b) Position held
 - c) Location of job site
 - d) Reason for separation

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EMPLOYMENT**POLICY # 200: EQUAL EMPLOYMENT OPPORTUNITY (EEO)****Policy:**

It is the policy of the City to provide equal opportunity in employment to all employees and applicants for employment. No person is to be discriminated against in employment because of race, religious creed, color, national origin, ancestry, disability, genetic information or health factors crucial to the job, marital status, gender, age or sexual orientation.

Comment:

- (1) This policy applies to all terms, conditions, privileges of employment, including hiring, introductory period, training, orientation, placement, employee development, promotion, transfer, compensation, benefits, educational assistance, layoff, recall, social and recreational programs, employee facilities, termination and retirement.
- (2) Any communications from an applicant for employment, an employee, a government agency, or an attorney concerning any equal opportunity matter should be referred to the Civil Service Director or the Chief of Staff and/or their designee.
- (3) An effective equal opportunity program cannot be achieved without the support of supervisory personnel and employees at all levels. Any employee who feels he is the victim of discrimination has a responsibility to report this fact to his supervisor, Department Director, or the CS Director.
- (4) The City Affirmative Action Plan and Equal Employment Opportunity Policy is available in the Human Resources Office.

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EMPLOYMENT**POLICY # 201: HARASSMENT POLICY****Policy:**

It is the policy of the City to promote a productive work environment and not to tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment.

Comment:

- (1) Employees are expected to maintain a productive work environment that is free from harassing or disruptive activity. No form of harassment will be tolerated, including harassment for the following reasons: race, religious creed, color, national origin, ancestry, disability, genetic information, pregnancy, military status, marital status, gender, age or sexual orientation. Special attention should be paid to the prohibition of sexual harassment.
- (2) Each supervisor and manager has a responsibility to keep the workplace free of any form of harassment, and in particular, sexual harassment. No supervisor or manager is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal or willingness to submit to sexual advances will affect the employee's terms or condition of employment. Each supervisor or manager shall report all instances of harassment to the Department Director.
- (3) Other sexually harassing or offensive conduct in the workplace, whether committed by supervisors, managers, non-supervisory employees, or non-employees, is also prohibited. This conduct includes:
 - a) Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions;
 - b) Verbal abuse of a sexual nature;
 - c) Demeaning, insulting, intimidating, or sexually suggestive comments about an individual's dress or body;
 - d) The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects or pictures, including nude photographs; and
 - e) Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.
- (4) Any of the above conduct, or other offensive conduct, directed at individuals because of their race, religious creed, color, national origin, ancestry, disability, genetic information, pregnancy, military status, marital status, gender, age or sexual orientation is also prohibited.

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- (5) Any employee who believes that a supervisor, manager, other employee, or non-employee's actions or words constitute harassment has a responsibility to report or complain about the situation as soon as possible. The report or complaint, either verbal or written, should be made to the Department Director or Civil Service Director, who shall refer the complaint of harassment immediately to the City Attorney who will promptly handle the complaint in an impartial and confidential manner. Employees are required to cooperate in any investigation. A timely resolution of each complaint should be reached and communicated to the parties.

Signature

Date

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EMPLOYMENT**POLICY # 202: FRATERNIZATION****Policy:**

It is the policy of the City to promote a productive work environment. While the city encourages employees to develop good working relationships and friendships with fellow employees, certain types of fraternization are prohibited. The city does not wish to intrude into the private lives of their employees, however, when personal or business relationships between employees adversely impact or have the reasonable potential to adversely impact the City of Slidell by eroding morale, good order, discipline, respect for authority or departmental cohesion they become a matter of official concern. In order to avoid situations involving unlawful sexual harassment, stalking, conflicts of interest, misunderstanding or the appearance of favoritism and impropriety, any relationship that impedes the City's ability to conduct business or that would create a conflict of interest, prevent employees from performing their duties in an effective manner, or be detrimental to a productive work environment is prohibited.

Comment:

- (1) Relationships are considered unprofessional whether pursued on or off-duty when they detract from management authority or result in, or reasonably create the appearance of, favoritism, misuse of office or position, or the abandonment of organizational goals for personal interests. Unprofessional relationships can exist between supervisors, managers and directors, and individuals in higher positions, between supervisory personnel and employees, between employees and other employees within their own department, and between elected officials and employees.
- (2) Personal relationships are defined as dating, cohabitation, and any type of intimate or sexual relationship.
- (3) Individuals in a supervisory position are prohibited from entering into any type of personal (emotional or physical) with any employee, in a lower grade or job title than they are, in the city.
- (4) Employees who are in relationships which comply with this policy but move to noncompliance due to a change in status of one or both members through promotion or transfer would be expected to notify their Department Director(s) and each case would be reviewed on a case by case basis to determine resolution. Such decisions will take into consideration the business needs of the City. Resolution may include reassignment, restriction of duties and responsibilities, or transfer of the least senior employee.

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- (5) Employees who are in a relationship which are in noncompliance due to the institution of this policy will be expected to notify their Department Director(s) and each case will be reviewed on a case by case basis to determine appropriate resolution.
- (6) Employees who do not bring to the city's attention the fact of a personal (emotional or physical) relationship will be subject to remedial action up to and including, reassignment of duties and responsibilities, transfer, demotion, limiting of job functions and /or access to certain information, possible disciplinary action, up to and including termination.
- (7) Employees who are in a consensual relationship which complies with this policy but allow the relationship to interfere in any way with the effective performance of their duties or the duties of their co-workers will be subject to disciplinary action up to and including termination.

Signature

Date

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EMPLOYMENT**POLICY # 203: HIRING****Policy:**

It is the policy of the City to be an equal opportunity employer and to hire individuals solely upon the basis of their qualifications and ability to do the job to be filled, subject to Civil Service law. UNCLASSIFIED employment with the City is considered to be "at will"; therefore, either party may terminate the relationship at any time and for any lawful reason.

Comment:

- (1) Official "Application for Employment" forms are available and accepted during normal working hours of the Human Resources Office. Applications shall be maintained in the Human Resources Office for a period of six (6) months for review when vacancies occur.
- (2) When a vacancy occurs in the CLASSIFIED Service, the Department Head/Appointing Authority shall request a replacement from the Director of Civil Service. The Human Resources Office shall review applications, confirm education and previous employment, determine those who meet the minimum qualifications for the vacancy, administer the appropriate examinations, establish an eligibility list, and forward names from this list to the Department Head as prescribed by Civil Service Law.
- (3) The Department Head shall interview those applicants and submit a final choice in writing to the Civil Service Director. The Human Resources Office shall be responsible for notification and processing of all applicants selected for Civil Service positions.
- (4) When there is a vacant UNCLASSIFIED position, no further action will be taken until the Mayor or the Chief of Staff has issued a request to fill the vacancy. Upon the approval of the Mayor or the Chief of Staff, immediate action shall be taken by the Human Resources Office to secure appropriate applicants. The applications shall be processed as requested by the Appointing Authority.
- (5) The City shall fill job openings above entry level by promoting from within, if qualified internal applicants are known to be available. In addition, the City shall give consideration to any known qualified individual who is on a reemployment list before recruiting applicants from outside the organization.
- (6) The Human Resources Office shall post the job openings in accordance with Civil Service Rules and standard office procedures. Current employee applicants for the openings shall be considered and processed as outlined in Civil Service rules and office procedures.

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- (7) If candidates from outside the City are to be considered for job openings, the Human Resources Office shall recruit the candidates and shall use the recruitment methods and sources appropriate to fill the openings.
- (8) During recruitment, hiring, and orientation no statement shall be made promising permanent or guaranteed employment; and no document shall be called a contract unless, in fact, a written employment agreement is used. A written employment contract may only be executed by the Mayor. All unclassified and probationary employees of the City should be aware that employment with the City is "at will", i.e. either the employer or the employee may terminate employment with the City at any time and for any reason, and employees should not make any representations otherwise.
- (9) When candidates from outside the City are to be considered for job openings, the following procedures shall be followed:
- a) Any candidate for employment must fill out and sign a City of Slidell employment application form to be considered for hiring.
 - b) The Human Resources Office shall consider requests for accommodation of disabilities and religious beliefs and shall determine, in coordination with the Appointing Authority, what accommodation may be made, if any.
 - c) Applicants determined to be qualified for consideration for job openings will be interviewed by the Human Resources Office and given tests required for the job. The Civil Service Director and two (2) other disinterested parties will score any subjective tests.
 - d) If the Human Resources Office determines that the applicant is qualified for employment, a second interview shall be arranged between the applicant and the Appointing Authority or their designee with the job opening.
 - e) The Appointing Authority has the responsibility to determine whether an applicant is technically qualified for the vacancy and if the applicant is compatible with the work environment. The decision whether to hire the applicant is to be made by the Appointing Authority.
 - f) Following a decision to hire the applicant, the Human Resources Office shall make an offer of employment which should include any necessary contingencies or disclaimers. Verify the legal right to work in the United States and, where appropriate, undertake credit, personal reference, prior work experience, education, and criminal conviction checks. A prior conviction, taken by itself, shall not necessarily disqualify an applicant. If the applicant accepts the offer, a medical examination that includes a drug screen is required. The Human Resources Office shall arrange the medical exam and drug screen.
 - g) If the background, medical or any other subsequent investigation discloses any misrepresentation on the application form or information indicating that the individual is not suited for employment with the City, the applicant will be refused employment or, if already employed, shall be terminated.

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- h) The Human Resources Office is responsible for orienting new employees and the processing of their employment forms, except that Risk Management is responsible for all insurance related matters. The supervisor is responsible for any departmental and safety orientation.

(10) The City shall consider a member of an employee's immediate family for employment if the applicant possesses all the qualifications for employment. For the purpose of this policy the immediate family is defined as: the spouse, the children or the children's spouses, the parents or parents-in-law, the siblings or the in-laws of the siblings of the employee. An immediate family member may not be hired, however, if the employment would:

- a) Create either a direct or indirect supervisor/subordinate relationship with a family member; or
- b) Create either an actual conflict of interest or the appearance of a conflict of interest.

The Chief of Staff shall make the hiring decision based on ten (10) a) or b) above.

(11) Former employees who left the City in good standing shall be considered for reemployment. Former employees who resigned without written notice, resigned to avoid possible disciplinary action, or who were dismissed for disciplinary reasons shall not be eligible for reemployment by the Appointing Authority. The seriousness of the offense, the date of the offense and the age of the applicant at the time of separation shall be taken into consideration. A former employee who is reemployed will be considered a new employee from the date of reemployment unless the break in service was less than thirty (30) days. Length of service for the purposes of benefits is governed by the terms of each benefit plan. Employees who retire may be eligible, in certain circumstances, to be considered for rehire.

(12) For initial hiring, honorably discharged veterans who meet certain criteria shall be afforded a five point preference (ten points if 100% disabled.) the criteria is spelled out in the Civil Service Rules.

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EMPLOYMENT**POLICY # 204: ONBOARDING AND TRAINING****Policy:**

It is the policy of this City to provide new employees with onboarding and to conduct or support training programs as deemed appropriate.

Comment:

- (1) The Human Resources Office is responsible for the overall development and coordination of the new employee onboarding program and for implementing the portions that cover policies, benefits, and new employee files and documentation. Medical and dental benefits will be explained by Risk Management . Each supervisor shall be responsible for orientation as it applies to introducing the new employee to the specific job and department and may select a co-worker to serve as a sponsor to facilitate the new employee's transition. Each supervisor shall forward a copy of a completed department orientation checklist on each new employee to the Human Resources Office within thirty (30) days of hire.
- (2) Supervisors are responsible for recommending employees for special training programs, for providing on-the-job training, or for arranging on-the-job trainers. Training will normally be conducted during regular working hours.
- (3) Supervisors may approve employee participation in continuing education and/or training programs when that instruction is regarded as beneficial or considered necessary for satisfactory job performance. In some cases, employees shall be required to enroll in and complete the programs satisfactorily in order to continue employment in their current position. Employees who complete training programs, which are paid for by the City and are considered necessary for their positions, shall be required to reimburse the City such training in the event that they leave their employment within one calendar year of completion of the training, except as otherwise designated and agreed to by the Appointing Authority .
- (4) The City may consider the feasibility of sponsoring or conducting special programs for groups of employees when continuing education and in-service programs are required for licensing or for recertification of a license. The City shall provide special training programs for safety and health matters when considered necessary or as required by government regulation.
- (5) The City, to the extent feasible, will maintain a library of self-instructional programs and materials for employee use.

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- (6) The Human Resources Office will maintain records of all training programs completed by each employee. Employees shall provide a copy of the training completion certificate to the Human Resources Office for filing in employee's personnel file.

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EMPLOYMENT**POLICY # 205: MEDICAL PROCEDURES****Policy:**

It is the policy of this City that applicants to whom a conditional offer of employment has been made shall be required to undergo medical tests, procedures, or examinations necessary for the safe and efficient operation of the organization. Current employees may also be required to undergo medical tests, procedures, or examinations when management determines the requirement is necessary for the safe and efficient operation of the organization or the requirement is necessary for consideration for promotion.

Comment:

- (1) Successful applicants for employment shall be required as a condition of employment to pass a medical examination to establish their fitness to perform the jobs for which they have applied without endangering the health and safety of themselves or others. If management determines that an examination is appropriate to a particular position, all applicants for the job to whom a conditional offer has been made shall be examined.
- (2) Employees may be required to have a medical examination on other occasions when the examination is job-related and consistent with business necessity. For example, a medical examination may be required when an employee: is exposed to toxic or unhealthy conditions, requests an accommodation for a disability, or has a questionable ability to perform the duties of the job for which he is being considered or currently performing.
- (3) Employees are encouraged, but not required, to have physical examinations periodically during their employment and to participate in wellness programs.
- (4) Medical examinations required by the City shall be paid by the City and shall be performed by a physician or licensed medical facility designated and approved by the City. Medical examinations paid for by the City are the property of the City, and the examination records shall be treated as confidential and held in separate medical files. However, records of specific examinations, if required by law or regulation, will be made available to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies, or the employee's doctor. Should any employee voluntarily leave City employment prior to the expiration of ninety (90) working days after the first day of work, the employee shall reimburse the City the cost of the pre-employment medical examination/ or drug test pursuant to LSA R.S. 23:634, B and LSA R.S. 23:897, K. Should any employee voluntarily leave City employment prior to the expiration of one year from

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any medical examination paid for by the City, which are required to maintain licenses or certifications, the employee shall reimburse the City the cost of the medical examinations.

- (5) Employees who need to use prescribed drugs or narcotics while at work shall report this requirement to the Department Director, the Risk Manager and the Civil Service Director if the use might impair their ability to perform the job safely and effectively. Depending on the circumstances, employees may be reassigned, forbidden to perform certain tasks, or even prohibited from working if they are judged unable to perform their jobs safely and properly while taking the prescribed drugs or narcotics.
- (6) The City reserves the right to require acceptable confirmation of the nature and extent of any illness or injury that requires an employee to be absent from scheduled work. Employees who are suspected of abusing sick leave shall be required by the Department Director to provide a doctor's certificate for any periods of absence. Employees returning from a disability leave or an absence caused by health problems shall be required to provide a doctor's certification of their ability to perform their regular work satisfactorily without endangering themselves or their fellow employees. Return to work release forms should be picked up by the employee from the Human Resources Office prior to visiting their physician for release to return to work.
- (7) The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. In order to comply with this law, the City of Slidell will not require any employee to provide any genetic information when responding to any request for medical information. Genetic Information as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and Genetic Information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.
- (8) The City reserves the right to require a second and, if necessary, third medical opinion regarding an employee's absence because of illness or injury. The City shall pay for any required second or third opinion.
- (9) Employees who suffer any work-connected injury or illness, no matter how minor, shall report to their supervisors immediately, the supervisor shall arrange referral for examination, treatment, and recording of the incident. The appropriate worker's compensation claim forms shall also be submitted to the Risk Management Office within the same 30 day period. Failure to do so can lead to the claim being

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dismissed. Time spent by an employee in waiting for and receiving this initial emergency medical attention shall be considered hours worked for pay purposes.

- (10) An injured employee's supervisor or any member of management is authorized to have the employee transferred to a medical facility for treatment. However, the Risk Management Office is responsible for developing and administering programs concerning employee health and safety.

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EMPLOYMENT**POLICY # 206: SERIOUS DISEASES****Policy:**

It is the policy of this City that employees with infectious, long-term, life-threatening, or other serious diseases may work as long as they are physically and mentally able to perform the duties of their job without undue risk to their own health or that of other employees, customers, or members of the public.

Comment:

- (1) Serious diseases for the purposes of this policy include, but are not limited to, cancer, heart disease, multiple sclerosis, hepatitis, tuberculosis, human immunodeficiency virus ("HIV") and acquired immune deficiency syndrome ("AIDS").
- (2) The City may support, where feasible and practical, educational programs to enhance employee awareness and understanding of serious diseases.
- (3) Employees afflicted with a serious disease are to be treated no differently than any other employee. Therefore, if the serious disease affects their ability to perform assigned duties, those employees will be treated like other employees who have disabilities which limit their job performance.
- (4) Employees who are diagnosed as having a serious disease and who want accommodation should inform their supervisor and the Human Resources Office of their condition and requested accommodation as soon as possible. Supervisors and the Human Resources Office shall review with the employee; City policy on issues such as employee assistance, leave and disability, infection control, requesting and granting accommodations, the City's continuing expectations regarding the employee's performance and attendance, and available benefits.
- (5) Employees who have a serious disease and who may require an accommodation should provide the Human Resources Office with any pertinent medical information needed to make decisions regarding job assignments, ability to continue working, or ability to return to work. The City shall also require a doctor's certification of an employee's ability to perform job duties. Additionally, the City may request that an employee undergo a medical examination at the City's expense.
- (6) The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. In order to comply with this law, the City of Slidell will not require any employee to provide any genetic information when responding to any request for medical information. Genetic Information as defined by GINA, includes an individual's family medical history, the results of an

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individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and Genetic Information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

- (7) The City shall maintain the confidentiality of the diagnosis and medical records of the employees with serious health conditions, unless otherwise required by law. Information relating to an employee's serious disease shall be treated as confidential and ordinarily will not be disclosed to other employees.
- (8) The City shall comply with applicable occupational safety regulations concerning employees exposed to blood or other potentially infectious materials. Universal precautions, engineering and work practice controls, and personal protective equipment will be used where appropriate to limit the spread of diseases in the workplace.
- (9) Employees concerned about being infected with a serious disease by a coworker, customer, or other person should convey this concern to their supervisor or the Human Resources Office. Employees who refuse to work with or perform services for a person known or suspected to have a serious disease, without first discussing their concern with a supervisor, will be subject to discipline up to and including termination. In addition, where there is little or no evidence of risk of infection to the concerned employee, the employee's continued refusal, after consultation with supervisory personnel, may result in discipline, up to and including termination.

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EMPLOYMENT**POLICY # 207: PROBATIONARY PERIOD*****Policy:**

It is the policy of the City that all new employees are to be carefully monitored and evaluated for an initial Probationary Period. After satisfactory completion of the Probationary Period, those employees will be evaluated as provided for in the Performance Review policy. Present employees who are transferred or promoted shall also be subject to a probationary period for performance during the first six months in their new position.

Comment:

- (1) The Probationary Period shall last fifteen (15) months for sworn Police Officers who are non POST certified; twelve (12) months for Corrections and Communications Officers and POST certified Police Officers; and six (6) months for all other Police and Municipal employees. Supervisors shall observe carefully the performance of each employee in a new job position. Where appropriate, weaknesses in performance, behavior, or deportment are to be brought to the employee's attention for correction.
- (2) The Human Resources Office shall send the Appointing Authority, an email notice for evaluation thirty (30) days before the end of the Probationary Period. Supervisors shall prepare a written performance evaluation, endorsed by the Appointing Authority, of the employee's job performance before the end of the initial Probationary Period. The evaluation shall include a recommendation as to whether the employee should continue in the position. Copies of the evaluation are to be forwarded to the Appointing Authority, who may accept or reject the recommendation. After the Appointing Authority's endorsement, the evaluation shall be shared with the employee along with any suggestions for improvement. The finalized probationary evaluation shall be sent to the Human Resources Office for inclusion in the employee's personnel file.
- (3) Employees shall be allowed to continue in their new positions if they are given both a satisfactory evaluation by the end of their initial Probationary Period and their Appointing Authority's endorsement to continue in the job. Employees who do not receive a satisfactory evaluation shall have their employment with the City terminated.
- (4) Supervisors may recommend to Appointing Authorities the termination of a probationary employee at any time prior to the end of their probation.
- (5) Transferred or promoted employees shall have their performance evaluated and reviewed with them. Employees who are unable to perform satisfactorily in their new jobs may, at the discretion of management, be returned to their original jobs, if a vacancy exists, may be allowed to apply for another vacant position for which they are qualified, or may be terminated in accordance with Civil Service Rules.

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- (6) An employee may be transferred, promoted or demoted during their initial Probationary Period. All transferring employees shall retain their existing job seniority based on their hire date into a full-time or part-time classified position.
- (7) Successful completion of the probationary period does not require any job classification change nor is it to be interpreted as a contract with the employee for employment for any definite specified term.
- (8) *Further information can be found regarding probationary periods in Rule 12 of the Civil Service Rules.

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EMPLOYMENT**POLICY # 208: INTERNAL TRANSFER*****Policy:**

It is the policy of the City that it may at its discretion initiate or approve employee job transfers from one job to another. An internal employee transfer may be a lateral transfer, a promotion or a demotion.

Comment:

- (1) The City may require employees to make either a temporary or long-term job transfer in order to accommodate the organization's business needs. The City will try to limit the number and duration of temporary transfers that it requests of individual employees in a twelve (12) month period.
- (2) All employees are encouraged to seek advancement opportunities and to obtain promotion and career guidance from their supervisor, Department Director, and/or the Human Resources Office.
- (3) Employees may request a voluntary job transfer. However, to be eligible for a voluntary transfer, employees must meet the requirements of the new position, have completed testing and been placed on an eligibility list, must have a satisfactory performance record, and must have no adverse disciplinary actions during the six (6) months prior to the vacancy being posted. Under these circumstances and with the recommendation of the Department Director, an employee may voluntarily transfer to any position during his initial six (6) months of employment.
- (4) An employee may proactively complete all requirements for a position and be placed on the eligibility listing for that position prior to a vacancy occurring. Once the employee has met the requirements listed above they will remain on the eligibility listing until selected or refused three (3) times for the same position. An employee who is on the eligibility listing for a municipal position may test every 3 months if they wish to improve their test scores and their position on the listing. Police and Communications employees will be able to test during the next testing date if they wish to improve their scores.
- (5) All job openings will be posted on the bulletin boards located in the Human Resources Office, Civil Service Notification Board between City Hall and the City Council and Administrative Building, Public Operations, and at Recreation located at Fritchie Park. Also each department will receive job announcements. Each city department will receive the announcement and will immediately post the vacancy on the department bulletin board. All employees with a city email addresses will receive electronic notifications of job announcements. Employees who do not have a city email address may make a written request, providing their personal email address, to the Human Resources Office to receive job announcements via their personal email address.

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- (6) Eligible employees who request a transfer may be considered for inclusion on the eligibility list in the following order:
- a) Candidates from a reinstatement list for that department and employees in the same department as the job opening;
 - b) Employees who are being considered for layoff because of a reduction in force or because of elimination of their job; and
 - c) Employees from other departments who meet the qualification for the job opening.
 - d) All other candidates.

The top three candidates will be forwarded to the Appointing Authority. In the event that there are not three candidates available from the a) and b) listing then the eligibility listing will be comprised of all candidates from the a) and b) listing and the remaining candidates will be the top candidates from list c) and or d).

- (7) Requests for transfer should normally be handled as follows:
- a) The employee shall submit a written request to the Human Resources Office. The request shall include the reason for the transfer and the department and specific job that the employee wants. Requests for transfer based on posted job openings must be initiated within three (3) business days of the posting.
 - b) The Human Resources Office shall determine whether the requested job or a suitable job opening exists and whether the employee is eligible. Eligibility will be determined based on attendance and work records, performance appraisals, and job-related qualifications including, in some instances, aptitude, achievement and technical skills testing. Seniority will be considered if two or more candidates are judged to be equally qualified based on merit, work record, and other qualifications. Employees seeking promotion to a safety sensitive position may be required to pass additional medical examinations. If a job opening exists and the employee is eligible, the Human Resources Office shall forward the top three candidates to the Appointing Authority.
 - c) The Appointing Authority may consult with the employee's current Director regarding the requested transfer.
 - d) The Human Resources Office or the Appointing Authority or their designee may arrange interviews with the internal candidates. The candidate shall be allowed time off with pay for job interviews related to the transfer.
 - e) The Appointing Authority with the job opening shall make the final transfer decision.
 - f) Supervisors and Department Directors may initiate the procedure and propose employees for the position.
- (8) Upon selection and acceptance of the transfer, the employee shall:
- a) provide a letter indicating their acceptance of the transfer and giving a minimum of a two week notice to their current Department Director. The Appointing Authority and the current Department Director may negotiate a shorter or longer notice to meet business continuity needs.

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- b) In situations where a candidate is selected well in advance of their new position being available (e.g. Retirements, New budgeted positions), upon selection they shall provide their current Department Director with a letter indicating their acceptance of another position and the future date of transfer in order that their position can be posted.
- (9) Pay for transferred employees will be handled in accordance with Civil Service Rule 21.

*Further information can be found regarding lateral transfers, promotion and demotion in the Civil Service Rules.

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EMPLOYMENT**POLICY # 209: HOURS OF WORK****Policy:**

It is the policy of the City to establish the time and duration of working hours as required by work load and production flow, customer service needs, the efficient management of human resources, and any applicable law.

Comment:

- (1) The normal workweek for municipal employees is Monday thru Sunday and consisting of forty (40) hours. The normal workday for municipal employees will begin at 12:00 AM (Midnight) and shall be a twenty-four (24) hour period. The normal work shift for municipal employees will consist of eight (8) hours of work with an unpaid meal period or ten (10) hours of work with an unpaid meal period, depending on the department. The normal workweek for municipal wastewater treatment plant employees is Monday through Sunday, beginning at 06:45 AM on Monday, and consisting of forty (40) hours with a paid meal period on weekends.
- (2) The normal workweek for municipal police employees is Monday through Sunday , beginning at 05:45 AM on every other Monday, and consisting of eighty (80) hours in a fourteen (14) day period. The normal workday for municipal police employees will begin at 05:45 AM and shall be a twenty-four (24) hour period. The normal work shift for municipal police employees will consist of eight (8) to twelve (12) hours of work with a paid meal period.
- (3) Each Department Director shall determine the schedule of hours for employees. The Department Director shall inform employees of their daily schedule of hours of work, including meal periods, and of any changes that are considered necessary or desirable by the City.
- (4) Department Directors may schedule overtime or extra shifts when it is necessary. Employees shall not be permitted to work overtime without the prior approval of their supervisor or Department Director. When necessary, Department Directors shall determine mandatory overtime schedules to meet business needs. Any employee who refuses to work required mandatory overtime is subject to discipline up to and including termination.
- (5) For non-exempt municipal employees, hours worked in excess of a forty (40) hour work week will be paid at an overtime rate. For non-exempt municipal police employees, hours worked in excess of an eighty (80) hour workweek will be paid at an overtime rate.
 - a) Sick leave, bereavement, military leave, and jury duty will not be counted for computation of overtime.

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- b) Holiday, birthday, vacation and worked hours will be counted for computation of overtime.
 - c) For grant reporting, scheduled hours are counted before unscheduled hours to determine which hours are paid at regular rate and which hours are paid at an overtime rate.
 - d) An employee may not use any type of paid leave that would cause them to be paid more than their normal shift hours for a twenty-four (24) hour period as defined by employee type in (1).
- Example #1
 - The employee's normal work shift is 8 hours
 - The employee takes off 4 hours in the morning for a doctor's appointment
 - The employee comes in and works 5 hours
 - The time record for that workday should reflect 5 hours worked and 3 hours of sick leave.
 - Example #2
 - The employee's normal work shift is 12 hours
 - The employee schedules a 12 hour vacation day
 - A supervisor calls the employee in to work for 2 hours.
 - The time record for that workday should reflect 2 hours worked and 10 hours of vacation leave.

Please refer to the Emergency Operations Policy #212 for overtime calculations during an emergency situation.

- (6) Employee attendance at lectures, meetings, and training programs will be considered hours of work if attendance is requested by management.
- (7) Department Directors, may allow nonexempt employees to make up leave without pay during a given workweek, unless one or more of the following conditions apply:
 - a) the time lost could have been controlled by the employee,
 - b) the time cannot be made up outside of the same normal work week as defined in (1), or
 - c) the time cannot be made up if there is no work the employee is qualified to do or if adequate supervision is not available.
- (8) Non-exempt employees are required to complete an individual time record showing the daily hours worked. Time records are completed in the following formats as determined by the Director of Finance; Electronic timekeeping system, time clock or manual time cards. Time records cover one workweek, as defined in (1), and must be completed by the close of each workday. Time records shall be signed either manually or digitally as determined by the Director of Finance. The following points should be considered in filling out time records.

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- a) Employees shall record their starting time, quitting time; and total hours worked for each workday.
 - b) Employees are not permitted to sign in or begin work before their normal starting time or to sign out or stop work before their normal quitting time without the prior approval of their supervisor.
 - c) Employees are required to take scheduled lunch or meal breaks.
 - d) Employee time records must be checked and signed by the supervisor involved.
 - e) Unapproved absences shall be considered leave without pay for pay purposes. Supervisors should inform employees if they will not be paid for certain hours of absence.
 - f) Filling out another employee's time record or falsifying any time record is prohibited and shall be grounds for disciplinary action, up to and including termination.
- (9) Exempt employees are paid on a "salary basis" and shall earn vacation and sick leave accruals based on an eight (8) hour workday and a forty (40) hour workweek. The daily equivalent of the exempt employee's full salary shall be deducted for each day an exempt employee is absent from work for a full work day. Leave benefits, if available, shall be used as a wage replacement for any full day absences in accordance with leave policies.
- (10) Exempt Classified employees are expected to complete individual time records showing the daily hours worked. Time records are completed in the following formats as determined by the Director of Finance: Electronic timekeeping system, time clock or manual time cards. Time records cover two workweeks and must be completed by the close of each workday. Unclassified Exempt employees, Department Directors, Chief of Staff and City Attorney are expected to sign a time record reflecting any full leave days taken during the workweek. Time records shall be signed either manually or digitally as determined by the Director of Finance
- (11) For an exempt employee, any suspension resulting from a safety infraction or a disciplinary action will be considered leave without pay.
- (12) In the initial week of employment, exempt employees shall receive a proportionate part of the employee's full salary for the time actually worked. In the terminal week of employment, exempt employees shall receive a proportionate part of the employee's full salary for the time actually worked and any paid leave time taken during that pay period. In these weeks the payment of an hourly or daily equivalent of the employee's full salary shall be paid.

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EMPLOYMENT**POLICY # 210: OUTSIDE EMPLOYMENT****Policy:**

It is the policy of the City to allow its employees to engage in outside work or hold other jobs, subject to certain restrictions as outlined below.

Comment:

- (1) The City requires that employees' activities and conduct away from the job shall not conflict with or compromise its interests, or adversely affect job performance and the ability to fulfill all responsibilities to the City. Employees shall not use City tools or equipment for personal or other unauthorized use. In addition, employees shall not solicit or conduct any outside business during paid working time.
- (2) Employees are cautioned to consider carefully the demands that additional work activity will create before seeking or accepting outside employment. Outside employment shall not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity does cause or contribute to job-related problems, it must be discontinued; and, if necessary, normal disciplinary procedures will be followed to deal with the specific problems.
- (3) Department Directors will be particularly concerned about outside work requests that:
 - a) May reduce the employee's efficiency in working for the City;
 - b) Involve working for an organization that does a significant amount of business with the City, such as major contractors, suppliers, and customers, or
 - c) May adversely affect the City's image.
- (4) Employees who have accepted outside employment are not eligible for paid sick leave or leave without pay when the absence is used to work on the outside job or is the result of an injury sustained on that job. Fraudulent use of sick leave will result in disciplinary action.

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EMPLOYMENT**POLICY # 211: TEMPORARY, INTERMITTENT, SEASONAL AND PER DIEM EMPLOYEES*****Policy:**

It is the policy of the City to supplement the regular work force as needed with temporary, intermittent, seasonal, or per diem employees or other forms of flexible staffing.

Comment:**(1) Definitions:**

The following positions are all considered unclassified.

- a) Temporary Employee: An individual who is hired either part-time or full-time for a specified limited time not to exceed fifty-two (52) consecutive weeks. A temporary employee may be hired due to excess workload. Excess workload requests must be approved by the Mayor or the Chief of Staff or the Chief of Police if the temporary is for the police department. Approved written documentation justifying the need for a temporary shall be forwarded to the Civil Service Director signed by the Appointing Authority authorizing Human Resources to fill the need. A temporary employee may also fill a substitute appointment if no other permanent employee is qualified or able to fill a vacancy due to an authorized leave of absence of greater than thirty (30) days for the duration of the leave of absence but not greater than fifty-two (52) weeks in the case of a police catastrophic leave. A temporary employee may also fill a provisional appointment but may only do so for a period of four (4) months if the position is a municipal position or six (6) months if the position is for a Police, Corrections, or Communications Officer and only in the event that there is no appropriate eligibility list and an emergency exists in accordance with Civil Service Rule 13.02.
- b) Intermittent Employee: An individual who is hired for an indefinite period to fulfill a specific work need that is irregular and does not exceed twenty (20) hours per week (e.g., Concession workers.)
- c) Seasonal Employee: An individual who works less than 29 hours per week for specific recurring periods during the fiscal year (e.g., School Crossing Guards, Grass cutters.)
- d) Per Diem Employee: An individual who works occasionally as needed in case of call-ins due to absences related to vacation or scheduled sick time.

(2) The Chief of Staff or the Chief of Police, as needed, may add other flexible unclassified staffing classifications or arrangements.

(3) Unclassified Intermittent, Seasonal and Per Diem positions generally will be filled as follows:

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- a) The Department Director will submit a request to the Human Resources Office. The Human Resources Office will attempt to satisfy the request.
 - b) If it is necessary to hire, temporary, intermittent, seasonal or per diem personnel from outside, the procedures contained in Policy # 203 Hiring shall be used. The Department Director and the Chief of Staff or the Chief of Police will decide whom to hire for an unclassified position.
- (4) Regular classified full-time employees who are given temporary transfers are not considered temporary employees unless, in fact, their job has been eliminated and only temporary employment is available.
- (5) The City may hire students, age eighteen (18) or older or other similar applicants for flexible staffing purposes, if not prohibited by law.
- (6) Eligibility of Temporary, Intermittent, Seasonal and Per Diem employees for paid absences, vacations, and holidays is governed by policies contained in Sick Leave, Vacations, and Holiday. An employee whose status changes from full-time to part-time, temporary, intermittent, seasonal, or per diem may use any days of paid sick or vacation earned as a full-time employee subject to approval of the Department Director. An employee whose status changes from temporary, intermittent, seasonal, per diem or part-time to full-time will be considered as hired on the date of the change of status for purposes of eligibility for paid absences and vacation. Information concerning eligibility of temporary, intermittent, seasonal, and per-diem employees for other City benefits, such as the pension plan, is available from the Human Resources Office or Risk Management.
- (7) Both temporary and positions that are not permanent part-time classified positions are unclassified and are not covered by Civil Service Rules. Civil Service Rules do define temporary appointments and determine the process by which hiring may take place. The Rules do outline how temporary and unclassified part-time positions will be treated with regard to annual increases since those positions are not covered under the classified pay matrix.
- (8) Further information on Temporary, Substitute, and Provisional appointments can be found in Civil Service Rule 13.

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EMPLOYMENT**POLICY # 212: EMERGENCY OPERATIONS POLICY****Policy:**

It is the policy of the City to maintain operations during times of emergency (such as severe weather, fires, floods, hurricanes, power failures, tornadoes, etc.) In extreme cases, these emergencies may require the closing of city facilities. In all instances of emergency, the Mayor and/or the Chief of Staff and the Chief of Police shall determine which employees shall be designated to maintain operations of the city.

Comment:

- (1) All employees of the City of Slidell may be designated as **Emergency Essential employees (EE employees), i.e., employees who must report to work during and remain through declared emergencies.** All employees are subject to redeployment from their regular job assignment, according to administratively determined needs and services. At the time of the implementation of the Emergency Operations Plan the Mayor and/or the Chief of Staff and the Chief of Police shall designate and notify employees if they shall be Emergency Essential during a particular declared emergency. A listing of Emergency Essential employees shall be posted at that time.
 - a) EE employees normally shall not be paid if they do not report for work. Those who fail to report or make themselves unavailable to contact when emergency conditions exist, may be disciplined up to and including termination.
 - b) EE employees who require medical leaves of absence or personal leave during a declared emergency shall make a request in writing to the Mayor and/or the Chief of Staff or the Chief of Police. EE employees who are on FMLA and have not been released by their physician shall not be required to work. FMLA Leave of Absence notification requirements may be waived depending on the nature of the declared emergency.
 - c) EE employees shall report to work with the understanding that they may be on duty indefinitely. All family preparations shall be handled prior to reporting for the declared emergency. EE employees shall pack enough clothing, medicines, and personal hygiene items for at least two weeks. EE employees are expected to adhere to the policy regarding Personal Appearance of Employees during the entire period of a declared emergency.
- (2) At the time of the implementation of the Emergency Operations Plan, the Mayor and/or the Chief of Staff and the Chief of Police may declare some or all of the employees who are not required to work during the declared emergency as **Emergency Relief employees (ER employees), i.e., employees who shall be required to report within the first 72 hours following the declaration of the emergency.**

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- a) ER employees are expected to work until the Mayor and/or the Chief of Staff or Chief of Police release them. Non-exempt ER employees shall not be paid if they do not report for work prior to the time the Mayor declares an emergency closing of the city facilities or issues an evacuation order for the City of Slidell.
 - b) ER employees who require medical leaves of absence or personal leave during a declared emergency shall make a request in writing to the Mayor and/or the Chief of Staff or the Chief of Police. ER employees who are on FMLA and have not been released by their physician shall not be required to work. FMLA Leave of Absence notification requirements may be waived depending on the nature of the declared emergency.
 - c) ER employees shall contact the City of Slidell Website or their Director by phone no later than twenty four (24) hours following the passage of the declared emergency, i.e., (landfall of a hurricane, etc.) for instructions on returning to work and to provide the City with contact information. Failure to make contact with the City within twenty four (24) hours may result in disciplinary action up to and including termination. ER employees who fail to make contact within twenty four (24) hours may not be paid during the declared emergency.
- (3) Employees may not be asked to return to work immediately. These employees shall be considered **Emergency Stand-by Employees (ES employees)** and shall be expected to return to work as a need for their services is determined.
- a) ES employees shall contact the City of Slidell Website or their Director by phone no later than twenty four (24) hours following the passage of the declared emergency, i.e., (landfall of a hurricane, etc.) for instructions on returning to work and to provide the City with contact information. Once an employee has been designated as an ES employee they shall be required to contact the city every forty eight (48) hours to receive updated instructions regarding their return to work status.
 - b) ES employees who require medical leaves of absence or personal leave during a declared emergency shall make a request in writing to the Mayor and/or the Chief of Staff or the Chief of Police. ES employees who are on FMLA and have not been released by their physician shall not be required to work. FMLA Leave of Absence notification requirements may be waived depending on the nature of the declared emergency.
 - c) Failure to make contact with the City within twenty four (24) hours may result in disciplinary action up to and including termination. ES employees who fail to maintain contact may not be paid during the declared emergency.
- (4) Employees who leave or are absent from work for three (3) days without giving proper notice to the City shall be considered as having voluntarily quit. At that time, the City shall formally note the termination and advise the employee of the action within fifteen (15) calendar days by certified mail to the employee's last known address. This notice shall be effective upon mailing.

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- (5) The following pay policy shall apply during an emergency declaration:
- a) Classified, unclassified, and permanent part-time employees (ES employees) who are **not** required to work during an emergency declaration shall be paid their normal rate of pay for all *scheduled hours* missed. If vacation or sick leave was scheduled prior to the emergency declaration, the employee shall be paid as stated above and their vacation and sick accruals shall not be reduced. Classified, unclassified and permanent part-time employees both exempt and non-exempt (EE and ER employees) who are required to work during an emergency declaration shall be paid their normal rate of pay for all *scheduled hours* plus time and one-half their normal rate of pay for all hours actually worked. While the emergency situation may necessitate the EE and ER employees to remain on-site or at a designated site, the employees shall be paid only while on duty (i.e., not when off duty or sleeping.)
 - b) Temporary employees (part-time and full-time) who are not required to work during an emergency declaration shall not be paid.
 - c) Temporary employees (part-time and full-time) that work during a declared emergency shall be paid at the regular rate of pay for the first forty (40) hours of each work week and shall be paid at time and one-half for hours worked in excess of forty (40) hours.
- (6) The Mayor may authorize payment of overtime for exempt employees before or after an emergency declaration if working conditions warrant such payment. For grant reporting, scheduled hours are counted before unscheduled hours to determine which hours are paid at regular rate and which hours are paid at an overtime rate.

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EMPLOYMENT**POLICY # 213: TERMINATION OF EMPLOYMENT****Policy:**

It is the policy of the City to terminate employment because of an employee's resignation, discharge, or retirement; expiration of an employment contract; or a permanent or temporary reduction in work force. Discharge can be for any reason not prohibited by law.

Comment:

- (1) Employees are required to give a minimum of a two (2) week written notice of their intent to resign. Failure to give written notice may result in ineligibility for reemployment. The following guidelines are suggested:
 - a) Supervisory and managerial employees shall give four (4) weeks' notice;
 - b) Clerical and administrative employees shall give at least three (3) weeks' notice; and
 - c) All other employees shall give at least two (2) weeks' notice.
- (2) Resignations shall be in writing and shall be directed to the appointing authority. A resignation shall be effective on the date designated therein and, if no date is designated, it shall be effective immediately. Once a resignation has been accepted by the appointing authority, it may be withdrawn only with the consent of the appointing authority. Employees who are absent from work for three (3) consecutive days without being excused or giving proper notice shall be considered as having voluntarily quit.
- (3) For procedures leading up to discharge for disciplinary reasons see Disciplinary Procedure policy.
- (4) Supervisors shall send notice of resignation to the Human Resources Office. This information shall be accompanied by any needed supporting documents, such as performance reviews.
- (5) Typically, the City Attorney shall review all terminations before any final action is taken. Notice of involuntary termination shall be handled carefully and discretely, preferably in a private meeting including the employee to be terminated, the immediate supervisor and the Department Director. The Department Director shall send written letters of termination to the Human Resources Office immediately with all supporting documentation.
- (6) The Human Resources Office shall conduct the exit process not later than the employee's last working day.

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- (7) If the City terminates an employee, the Finance Department shall provide the final check to the employee as provided by LA R.S. 23:631 A(1)(a), (b).
- a) Upon the discharge of any laborer or other employee of any kind whatever, it shall be the duty of the person employing such laborer or other employee to pay the amount then due under the terms of employment, whether the employment is by the hour, day, week, or month, on or before the next regular payday or no later than fifteen days following the date of discharge, whichever occurs first.
 - b) Upon the resignation of any laborer or other employee of any kind whatever, it shall be the duty of the person employing such laborer or other employee to pay the amount then due under the terms of employment, whether the employment is by the hour, day, week, or month, on or before the next regular payday for the pay cycle during which the employee was working at the time of separation or no later than fifteen days following the date of resignation, whichever occurs first.
 - c) The Department Director shall be responsible to ensure all City property in the employee's possession is returned. The City property includes, but is not limited to; City identification cards, keys, credit cards, tools, cars, radios, phones, laptops, manuals and uniforms. If the employee owes the City any money or is responsible for any lost or damaged property, those accounts are to be settled as originally agreed or by deduction from final pay, unless prohibited by law.
- (8) The Risk Management Office is responsible for notifying terminating employees, who are covered by the City's group health plan, of their right to continue coverage under that plan.
- (9) Terminated employees, excluding those who have been discharged for misconduct or violation of policy or Civil Service Rules, may be eligible for future employment if recommended by their supervisor and approved by the Civil Service Director. Requests for employment references shall be made in writing to the Human Resources Office and shall include an authorization by the employee for the release of the requested information. Generally, the Human Resources Office will release reference information that is known to the employee and is in compliance with LA R. S. 23:291, which allows for the accurate dissemination of information regarding an employee's job performance, (i.e. inclusive but not limited to, attendance, attitude, awards, demotions, duties, effort, evaluations, knowledge, skills, promotions, and disciplinary actions), dates of employment, job title, salary and the reason for separation. Department Directors and Supervisors shall not give out employment references.
- (10) Termination and discharge procedures are only guidelines and do not create a legal contract between the City and its employees. The City reserves the right to implement its policies and procedures as it sees fit. In addition, specified grounds for termination are not all-inclusive since the City reserves the right to terminate employment for any reason not prohibited by law.

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EMPLOYMENT**POLICY # 214: SCHOOL CROSSING GUARDS****Policy:**

It is the policy of the City to participate in the protection of children as they approach and depart from public schools by providing school Crossing Guards.

Comment:

- (1) Classification, hours permitted per pay period, sick and holiday leave and compensation:

Crossing Guard:

- a) Is a Seasonal unclassified employee as defined in City Policy No. 209.
- b) Is not covered by Civil Service Rules.
- c) Is an individual who is hired to work less than 35 hours per week in a work week.
- d) Will work for specific recurring periods during the year.
- e) Is compensated on an hourly basis.
- f) Is eligible for Sick leave in accordance with City Policy No. 702(B)(2) including, but not limited to:

*Accrual of Sick Leave commences after completion of one (1) school year of employment with the City.

*Accrual of Sick Leave shall be accrued at the rate of .0462 per hour worked.

- g) Is entitled to holiday pay in accordance with and subject to St. Tammany School Board declared holidays.

*Is not entitled to any additional holiday pay for a City holiday that occurs outside of the scheduled St. Tammany School Board declared holiday.

- h) Is entitled to be paid for any shifts during the regular school year when the St. Tammany School Board declares an emergency closure of all schools.

- (2) City will provide each Crossing Guard with the appropriate uniforms and equipment.

- a) All issued uniforms and equipment must be returned at the end of Crossing Guard's employment with the City.
- b) Employee is responsible for any damage or loss of uniforms and/or equipment.

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(3) Supervision:

- a) The supervision, scheduling and control of Crossing Guards will fall under the authority of the Chief of Police.

(4) Limitation:

- a) Crossing Guards are not entitled to any other benefits offered by the City, except those specifically set out herein or included by specific reference.

(5) Compliance:

- a) Crossing Guards must comply with City of Slidell Personnel Policies and Police Department Policies.

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PAY PRACTICES**POLICY # 300: SALARY ADMINISTRATION****Policy:**

It is the policy of the City to pay compensation that is nondiscriminatory. All compensation policy decisions shall take into consideration the City's overall financial condition and competitive position.

Comment:

- (1) The Civil Service Director is responsible for coordinating with employees, supervisors, and Department Directors the continuing internal review of all compensation, and for ensuring that each job is evaluated and assigned a job grade and salary range. This review should determine whether compensation accurately and fairly reflects each individual's responsibilities and duties.
- (2) The Human Resources Department will conduct compensation surveys covering other employers with similar jobs. This and other available information shall be used to help set pay policy and to determine the relative competitive position of the City's pay structure. The results of the compensation survey will be provided to the City Administration and Finance Director no later than January 1.
- (3) New classified employees generally will be hired at the starting rate assigned to their job grade. Department Directors, in coordination with the Civil Service Director, may recommend higher rates depending on competitive considerations, to the Mayor and/or the Chief of Police.
- (4) Supervisors shall be responsible for conducting a performance review with each employee, at a minimum, annually. Employees rated overall "Does not meet standards" on the most recent official employee evaluation shall not receive an increase. Supervisors shall work with the employee to create a written performance improvement plan.
- (5) Supervisors, when conducting performance reviews, should show employees the relationship between pay and job performance, length of service, and other significant factors.

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PAY PRACTICES**POLICY # 301: SALARY MATRIX FOR CLASSIFIED EMPLOYEES****Policy:**

It is the policy of the City to pay compensation that is nondiscriminatory. All compensation policy decisions shall take into consideration the City's overall financial condition and competitive position. Any increases are subject to the policy considerations and are not guaranteed.

GRADE	MINIMUM	1 ST QUARTILE	MIDPOINT	3 RD QUARTILE	MAXIMUM	GRADE
1	\$8.31	\$9.70	\$11.09	\$12.47	\$13.86	1
2	\$8.82	\$10.29	\$11.76	\$13.23	\$14.70	2
3	\$9.33	\$10.89	\$12.44	\$14.00	\$15.56	3
4	\$9.98	\$11.64	\$13.31	\$14.97	\$16.63	4
5	\$10.69	\$12.48	\$14.26	\$16.04	\$17.82	5
6	\$11.43	\$13.33	\$15.24	\$17.14	\$19.04	6
7	\$12.22	\$14.26	\$16.30	\$18.34	\$20.37	7
8	\$13.08	\$15.26	\$17.44	\$19.62	\$21.80	8
9	\$13.98	\$16.31	\$18.64	\$20.97	\$23.30	9
10	\$15.24	\$17.78	\$20.31	\$22.85	\$25.39	10
11	\$16.70	\$19.48	\$22.26	\$25.05	\$27.83	11
12	\$17.99	\$20.98	\$23.98	\$26.98	\$29.98	12
13	\$19.64	\$22.92	\$26.19	\$29.46	\$32.74	13
14*	\$21.44	\$25.01	\$28.58	\$32.16	\$35.73	14
15*	\$23.45	\$27.36	\$31.27	\$35.18	\$39.09	15

Promotional Rate

*Grade 14 Lieutenants \$27.10

*Grade 15 Captains \$31.85

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PAY PRACTICES**POLICY # 302: PERFORMANCE REVIEW****Policy:**

It is the policy of the City that the job performance of each employee should be evaluated periodically by the employee's supervisor.

Comment:

(1) Supervisors shall complete performance reviews upon the following occasions:

- a) By the end of the employee's probationary period;
- b) Annually in the month of May or for the police department in the month of December;
- c) When the employee is transferred or promoted to a new job in a different department;
- d) At the time of the employee's termination, if a disciplinary or termination report is not prepared; and
- e) When a reduction in staff is necessary.

If a performance review has been completed within ninety (90) days of the above occasions, a new review does not have to be completed, except in cases involving discipline or termination.

- (2) If an employee is absent for ninety (90) days or longer or misses at least thirty-five (35) percent of their scheduled work hours during any evaluation period, the Supervisor may request to defer the evaluation of that employee for a period equal to the time absent. Upon completion of a full evaluation period, if the employee receives a satisfactory review the pay increase would be retroactive to the original effective date.
- (3) Supervisors, in evaluating employees, shall consider factors such as the experience and training of the employee, the job description, and the employee's attainment of previously set objectives and goals. Other factors that normally should be considered include knowledge of the job, quantity and quality of the work, promptness in completing assignments, cooperation, initiative, reliability, attendance, judgment, conduct, and acceptance of responsibility.
- (4) Supervisors shall prepare a written review of each employee's job performance using the City evaluation form. The review shall include the supervisor's comments and recommendations, an action plan for both the employee and supervisor, and performance goals for the next evaluation period. Employees' performance must be rated "Meets Standards" or better in order to be eligible for a pay increase on July 1.

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- (5) Department Directors shall review each supervisor's written evaluation to assure that the evaluation function has been completed fairly and objectively.
- (6) After the written evaluation has been reviewed by the Department Director, the supervisor and employee shall meet and discuss the evaluation, assess the employee's strengths and weaknesses in a constructive manner, and set objectives and goals for the next evaluation period. The employee shall be given the opportunity to examine the evaluation and make written comments about any aspect of it. The employee and supervisor shall then sign and date the evaluation as an affirmation that the evaluation was reviewed by both individuals and forward it to the Human Resources Office for review and inclusion in the employee's personnel file.
- (7) In addition to adding written comments to their performance review, employees who are not satisfied with their performance review may request a meeting to discuss their concerns with the Chief of Staff or the Assistant Chief of Police. If the Chief of Staff or the Assistant Chief of Police has already reviewed and concurred with the review then a meeting can be requested with the Mayor or Chief of Police.
- (8) Information derived from the performance review may be considered when making decisions affecting training, pay, promotion, transfer or continued employment.
- (9) Between scheduled Reviews, supervisors shall document both positive and negative performance issues on the Employee Interim Evaluation Form and discuss with employees on an informal basis any performance issues that require attention. The Employee Interim Evaluation Forms should be maintained in the employee's evaluation folder until the next scheduled review. If there is more than one negative Employee Interim Evaluation Form, the supervisor or department director should refer to Policy 809 Disciplinary Procedure to determine appropriate action. Refer to the next page for the Employee Interim Evaluation Form.

The procedures discussed in this policy are only guidelines. The City may, in its sole discretion, modify or revoke them in whole or in part at any time. Therefore, these procedures are not a promise or contract, express or implied, and the City retains the right to determine whether and how they will be applied, depending on the circumstances.

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EMPLOYEE INTERIM EVALUATION RECORD	1 Employee's Name	
	2 Position	3 Date
Your performance in reference to the below-listed incident is noteworthy, and this form will be placed in your Employee Evaluation Folder.		
INCIDENT INFORMATION		
4 Type Incident		5 Time of Incident: Date of Incident:
EVALUATION		
6 Positive Information Negative Information Your action involving the incident above is an example of your work and is reflective of your -- (List the appropriate Job Element[s])		
7 Required Narrative Comments (Use reverse if more space is necessary)		
8 Attachments (specify)		
9 Evaluator's Signature		10 Date
ACKNOWLEDGMENT	(If the employee prepares a written comment on this evaluation, it must be attached.)	
I acknowledge that the above comments have been discussed with me.		
11 Employee's Signature		12 Date

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PAY PRACTICES**POLICY # 303: JOB EVALUATION****Policy:**

It is the policy of the City to evaluate all jobs in order to establish a consistent basis for measuring and ranking the relative worth of each job.

Comment:

- (1) The Human Resources Department (Civil Service Director) is responsible for developing and administering the job evaluation program.
- (2) Written job descriptions shall be prepared for each job classification in the City. Each job shall then be evaluated and ranked using a standardized rating system that measures the job content and/or worth of the job in the external marketplace. All existing jobs are to be assigned a grade based on their relative worth as determined by the evaluation.
- (3) Each classification has a grade and each grade has a salary range assigned to it that provides for a spread from a minimum to a maximum rate. Employee compensation within any salary grade or classification is based on factors such as merit, experience, individual productivity, length of service, and external market factors.
- (4) The Civil Service Director shall evaluate requests for new positions and review on a periodic basis all job descriptions and subsequent internal and external market placement to assure that they accurately reflect current conditions. Employees may request a job reevaluation or an adjustment to grades or classifications in accordance with the Civil Service Rules.

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PAY PRACTICES**POLICY # 304: PAY PROCEDURES****Policy:**

It is the policy of the City to pay employees by check or direct deposit on a regular basis and in a manner so that the amount, method, and timing of wage payments comply with any applicable laws or regulations.

Comment:

- (1) Employees normally will be paid every other Friday. If the regular payday occurs on a bank holiday, employees will be paid on the last working day before the regular holiday.
- (2) Employees on each payday will receive, in addition to their check or deposit advice, a statement showing gross pay, deductions, and net pay. Local, state and federal taxes and retirement contributions will be deducted automatically. No other deductions will be made unless required or allowed by law, contract, or employee obligation. Employees may elect to have additional voluntary deductions taken from their pay only if they authorize the deductions in writing.
- (3) Employees who discover a mistake in their paycheck, lose their paycheck, or have it stolen should notify the Finance Department immediately. In the case of a mistake, the error will be remedied. In the case of loss or theft, the Finance Department will attempt to stop payment on the check and reissue a new one to the employee. However, the employee is solely responsible for the monetary loss, and the City cannot be responsible for the loss or theft of a check if it cannot stop payment on the check.
- (4) Treatment Plant employees and some Police Department employees work twelve (12) hour shifts. Employees who work during the 6:00 p.m. to 6:00 a.m. shift receive a shift differential of \$.50 cents per hour.
- (5) Field Training Officers will be compensated \$30.00 per shift assignment (day or night shift) or approved activity/event. Field Training Officers will only be paid when actively training a new recruit officer/reserve officer and training must be a minimum of eight (8) hours and documented using a Daily Observation Report before pay will be submitted.
- (6) Overtime pay: For Municipal Employees the Overtime rate will be calculated at one and one half times the Base hourly wage plus Seniority Incentive Pay (when eligible). For Police employees the Overtime rate will be calculated at one and one half times the base hourly wage plus Seniority Incentive Pay (when eligible) and State Supplemental Pay (for those who are eligible). See also policy number 209 Hours of Work.

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- (7) On-Call pay: see policy number 305 Call-out pay.
- (8) Employees should discuss any questions or concerns regarding their rate of pay and other compensation issues with their Department Director, the Finance Department, or the Human Resources Department.
- (9) The City will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the city's legal duty to furnish information. 41 CFR 60-1.35(c)

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PAY PRACTICES**POLICY # 305: CALL OUT PAY *****Policy:**

It is the policy of the City to pay certain specified municipal classified employees who are called back to work outside of their regularly scheduled work schedule.

Comment:

- (1) Call Out pay will not be paid during normal duty hours.
- (2) On-call Coordinators, under the specific direction of their Department Director, may call an employee back to work outside of that employee's regularly scheduled work hours. Non-exempt employees receive call out pay when, after leaving a scheduled work shift, the employee is required to return to the workplace outside of his or her normal work schedule.
- (3) Employees will be paid for a minimum of two (2) hours if called out. Call out time will begin when the On-call Coordinator contacts the employee to report for call out duty and ends when the employee notifies the On-Call Coordinator that the call has been completed. On-call employees, like all municipal employees, should refer to Policy 209 Hours of Work to determine eligibility for overtime pay.
- (4) The number of employees serving on-call at any given time will be determined by the Department Director.
- (5) Overtime pay: see policy number 209 Hours of Work
- (6) On-call Coordinators who accept and triage emergency calls for Public Operations, Airport, Animal Control, Building Safety, Police, and the 1010 Gause Blvd. facility after normal working hours will receive \$150.00 per seven (7) day period. On-call Coordinators who are on leave (paid or unpaid) and unavailable to take calls will not be paid during those leave periods.
- (7) Any increase in the number of employees working on-call would have to be requested by the Department Director during the annual budget process.

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PAY PRACTICES**POLICY # 306: SENIORITY INCENTIVE PAY (SIP)****Policy:**

It is the policy of the City to pay all Full-time classified and unclassified employees seniority incentive pay of thirty-six dollars (\$36) per year for each full year of service beginning after five (5) years of service with the city.

Comment:

- (1) The incentive will be paid on the last pay day in November by lump sum in a separate direct deposit from regular payroll.
- (2) The SIP calculation is based on the number of full years of service computed from the most recent hire date through June 30th of each year. An employee will begin receiving SIP payments following five (5) full years of service based on the fiscal year ending date of June 30th. (e.g., an employee hired between July 1, 2000 and June 30, 2001 will be eligible for SIP payment beginning on June 30, 2006)
- (3) All active employees who are working or on an active leave status (e.g., worker's compensation, vacation, sick leave to include FMLA, catastrophic leave and unpaid leave for disciplinary reasons) on June 30th and who remain active through the last pay date in November will be eligible to receive the incentive.
- (4) Retirees will receive the SIP pay in the year they retire if they are actively at work on June 30 of the year they retire. Retirees will receive their final SIP pay on their last pay date.
- (5) Eligible Employees who resign or who are terminated prior to the last pay date in November will not receive SIP.
- (6) Any employee who has a break in service due to change of status from Full-time to Part-time or due to separation of employment and who is rehired at Full-time status will be eligible from their most recent full-time hire date.

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(7) SIP CALCULATION TABLE:

Years in Service	SIP Amount
1 thru 4	None
5	\$180
6	\$216
7	\$252
8	\$288
9	\$324
10	\$360
11	\$396
12	\$432
13	\$468
14	\$504
15	\$540
16	\$576
17	\$612
18	\$648
19	\$684
20	\$720
21	\$756
22	\$792
23	\$828
24	\$864
25	\$900
26	\$936
27	\$972
28	\$1008
29	\$1044
30 or more	\$1080

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PAY PRACTICES**POLICY # 307: UNIFORMS****Policy:**

It is the policy of the City to establish the standards of uniform dress for certain classes of employees to ensure that their affiliation with the City is easily recognized and that the City presents a consistent and standardized image to the public.

Comment:

- (1) The City provides uniforms (shirts, t-shirts, hats, jackets, coveralls and pants) to municipal employees working in the field free of charge. Also the City provides uniform laundry service at no charge to the municipal employees working in the field. Employees shall return all uniform items to the city upon separation of employment. Employees will have the cost of unreturned uniform items withheld from their final paycheck.
- (2) The City may budget up to one hundred dollars (\$100.00) per year, per municipal office employee, for the purchase of uniforms if the clothing or uniforms are:
 - a) specifically required as a condition of employment by the department director and,
 - b) are not adaptable to general usage as ordinary clothing and
 - c) are, in fact, not worn for general use.

The department director has the final decision on the type of uniform purchased and shall establish a written policy for the purpose of determining if employees are entitled to receive this benefit. The written policy shall be forwarded to the Director of Finance. Municipal employees do not receive any of these funds in cash.

- (3) The City's purchasing department shall acquire the initial pair of safety work boots for all newly hired field workers. The City may budget for one pair of replacement safety work boots every two years for all public operations field workers. Should any employee leave City employment within ninety (90) working days of their initial hire, the employee shall reimburse the City the cost of the boots.
- (4) The City provides monthly uniform and equipment allowance for Slidell Police Department employees covered by the Municipal Police Employees' Retirement System with forty-six dollars and fifteen cents (\$46.15) biweekly for the purchase and upkeep of uniforms and equipment. All other municipal police employees who are not covered by the Municipal Police Employees' Retirement System will receive two sets of pants and shirts each year at the beginning of the fiscal year.
- (5) The City provides the initial purchase of police uniforms for all municipal police employees.

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REIMBURSEMENT OF EMPLOYEE EXPENSES**POLICY # 400: TRAVEL****Policy:**

It is the policy of the City that business travel must be approved in advance and should be engaged in and reimbursed according to the guidelines below.

Comment:

- (1) Employees holding jobs that require extensive travel are expected to travel as a condition of employment. For all other jobs, travel is considered only an incidental function of the position, but may be required.
- (2) Chief of Staff or Chief of Police must approve any overnight travel in advance.
- (3) The City may issue guidelines specifying or restricting travel booking requirements. Under normal circumstances, employees should use the most appropriate form of transportation available, book the least expensive fares, and stay in and eat at moderately priced establishments. Travel expenses include:
 - a) Lodging;
 - b) Meals and miscellaneous out of pocket expenses. Employees will be reimbursed based on a per diem rate established by the Finance Department for overnight travel. The per diem rate includes the cost of food and tip at restaurants, as well as incidental expenses such as fees and tips for porters, baggage carriers, hotel maids, and hotel servants. The first and last day of travel will be at 75% of the overnight per diem. Meals for day travel are not eligible for reimbursement;
 - c) Taxis and parking;
 - d) Airfare and car rental; and
 - e) Use of a personal vehicle. Employees will be reimbursed on a per mile basis based on IRS guidelines in effect at the time of the travel. An employee who receives a car allowance, should deduct the first fifty (50) miles(round trip) prior to calculating mileage to be reimbursed.
- (4) Employees should provide their supervisor with a copy of their itinerary before leaving on business travel.
- (5) Employees may request a cash advance for approved business travel by submitting a written request to the Finance Department. Such advance must be submitted on a Travel Advance form and be approved by the Department Director and Chief of Staff or Chief of Police (elected officials and city attorney excluded.) Travel advances for meals and incidentals shall be based on a per diem allowance established by the Finance Department. Travel shall be based on a per diem allowance established by the Finance Department. Travel advances may also include expenses for transportation and lodging. Settlements on all travel advances must be made to the Finance Department within ten days of return from travel status. Travel expenses

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are to be reported on a Travel Expense Report form with receipts attached. Failure to file this report in a timely manner will result in withholding of the amount advanced for travel from wages.

- (6) As a general rule, entertaining of guests at public expense is not an approved City policy. Only the Mayor, Chief of Staff or Chief of Police approves those positions and employees who may entertain at the public's expense. All reimbursements for such costs require an itemized receipt with the nature of city business and attendees documented.
- (7) Employee expenses for approved travel will be paid or reimbursed when properly documented by the employee on the Travel Expense form and approved by the Department Director. Receipts are required for lodging, airfare, taxis, parking, car rental, and telephone charges. Meals and miscellaneous out-of-pocket expenses that are included in the per diem do not require receipts. Employees who know or anticipate that they will have a special request for travel expense reimbursement should ask for approval from their supervisor before incurring the expense. Any travel expenses considered unreasonable under the circumstances will not be paid or reimbursed and are the employee's personal responsibility.
- (8) Time spent by non-exempt employees in traveling on City business during normal working hours is considered hours worked for pay purposes. Time spent by non-exempt employees in traveling outside of normal working hours in order to attend mandatory training required by their department head is considered hours worked for pay purposes. Where practical, travel for mandatory training should be conducted during normal work hours. Commuting time to and from work before the start and after the end of the workday is not treated as work time for pay purposes.
- (9) Employees traveling on City business are representatives of the City and are expected to maintain a high level of professionalism and to follow all the City's policies and rules.

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REIMBURSEMENT OF EMPLOYEE EXPENSES**POLICY # 401: AUTOMOBILE USAGE****Policy:**

It is the policy of the City to provide vehicles for business use, to allow employees to drive on City business, and to reimburse employees for business use of personal vehicles according to the guidelines below.

Comment:

- (1) Employees whose jobs require regular driving for business, as a condition of employment, and who are regularly called to return to work or travel to worksites outside of normal business hours, and police officers, may be provided with a city vehicle to take home. Department Heads who wish to provide an employee with a take home vehicle must provide written justification and receive prior approval from the Mayor or Chief of Police and the Finance Director. The following job classifications may be considered eligible for take home vehicles:

Police Officers
Employees working on-call
Superintendents
Risk Manager
Animal Control Supervisor
Hazmat Team Members
Animal Control Officers
Facilities Manager
Evidence/Crime Lab Technicians
Operations & Systems Manager
Chief Operator
Asst. Director of Public Operations

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- (2) Unless express written permission is granted by the Mayor, Chief of Staff or Chief of Police or President of the City Council, employees who are permitted to take home their city vehicle shall not be allowed to use the vehicle for personal purposes, other than commuting or de minimus personal use in accordance with IRC 280 F(d) (4). Written approval for personal use shall be forwarded to the Director of Finance for IRS reporting purposes. Employees shall be required to keep a record of their non de minimus personal use (mileage) and report it at the end of each year. Employees shall be taxed on non de minimus personal use of the vehicle based on the IRS lease value rule. In addition, any employee who is permitted to take home their city vehicle will be responsible for paying a gas surcharge for personal use of that vehicle. The payroll deduction will be \$23.08 biweekly for those employees who live inside the parish and \$46.16 biweekly for those employees who live outside of the parish.
- (3) Employees who must travel during the course of a normal work day to worksites or to conduct city business may be provided with a city vehicle for use during work hours.
- (4) Employees who occasionally must travel for business purposes; project related work or training may be assigned a city vehicle for a specific trip if one is available for use, otherwise, they will be reimbursed for their mileage.
- (5) Employees may not drive vehicles for City business without the prior approval of their supervisor. Before approving a driver, the supervisor must verify the existence of a valid driver's license, and contact the Risk Manager to make certain that the employee is eligible for coverage under any applicable City insurance.
- (6) Employees whose jobs require regular driving for business as a condition of employment must be able to meet the driver approval standards of this policy at all times. Employees whose driver's licenses are suspended, lost, stolen, expired, shall not drive a City vehicle. Violators are subject to disciplinary actions up to and including termination. In addition, employees holding those jobs must inform their supervisors of any changes that may affect their ability to meet the standards of this policy. For example, employees who lose their licenses must report this to their supervisors immediately. For all other jobs, driving is considered only an incidental function of the position.
- (7) City vehicles will be assigned to those departments that have demonstrated a continuing need for them. Additional vehicles are maintained in a motor pool for use as needed. Employees who receive prior approval from the Mayor, Chief of Staff or Chief of Police may rent a car when traveling out of town on City business. If City vehicles are available, vehicle rentals normally will not be approved.

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- (8) Employees may use their own vehicles for business purposes, but only with the prior approval of their Department Director.
- (9) Employees who drive a vehicle on City business must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Drivers also must make sure that the vehicle meets any City or legal standards for insurance, maintenance, and safety. Employees are responsible for any driving infractions or fines that result from their driving and must report them to their supervisors.
- (10) Employees are not permitted, under any circumstances, to operate a City vehicle, or a personal vehicle for City business, when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness, prescription medication, illegal drug impairment or intoxication.
- (11) Employees driving on City business may claim reimbursement for parking fees and tolls actually incurred. In addition, employees driving City vehicles may claim reimbursement for gasoline and other expenses directly incurred for business purposes. All requests for reimbursement must be approved by the employee's Department Director.
- (12) Personal cars used on City Business must be covered by liability and property damage insurance at the expense of the owner. Employees who receive monthly car allowance shall not be eligible for reimbursement for distances under fifty (50) miles. Such employees may be reimbursed at the prevailing rate of reimbursement established by the Internal Revenue Service (IRS) for miles in excess of fifty (50) miles.
- (13) Employees must report immediately any accident, theft, or damage involving a City vehicle or a personal vehicle used on City business to their supervisor and to Risk Management, regardless of the extent of damage or lack of injuries. These reports must be made as soon as possible, but no later than forty-eight (48) hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident; however, they should not make any statements other than in reply to questions of investigating officers.
- (14) Time spent by non-exempt employees in driving a City or personal vehicle on City business during normal working hours is considered hours worked for pay purposes. Commuting time before start and after the end of the workday is not treated as work time for pay purposes.
- (15) Smoking or use of handheld cell phones in City vehicles are prohibited at all times. Employees who violate this policy are subject to loss of driving City vehicles.

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- (16) Alcoholic beverages, illegal drugs, and weapons of any kind (except for those employees who are required to transport or store a firearm in the official discharge of their duties) are prohibited from City vehicles at all times.

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REIMBURSEMENT OF EMPLOYEE EXPENSES**POLICY # 402: LOSS OF DRIVER'S LICENSE****Policy:**

It is the policy of the City to provide for the safe operation of its vehicles and to ensure that employees operating City vehicles are knowledgeable of and abide by the rules of the road as established by the State of Louisiana.

Comment:

- (1) An employee filling a job whose duties require a driver's license on a daily basis (e.g. Equipment Operator, Heavy Equipment Operator, Senior Equipment Operator, etc.) must not drive any City vehicle or equipment while the license is expired, suspended, or revoked.
- (2) An employee in such a position whose driver's license is expired, suspended or revoked for any reason may be placed on leave without pay for a maximum of thirty (30) days to attempt to have the license reinstated. Employees whose license cannot be reinstated within thirty (30) days may have their employment terminated. The employee may request to be placed on a reemployment list and may be rehired when the driver's license is restored.
- (3) Employees must inform the appropriate supervisor immediately, within twenty-four (24) hours, if the license is expired, suspended, or revoked. Failure to do so will result in disciplinary action up to and including termination.
- (4) An employee whose job description requires a driver's license but driving is not an essential part of the job, (e.g., Laborer) the employee must inform the supervisor immediately, within twenty-four (24) hours, if the license is expired, suspended or revoked for any reason. The employee must not drive a City vehicle for any reason until the driver's license is restored. Employees who violate this policy will receive disciplinary action up to and including termination. This policy applies to all jobs that require a driver's license other than those cited in paragraph one (1) above. Job descriptions identify jobs that require driver's licenses. Job descriptions are located in the Human Resources Office and can also be accessed by Department Directors in the Public Folder.

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REIMBURSEMENT OF EMPLOYEE EXPENSES**POLICY # 403: PARTICIPATION IN TRADE AND PROFESSIONAL ASSOCIATIONS****Policy:**

It is the policy of the City to encourage employees to participate in certain trade and professional associations.

Comment:

- (1) Employees are encouraged to participate in trade and professional associations that promote City goals, individual skills development, and/or professional recognition. However, employee participation in such associations must not conflict with the City's interests.
- (2) The City may identify certain trade and professional associations which it wants to be represented and then designate the employees that it will sponsor for membership in such associations. Employees so designated will represent the City in the association and will be expected to participate actively and promote its interests.
- (3) Employee participation in trade and professional association activities will not be considered as hours worked for pay purposes for employees classified as non-exempt under the Fair Labor Standards Act, unless it is at the City's request or under its direction and control.
- (4) Department Directors shall coordinate representation in trade and professional associations and supervisors should recommend interested employees for sponsored membership. The Chief of Staff has final approval authority. The following factors will normally be considered in selecting associations for representation and in designating employees to be sponsored for membership:
 - a) The nature and purpose of the association;
 - b) The benefit to be derived by the City's support and from employee participation;
 - c) The cost to the City;
 - d) The extent to which the City is already represented in the association; and
 - e) The employee's job responsibilities, length of service, and overall qualifications for membership.
- (5) Department Directors are responsible for planning, budgeting, and approving the expenses of their employee's participation in association activities. The City will pay or reimburse the approved and reasonable expenses of employees.

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EMPLOYEE BENEFITS**POLICY # 500: DISCLOSURE OF BENEFITS****Policy:**

It is the policy of the City to provide its employees with various insurance and retirement benefits. Information and summaries intended to explain these benefit plans will be furnished to all plan participants and beneficiaries on a timely and continuing basis. The City reserves the right to modify, amend, or terminate its insurance and retirement benefits as they apply to all current, former and retired employees. The Administrator of each benefit plan has the discretionary authority to determine eligibility for benefits and to interpret the plan's terms.

Comment:

- (1) The City offers certain benefits to eligible employees, including health and dental, disability insurance, life insurance, disability insurance and retirement plans. Eligibility will depend upon the specific requirements of each benefit plan. The City also provides a number of other benefits such as leaves of absence and paid vacation, holidays, and sick days.
- (2) All benefits provided by the City are described in official documents that are kept on file in the Human Resources Office, the Council Administrator's Office, and the Risk Management Office. These documents are available for examination by any plan participant or beneficiary. In addition, these documents are the only official and binding materials concerning the City's insurance and retirement benefits. All summaries and communications, both written and verbal, must refer to them as binding in cases of questions or disputes.
- (3) The Risk Manager serves as Administrator of the City's insurance benefits. The Risk Manager is responsible for all communications and disclosures concerning City insurance benefits and for compliance with all applicable laws and regulations. In addition, the Risk Manager is available to answer questions concerning the insurance plans.
- (4) The Civil Service Director serves as the Administrator of the City's retirement benefits. The Civil Service Director is responsible for all communications and disclosures concerning City retirement benefits and for compliance with all applicable laws and regulations. In addition, the Civil Service Director is available to answer questions concerning the retirement and deferred compensation plans. Employees may also contact the appropriate retirement system of Louisiana for additional information.
- (5) Under certain of the City's insurance and retirement plans, each employee must designate a beneficiary for the employee's death benefits. The designation must be made in writing and in a form acceptable to the insurance and retirement administrators. It is the employee's responsibility to maintain the proper beneficiary

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designations and current mailing address and to alert the Civil Service Director and Risk Manager to any changes affecting eligibility or designations.

- (6) Every new employee receives a summary of the City's retirement and insurance plans during orientation from the Civil Service Director and the Risk Manager, respectively.
- (7) If the plan participants or beneficiaries make a written request for information concerning the City's benefit plans, the Civil Service Director and Risk Manager will provide the information in a reasonable amount of time. In addition, employees receive a yearly statement of accrued retirement benefits from the appropriate Retirement system of Louisiana.
- (8) The Civil Service Director will provide each participant in the retirement plan a statement describing the nature, amount, and form of the deferred vested benefit to which the participant is entitled if, during the plan year, the participant:
 - a) Separates from the service covered by the plan;
 - b) Is entitled to a deferred vested benefit under the plan as of the end of the plan year; or
 - c) Was not paid retirement benefits under the plan.
- (9) Participant contributions to benefit plans normally will be deducted bi-weekly from the employee's paycheck if the employee has authorized the deduction in writing.
- (10) The insurance (Risk Manager) and retirement (Civil Service Director) Administrators will provide written notice to any participant or beneficiary whose claim for benefits under an employee benefit plan has been wholly or partially denied, within a reasonable period of time of the denial. The notice should contain the reason for denial, specific reference to plan provisions on which the denial is based, and appropriate information about the steps to be taken if the participant or beneficiary wants to submit the claim for review. Any review should be completed promptly and a decision provided to the claimant.
- (11) Employees, spouses, and dependents covered by the City's health benefit plan will be notified, when appropriate, that they have the opportunity to continue their health care coverage, at their own expense, in certain specified situations including, layoff, termination, reduction in hours of employment, and separation or divorce.
- (12) The City shall offer a wellness program in order to promote a healthy lifestyle, identify health risks, and provide proper prevention and education to those employees who take part in the City's health benefit plan. The City reserves the right to assess a surcharge on those employee's who fail to participate in the program.

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EMPLOYEE BENEFITS**POLICY # 501: SUPPLEMENTARY VOLUNTARY BENEFITS****Policy:**

It is the policy of the City to provide employees with a venue to review voluntary benefit products offered by vendors.

Comment:

(1) Supplemental benefits are voluntary and therefore employees pay 100% of the premiums.

(2) The employees through the vendor on an individual basis contracts all benefits.

THE CITY WILL CONDUCT AN INSURANCE FAIR ANNUALLY. ALL VENDORS WHO ARE INTERESTED AND WHO NOTIFY RISK MANAGEMENT WILL BE INFORMED OF THE DATE AND TIME AND WILL BE ELIGIBLE TO PARTICIPATE PROVIDED THAT THEIR COMPANY HAS NO LESS THAN A B+ FINANCIAL STRENGTH RATING FROM A. M. BEST OR NO LESS THAN A BBB RATING FROM FITCH RATINGS.

(3) The City may allow insurance companies, who offer the following types of supplemental insurance, to be eligible for payroll deduction when 25 or more employees enroll and agree to participate during the annual fair:

- | | |
|--------------------|---------------------|
| ❖ Accident | ❖ Hospital Income |
| ❖ Cancer | ❖ Intensive Care |
| ❖ Coronary Care | ❖ Supplemental Life |
| ❖ Critical Illness | ❖ Legal Insurance |
| ❖ Disability | |

(4) Companies offering benefit products pertaining to homeowner's insurance and automobile insurance will not be eligible for payroll deductions.

(5) At any time that a vendor's enrollment, for a product that is eligible for payroll deduction, falls below 25 or whose company falls below a B+ financial strength rating from A. M. Best or no less than a BBB rating from Fitch ratings, the vendor will be notified that their product is no longer eligible for payroll deduction and employees will be billed individually by that vendor.

(6) As respects, any voluntary benefit provider(s) that offer products or services to City employees, the City:

- a) Has no affiliation with such provider(s);
- b) Has no financial interest with such provider(s);
- c) Is not responsible for such provider(s);
- d) Does not endorse, guarantee, warrant or otherwise support any product(s) or service(s) offered or supplied by such provider(s).

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EMPLOYEE BENEFITS**POLICY # 502: VACATION****Policy:**

It is the policy of the City to grant annual leave (vacations with pay) to full-time and part-time permanent employees in accordance with the guidelines established below. Annual leave is a wage replacement benefit.

Comment:

- (1) The established vacation year is the fiscal year, July 1 through June 30 each year. Vacations are accrued or earned based on the employee's length of service, calculated from permanent hire date, and on the time worked during the preceding calendar year.
- (2) Employees may accumulate two hundred forty (240) hours of annual leave plus the accumulation for one (1) year of service as identified in paragraph (7).
- (3) On July 1 of each year, the maximum annual leave carry-forward shall not exceed two hundred forty (240) hours.
- (4) Upon Retirement, all unused and unpaid vacation in excess of the maximum allowable hours to be paid will be converted to retirement credit.
- (5) Transfer of annual vacation or sick leave from one employee to another employee for any reason is strictly prohibited by ordinance. Sale of annual leave or sick leave is prohibited except as outlined in Sec. 21-23 (a) (4) , Sec. 21-23 (a) (5), Sec. 21-23 (a) (8), and Sec 21-23 (c).
- (6) Upon separation of employment or retirement, an employee will be entitled to receive compensation for accumulated annual leave not to exceed two hundred forty (240) hours.
- (7) The Mayor and/or Council may establish separate criteria for annual leave for any unclassified employee under their supervision. Said criteria shall not exceed twenty (20) days of annual leave for unclassified employees with less than ten (10) years of service, and shall not exceed twenty-four (24) days of annual leave for unclassified employees with ten (10) or more years of service.

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- (8) Annual leave shall accumulate at the same rate for all City employees and shall accumulate according to the following schedule:

Service Period (<i>permanent hire date</i>)	Paid Vacation Leave
0 - 1 year	12 days (.0462 per hour)
1 - 4 years	15 days (.0577 per hour)
5 - 9 years	18 days (.0692 per hour)
10 - 14 years	21 days (.0808 per hour)
15 years and over	24 days (.0923 per hour)

- (9) Permanent part-time employees who work at least twenty (20) hours per week (1040 hours per year) are entitled to vacation on a pro-rata basis. The Service Period of the vacation will be determined on the same basis as for full-time employees. Paid Leave shall accumulate based on the employee's actual number of part-time hours worked per week. Temporary employees do not receive paid vacation.
- (10) Employees who feel that there is a discrepancy in the calculation of their vacation pay or eligibility may request a review of that calculation by the Finance Department.
- (11) Vacation pay for full-time and permanent part-time employees will consist of the employee's regular rate of pay for the vacation period and will be paid on the regularly scheduled payday.
- (12) Directors may require employees to submit vacation plans to their supervisor each July for the following vacation year. Management reserves the right to designate when some or all vacations must be taken. Vacation requests should be submitted at least five (5) business days prior to the date requested or in accordance with written departmental procedures. Department Directors are responsible for ensuring adequate staffing levels, and should attempt, when feasible, to resolve vacation scheduling conflicts based on length of service. However, employees who want to change their plans after the vacation schedule has been set lose their seniority consideration.
- (13) The Department Director makes the final decision based on department work load.
- (14) Employees may not receive vacation pay in lieu of time off.
- (15) When employment is terminated, classified employees will be paid for unused vacation accrued at the time of termination up to the maximum number of hours allowed. Unclassified employees will be paid in accordance with Section 21.23(c) of the Code of Ordinances.

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EMPLOYEE BENEFITS**POLICY # 503: HOLIDAYS****Policy:**

It is the policy of the City to designate and observe certain days each year as holidays. Eligible employees will be given a day off with pay for each holiday observed.

Comment:

- (1) The Mayor shall approve the schedule of holidays the City will observe during the coming calendar year. The City of Slidell grants its employees fourteen (14) paid holidays per year, as follows:

New Year's Day
Martin Luther King, Jr. Birthday
Lundi Gras
Mardi Gras
Good Friday
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving
Day after Thanksgiving
Christmas Eve Day
Christmas Day
New Year's Eve

The Civil Service Director shall distribute the holiday schedule before the beginning of the calendar year.

- (2) Full-time employees are eligible to receive eight (8) hours of pay at their regular rate of pay for each observed holiday. Permanent part-time employees are eligible to receive holiday pay only for holidays on which they would normally be scheduled to work, and only for their regularly scheduled number of hours on that day. School Crossing Guards receive pay for all city observed holidays. Temporary employees, Seasonal employees, and employees on unpaid Leaves of Absence or on lay-off are not eligible to receive holiday pay.
- (3) To receive holiday pay, an eligible employee must be at work or taking an approved absence on the work days immediately preceding and immediately following the day on which the holiday is observed. An approved absence is a day of paid vacation or paid short-term absence. If an employee is absent on one or both of these days because of an illness or injury, the City reserves the right to verify the reason for the absence before approving holiday pay.

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- (4) A holiday that occurs on a Saturday or Sunday generally will be observed by the City on either the preceding Friday or the following Monday.
- (5) The City recognizes that some employees may wish to observe, as periods of worship or commemoration, certain days that are not included in the City's regular holiday schedule. Accordingly, employees who would like to take a day off for those reasons may do so if it will not unduly disrupt the City's business and if the employee's supervisor approves. Employees may use vacation time or they may take the time off as an unpaid scheduled absence.
- (6) City employees receive one (1) eight (8) hour day of Birthday leave each year. On January 1 of each year, employees are credited with a day of Birthday leave. The leave must be used by December 31, or it will be lost. Employees may use Birthday leave anytime during the calendar year provided the proper notification is given to the employee's supervisor and the date is approved by the supervisor. Employees hired after January 1 will not be eligible for Birthday leave until January 1 of the following year.
- (7) The City may schedule work on an observed holiday as it considers necessary. If a full time employee works on a holiday; he receives eight (8) straight hours of pay for the holiday, plus time and a half for actual hours worked on the holiday. If a permanent part-time employee, who works at least 20 hours per week works on a holiday, he receives straight pay for the holiday (normal scheduled hours) plus time and a half for actual hours worked on the holiday. Temporary employees and employees working less than 20 hours per week receive straight pay only for the hours worked on the holiday. Police department employees who work details on the actual holiday and/or on the date that the City observes a recognized holiday will be paid the detail holiday rate for all details worked on those days.

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EMPLOYEE BENEFITS**POLICY # 504: EMPLOYEE COUNSELING****Policy:**

It is the policy of the City to assist employees with counseling and referral services that will help in solving personal problems, both on and off the job, and career planning.

Comment:

- (1) Personal difficulties can adversely affect job performance. Accordingly, employees experiencing personal problems are encouraged to seek assistance from their supervisor or the Employee Assistance Program (EAP) Coordinator (Civil Service Director).
- (2) Supervisors should be alert to signs of the existence of personal problems among their employees. Indications of personal problems include excessive absenteeism, changes in both behavior and employee attitudes, and substandard job performance.
- (3) Supervisors, where appropriate, should try to communicate with employees who seem to be experiencing problems. Depending on the circumstances, the supervisor should proceed as follows:
 - a) If an employee's problem seems to require professional counseling, or does not lend itself to an easy solution, the supervisor should refer the employee to the EAP Coordinator using the EAP Referral Form.
 - b) If the employee's problem is an unresolved complaint or grievance, the supervisor should advise the employee of the appropriate steps to be taken in compliance with the Grievance Procedure.
- (4) Employees needing extended treatment may request a Leave of Absence in accordance with the City's leave policy.
- (5) The Human Resources Office will, to the degree its resources permit, provide counseling and reference information for employees seeking guidance on education, career planning, and retirement planning.
- (6) Employees are required to meet satisfactory standards of job performance. Performance reviews are to be based on factors related to job performance, regardless of whether an employee seeks counseling. In certain circumstances, however, the City may require an employee to participate in counseling as a condition of continued employment.

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- (7) Communications between employees, supervisors, the Human Resources Department, and professional counselors or agencies, as a result of this policy, shall be confidential except to the degree necessary to protect the safety of the employee or others or to protect the security of City property.

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EMPLOYEE BENEFITS**POLICY # 505: SERVICE AWARDS****Policy:**

It is the policy of the City to recognize long term service to the organization by presenting service certificates to eligible employees according to the guidelines that appear below.

Comment:

- (1) All Full-time and Part-time employees are eligible to receive a service certificate upon completion of five (5) years of service and at the end of every additional five (5) years of service.
- (2) If a break in service of over thirty (30) days occurs, service credit will be counted from the most recent hire date.
- (3) The Human Resources Office shall identify the employees who will be honored, notify the Mayor, the Chief of Police and their representatives, order the certificates, arrange for appropriate announcements and publication of awards, both internally and externally, and arrange the presentation.
- (4) Employees will be recognized at a quarterly presentation ceremony, following their anniversary date.

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EMPLOYEE BENEFITS**POLICY # 506: BREASTFEEDING****Policy:**

It is the policy of the City to support all of our pregnant and postpartum employees who consider breastfeeding their children as a means of promoting the health of both the child and mother. We support our employees in their efforts to return to work while breastfeeding.

Comment:

- (1) Maternity leave planning will address the transition from fulltime maternity leave to fulltime work and the impact that this may have on breastfeeding. Employees requesting a leave of absence due to pregnancy may request a combination of full-time and part-time leave, a flexible work schedule to accommodate breastfeeding needs, and break times to use a breast pump at work.
- (2) Breastfeeding employees are allowed a flexible schedule for pumping. The time allowed will not exceed the normal time allowed for lunch and breaks. For time in addition to normal lunch and breaks, an employee may request accommodation to come in earlier, leave later or take a shorter lunch break. If those options are not available the employee may use sick or vacation leave when available.
- (3) The Human Resources Office will provide a private room where nursing mothers may nurse an infant brought in during lunch or breaks, or pump breast milk to be stored for later use. Alternate rooms may be designated in other buildings that are more conveniently located to the employees work area as long as the room is private, the door has a lock, electrical outlets for breast pump use and a sink close by for hand washing and cleansing breast pump equipment.
- (4) If needed, scheduling will occur to ensure that all those needing the room will have the opportunity to use it.
- (5) Department refrigerators may be used to store expressed milk or employees may bring their own cold storage containers. Employees will provide their own containers and milk stored in a communal refrigerator must be clearly labeled with name and date. Milk should be taken home at the end of each shift.

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CITY PROPERTY AND WORK AREAS**POLICY # 600: EMPLOYEE SAFETY****Policy:**

It is the policy of the City to comply with all applicable federal, state and local health and safety regulations and to provide a work environment as free as practicable from recognized hazards. Employees are expected to comply with all safety and health requirements whether established by the City or by federal, state, or local law.

Comment:

- (1) The City has appointed a Safety Officer, the Risk Manager, to oversee the City's safety and health standards established as a result of the Occupational Safety and Health Act and any other applicable federal, state, or local employee safety laws or regulations.
 - a) Monitoring compliance with City safety rules and regulations and the applicable safety and health standards established as a result of the Occupational Safety and Health Act and any other applicable federal, state, or local employee safety laws or regulations.
 - b) Developing and implementing written safety plans or programs as needed.
 - c) Investigating, correcting, and reducing recognized unsafe and unhealthy working conditions or potential hazards.
 - d) Conducting periodic safety and health inspections of all work areas, machinery, equipment, and any recognized potentially hazardous City facilities.
 - e) Representing the City during investigations conducted by the Occupational Safety and Health Administration (OSHA); by any other federal, state, or local safety and health personnel; or by insurance underwriting representatives.
 - f) Organizing the safety training and retraining of employees.
 - g) Monitoring compliance with the various requirements established by any law or by the City's insurance carrier relating to record-keeping and the retention of records.
 - h) Establishing fire prevention and fire fighting programs, conducting fire drills, testing fire-fighting equipment, and enforcing no smoking policies where appropriate.
 - i) Assist in developing disaster preparedness plans.
 - j) Investigating all accidents, hazardous incidents, and fires involving City employees, or which occur on City premises, and preparing the required reports.
 - k) Posting notices required by law or by the organization's insurance carrier; and

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- l) Evaluating the effectiveness of the City's safety program.
- (2) Supervisors are responsible for ensuring that employees under their supervision understand and comply with all City safety rules, regulations, and procedures. Supervisors' safety responsibilities include;
 - a) Being familiar with all safety and health procedures relevant to the operations under their supervision;
 - b) Inspecting their work areas periodically;
 - c) Training their employees in safety matters or arranging for safety training where appropriate;
 - d) Identifying conditions that are recognized in the City's facilities as being unsafe; and
 - e) Reporting accidents and injuries to the Safety Officer immediately and ensuring that any injured employee is referred to appropriate medical care.
- (3) Employees should report to the Safety Officer or their supervisor all observed safety and health violations, potentially unsafe conditions, and any accidents resulting in injuries to employees or customers.
- (4) Employees are encouraged to submit suggestions to the Safety Officer concerning safety and health matters. Appropriate awards may be made by management to employees whose suggestions both are adopted and significantly enhance safety, reduce costs, or increase productivity.
- (5) Except for safety work boots as provided in Policy No. 307(3), the City shall provide special clothing and equipment, or reimburse for it, when special clothing or equipment is required by law or by City policy. Employees are responsible for the proper use and maintenance of the clothing and equipment.
- (6) Supervisors should provide information about the availability of employee exposure or medical records to employees who are exposed to known toxic substances and recognized harmful physical agents at the time they are first hired and at least annually after that. These employees also should be notified that they may be required to submit to medical examinations and tests at intervals determined by the length of their time on the job and whenever there is reason to believe that they were unduly exposed to toxic substances or harmful physical agents. Copies of the OSHA regulation requiring access to employee exposure and medical records are available in the office of the Safety Officer for examination.
- (7) Violations of City safety rules, regulations, or procedures will result in disciplinary action, up to and including termination.city property and work areas

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POLICY # 601: MAINTENANCE OF WORK AREAS**Policy:**

It is the policy of the City that work areas must be kept clean and orderly at all times.

Comment:

- (1) Employees are responsible for maintaining their work areas in a clean and orderly fashion. To fulfill this responsibility, each employee should, at a minimum, do the following;
 - a) Place coats, boots, umbrellas, and other items of clothing in designated areas so that work stations are not unnecessarily cluttered;
 - b) Consume any food or beverages only where designated by the Department Director, so that work areas are kept free of food and related litter; and
 - c) Prior to the end of the workday, clean and store all tools and equipment and properly secure any items, papers or information of value.
- (2) Supervisors are responsible for having their employees maintain their work areas according to the requirements of this policy. Each supervisor should:
 - a) Make sure that aisles, floors, and walls are free of debris and other unnecessary items and that all end-of-the-shift tasks have been performed;
 - b) Monitor the facilities and equipment and issue maintenance requests where appropriate;
 - c) Arrange for removal of any items from the work place that are not needed for the flow of business or the enhancement of employee comfort;
 - d) Correct any existing or potential workplace hazards and safety violations immediately; and
 - e) Ensure the proper disposal of all trash, waste, and scrap.
- (3) The City will attempt to maintain the temperature, lighting, and noise level of its facilities at a level that is comfortable for employees, yet appropriate for the nature of its operations. Employees should inform their supervisor of any concerns about working conditions.
- (4) Employees must abide by the smoking restrictions established by state or local law and may smoke only in the areas where it is specifically permitted by City policy

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CITY PROPERTY AND WORK AREAS**POLICY # 602: PERSONAL PROPERTY****Policy:**

It is the policy of the City to ask employees to refrain from bringing unnecessary or inappropriate personal property to work.

Comment:

- (1) The City recognizes that employees may need to bring certain personal items to work. However, personal property that is not related to the employee's job performance may disrupt work or pose a safety risk to other employees.
- (2) Employees are expected to exercise reasonable care to safeguard personal items brought to work. The City is not responsible for the loss, damage, or theft of personal belongings, and employees are advised not to carry unnecessary amounts of cash or other valuables with them when they come to work.
- (3) The City may assign each employee a locker or storage area for safekeeping small personal effects during working hours. In addition, closets in designated areas are available for the storage of outdoor clothing. Employees are responsible for maintaining their lockers or storage areas in a clean and sanitary manner and should keep them locked at all times.
- (4) Articles of personal property found on the premises should be returned to the owner, if known, or turned in to the Department Director. Inquiries regarding lost property should be directed to the Department Director.
- (5) City offices/facilities are provided for the sole purpose of facilitating the work/operations of the City. Employees are strongly encouraged to keep all personal property at their home or a place other than the "Workplace." Workplace is defined as those areas and items that are related to work and generally within the City's control.

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CITY PROPERTY AND WORK AREAS**POLICY # 603: SOLICITATION****Policy:**

It is the policy of the City to prohibit solicitation and distribution on its premises by non-employees and to permit solicitation and distribution by employees only as outlined below.

Comment:

- (1) The City limits solicitation and distribution on its premises because those activities can interfere with its normal operations, reduce employee efficiency, annoy customers, and pose a threat to security.
- (2) The Civil Service Director is responsible for administering this policy and enforcing its provisions. Employees shall be subject to disciplinary action for violating this policy.
- (3) Individuals not employed by the City are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services, or engaging in any other solicitation, distribution, or similar activity on City premises. The Chief of Staff or the Chief of Police may make exceptions for charities and other offers which he feels would help City employees, e.g., discount membership in a health club.
- (4) The City may authorize a limited number of fund drives by employees on behalf of charitable organizations or for employee gifts. Employees are encouraged to volunteer to assist in these drives, but their participation is entirely voluntary.
- (5) The following restrictions apply when employees engage in permitted solicitations or distribution of literature for any group or organizations, including charitable organizations:
 - a) The sale of merchandise or services is prohibited on City premises.
 - b) Soliciting and distributing literature during the working time of either the employee making the solicitation or distribution, or the targeted employee, is prohibited. The term "working time" does not include an employee's authorized lunch or rest periods or other time when the employee is not required to be working.
 - c) Distribution of literature is prohibited in work areas at all times.
 - d) Distributing literature in a way that causes litter on City property is prohibited.

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- e) Off-duty employees are not allowed to return to the interior or working areas of the City premises until their next scheduled work time, except as a customer of the City.
- (6) The City maintains bulletin boards to communicate City information to employees and to post notices required by law. These bulletin boards are for the posting of City information and notices only, and only persons designated by the Chief of Staff or the Chief of Police may place notices on or take down material from the bulletin boards. The unauthorized posting of notices, photographs, or other printed or written materials on bulletin boards or any other City property is prohibited.

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CITY PROPERTY AND WORK AREAS**POLICY # 604: WORKPLACE VIOLENCE****Policy:**

The City expressly prohibits any acts or threats of violence by any employee or former employee against any other employee. The City does not condone any acts or threats of violence against its employees, customers, or visitors by any individual on the City's premises or at work sites at any time or while they are engaged in business with or on behalf of the City, on or off City premises.

Definitions:

Firearm when used is defined as a handgun, pistol, revolver, rifle, shotgun, pellet gun, BB gun or or any other firearm or other instrument customarily used or intended for probable use as a dangerous weapon by any definition. Additional definition set out in LSA R.S. 40:1781.

Concealed weapon when used is defined by LSA R.S. 40:1379.3

Comment:

(1) To support the City's objectives to provide a safe and healthful work environment, the City is committed to the following:

- a) To take prompt remedial action, up to and including immediate termination, against any employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures.
- b) To take appropriate action against customers, former employees, or visitors to the City's facilities who engage in such behavior. Such actions may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
- c) To prohibit employees, former employees, customers, and visitors, including individuals in possession of a Statewide permit for concealed handguns, except law enforcement officers or properly qualified retired law enforcement officers, from bringing firearms or other weapons onto the City's premises. It shall be unlawful for any person to have in his possession a firearm, pellet gun, BB gun or other instrument customarily used or intended for probable use as a dangerous weapon on property comprising parks, playgrounds, recreational areas or facilities or buildings owned or operated by the City.

* This prohibition shall not apply to:

(1) any law enforcement officer in the performance of his official duties; (2) historic weapons or reproduction historic weapons when used in accordance with the Department of Cultural Arts; (3) weapons kept unloaded in a case within a locked

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privately owned vehicle; (4) instances where the Mayor has granted special permission because the possession of weapons will be used in a manner that furthers the purposes and objectives of the City.

Under the laws and regulations provided above, a person who legally owns a firearm may secure the firearm in a case stored in a locked privately owned vehicle and/or hidden from plain view while entering and/or visiting property owned and administered by the City, provided that weapon is kept unloaded.

Additional law source: LSA R.S. 32:292.1; LSA R.S. 40:1379.3; LSA R.S. 40:1781.

- d) To establish practical security measures to ensure that the City's facilities and work sites are safe and secure to the maximum extent possible and to deal properly with access to City facilities by the public, off-duty employees, and former employees.
- (2) Employee Assistance Program: In support of this policy, the City provides an employee assistance program (EAP). Any employee who displays a tendency to engage in violent, abusive, or threatening behavior or who otherwise engages in behavior that the City, in its sole discretion, deems offensive or inappropriate, may be referred to the EAP for counseling or other appropriate treatment. Such employees will also be subject to disciplinary action, up to and including termination.
- (3) Duty to Warn: Employees have a duty to warn their supervisors or the Civil Service Director if they are aware of or suspect any problematic workplace activity, situations, or incidents that involve other employees, former employees, customers, or visitors. This would include, for example, threats, acts of violence, and aggressive or threatening behavior. Employee reports made pursuant to this policy will be held in confidence, to the maximum possible extent. The City does not condone any form of retaliation against any employee for making a report under this policy.

Procedure:

- (1) Crisis Assessment: Crisis assessment is a response to serious actions or threats against individuals or the City. In the event of such actions or threats, the Chief Administrative Officer (CAO) may convene a crisis assessment team.
- (2) Physical Hostile Actions: Physical hostile actions that may be considered endangering or life threatening by or against any employee or individual on City property, or while an employee is off-premises engaged in City business, shall be responded to by calling the Slidell Police Department. Upon such notification, the following procedure will be observed:
 - a) The CAO or his designee shall assess and determine the proper response to the incident and ensure that the police have been contacted, if appropriate.

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- b) Physical hostile actions or threats by an employee require immediate suspension or termination. Law enforcement action may also be required.
- (3) Personal Threats Against Individuals or the City: Confrontational threats while at work should be dealt with in the following manner:
- a) The supervisor and the Civil Service Director shall immediately meet with the individual or individuals involved.
 - b) Depending on the seriousness of the threats; actions may include suspension (to allow time for gathering additional facts,) written warning, or termination.
 - c) For employees suspended or terminated, police may be notified and the individual escorted off the premises if necessary.
 - d) Notification of police.
 - e) Further follow-up through a crisis assessment may be invoked as warranted.
- (4) Other Threats: Threats against individuals or the City, regardless of how transmitted (in writing, verbally, or electronically,) shall be immediately reported to the CAO and the Police.
- a) The CAO may convene the crisis assessment team to consider the threat, including the nature of the threat, the nature of ongoing communications with the individual, and the circumstances preceding the threat. It will also consider the need for immediate action, including denial of facility access, notifications of law enforcement authorities, and possible legal action against the individual making the threat.
- (5) Field Locations: Hostile actions or in-person, written, or electronic threats occurring at work site locations should follow these procedures;
- a) Hostile actions and threats must be made known to the senior on-site manager immediately and the Department Director. The Director shall contact the Civil Service Director to determine the next steps to be taken in concert with the crisis assessment team and to determine the appropriateness of contacting local law enforcement agencies.
 - b) The senior manager will record details of the incident for analysis and review by the Civil Service Director and local law enforcement officials if necessary.
- (6) Documentation: any material relevant to the incident shall be maintained until the CAO and the City Attorney decide on its proper disposition. In all circumstances, the Department Director and the Civil Service Director shall maintain a complete and detailed log of events for review regularly and as needed.

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CITY PROPERTY AND WORK AREAS**POLICY # 605: SECURITY****Policy:**

It is the policy of the City to make reasonable efforts to provide for the security of its property, its employees, and authorized visitors to its premises.

City offices/facilities are provided for the sole purpose of facilitating the work/operations of the City. Employees are strongly encouraged to keep all personal property at their home or a place other than the "Workplace." Workplace is defined as those areas and items that are related to work and generally within the City's control. No reasonable expectation of privacy extends to employees for the use of property/items issued and/or owned by the City. This includes, but is not limited to, areas such as City issued cell phones and computers, desks and filing cabinets, lockers, and City vehicles.

The City is compelled to protect the public's interest in maintaining an efficient and proper operation of the Workplace. Therefore, when there is a belief that evidence exist of ("Employment") work-related misconduct or work-related materials which may be expected to be located in a particular area, a reasonable search may be conducted by the City.

Firearm when used is defined as a handgun, pistol, revolver, rifle, shotgun, pellet gun, BB gun or or any other firearm or other instrument customarily used or intended for probable use as a dangerous weapon by any definition. Additional definition set out in LSA R.S. 40:1781.

Concealed weapon when used is defined by LSA R.S. 40:1379.3

Comment:

- (1) The City has appointed the Risk Manager to oversee the City's security policies and procedures. The Risk Manager's responsibilities include:
 - a) Recommendation, implementation, enforcement, and auditing of all security procedures.
 - b) Evaluation, installation, maintaining, and operating security devices and systems.
 - c) Communication with and maintaining relationships with law enforcement agencies.
 - d) Investigation of theft and vandalism occurring on City premises or involving City property; and communication with all Directors, Police Department, City Attorney and CAO regarding the following:

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- e) Communication of security procedures to employees and training employees with respect to their security responsibilities.
- (2) Employees shall be issued identification badges by the Human Resources Office upon employment with the City.
- (3) Employees, former employees, customers, and visitors, including individuals in possession of a Statewide permit for concealed handguns, except law enforcement officers or properly qualified retired law enforcement officers, are prohibited from bringing firearms or other weapons onto the City's premises or at City sponsored events. It shall be unlawful for any person to have in his possession a firearm, pellet gun, BB gun or other instrument customarily used or intended for probable use as a dangerous weapon on property comprising parks, playgrounds, recreational areas or facilities or buildings owned or operated by the City. Employees are further prohibited from carrying weapons in an employer-provided vehicle while on City business except for those employees who are required to transport or store a firearm in the official discharge of their duties.

* This prohibition shall not apply to:

- (1) any law enforcement officer in the performance of his official duties; (2) historic weapons or reproduction historic weapons when used in accordance with the Department of Cultural Arts; (3) weapons kept unloaded in a case within a locked privately owned vehicle; (4) instances where the Mayor has granted special permission because the possession of weapons will be used in a manner that furthers the purposes and objectives of the City.

Under the laws and regulations provided above, a person who legally owns a firearm may secure the firearm in a case stored in a locked privately owned vehicle and/or hidden from plain view while entering and/or visiting property owned and administered by the City, provided that weapon is kept unloaded.

Additional law source: LSA R.S. 32:292.1; LSA R.S. 40:1379.3; LSA R.S. 40:1781

- (4) Employees who want to take City property or equipment off premises must have their supervisor's written authorization. Failure to receive prior authorization shall result in discipline. Employees shall be responsible for the proper care and return of all City property and equipment assigned to their possession.
- (5) Employees are subject to questioning, surveillance, vehicle use monitoring (GPS or other forms) whenever the City deems it is necessary to maintain security in the Workplace. The City retains the right to search any City Workplace(location, property, items) where there is a reasonable belief that evidence exists of ("Employment") work-related misconduct or work-related materials which may be expected to be located in a particular area. The City shall contact the Police Department if criminal activity is expected.

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- (6) Employees may enter or remain on the City's premises outside their normal working hours only when they have been authorized to do so by their supervisor.
- (7) Employees shall exercise reasonable care for their own protection and for that of their personal property while on the City's premises and while away from the premises on business. The City assumes no responsibility for loss, damage, or theft of personal property.
- (8) Employees are expected to know and comply with the City's security procedures and are expected to report any violations or potential problems to the Risk Manager. Violations of City security rules or procedures shall result in disciplinary action, up to and including termination. Illegal acts committed by employees shall be reported to law enforcement authorities.

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CITY PROPERTY AND WORK AREAS**POLICY # 606: TOBACCO USE AND SMOKING****Policy:**

It is the policy of the City to comply with all applicable federal, state, local regulations and evidence best practices regarding tobacco use and smoking in the workplace and to provide a work environment that promotes productivity and the well-being of its employees.

The City hereby adopts, as if stated herein in its entirety, Louisiana Revised Statute 40:1291 *et seq.*

Definitions:

"City building" means any building owned or operated by the City of Slidell.

"City vehicle" means any vehicle of any description owned or operated by the City of Slidell.

"Smoking" means inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product.

"Tobacco and/or Tobacco product" means cigarettes, cigars, pipe tobacco, including granulated, plug cut, ready rubbed and any other kind and form of tobacco, and any other lighted combustible plant material, dipping, chewing, e-cigarettes, and vapor products.

"Vapor products" mean any noncombustible product containing nicotine or other substances that employ a heating element, power source, electronic circuit, or other electronic, chemical or mechanical means, regardless of shape or size, used to produce vapor from nicotine in a solution or other form. "Vapor products" include any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product of device and any vapor cartridge or that container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product of device."

Comment:

- (1) Tobacco use or other tobacco product and smoking are prohibited in any City building and within twenty-five feet of an entrance of a City building.
- (2) Tobacco use and or other tobacco product and smoking are prohibited in any vehicle or piece of equipment owned or operated by the City.
- (3) Directors and supervisors shall enforce the regulations. The tobacco and smoking policy applies to employees, customers and visitors while on the City's premises.

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- (4) Directors shall establish a designated "smoking area" consistent with this policy and clearly mark as such. More specifically the designated smoking area cannot be in or within twenty-five feet of an entrance to a building owned or operated by the City.
- (5) Employees shall exercise common courtesy and respect the needs and sensitivities of coworkers with regard to the smoking policy. Complaints about tobacco/smoking issues should be resolved at the lowest level possible, but may be processed through the City's Grievance Procedure. Employees who violate the policy shall be subject to disciplinary action.
- (6) The City does not discriminate against individuals on the basis of their use of legal products, such as tobacco.
- (7) Employees may contact the Civil Service Director or Risk Manager for information regarding the effects of tobacco use, the availability of smoking cessation programs and the LA Quit-Line (1-800-QuitNow), which is a free counseling service for tobacco cessation.

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ABSENCE FROM WORK**POLICY # 700: ATTENDANCE AND PUNCTUALITY****Policy:**

It is the policy of the City to require employees to report for work punctually and to work all scheduled hours and any required overtime. Excessive tardiness and poor attendance disrupt work flow and customer service. It should be understood that each job and each department is unique.

Definitions:

- (1) **Absenteeism:** a pattern of unscheduled absences from work or late arrival to work, or leaving work before the end of the duty day.
- (2) **Tardy:** punching or clocking in past the employee's scheduled starting time. Three (3) instances will equal one (1) unscheduled absence for disciplinary purposes.
- (3) **Scheduled authorized leave:** planned time away from work that is scheduled and approved in advance by the supervisor; including sick leave, vacation leave, and leave without pay (LWOP.)
- (4) **Unscheduled authorized leave:** unscheduled time away from the job due to an emergency medical situation involving the employee, their spouse, or child(ren) where the medical situation involves emergency treatment requiring admission to the hospital or an emergency outpatient medical procedure. An absence, when certified, would be considered eligible under the Family and Medical Leave Act. The employee must provide the supervisor with verification of hospital treatment or admission.
- (5) **Unscheduled Absence:** unscheduled time away from the job, including early departure, sick leave, vacation leave, and leave without pay.

Comment:

- (6) Supervisors shall notify employees of their starting, ending and break times. Employees are expected to be engaged in carrying out their duties during all scheduled work time and should be ready to begin working at their scheduled starting time. All absences and any tardiness or early departures for non-exempt employees shall be recorded.
- (7) Employees shall notify their supervisor as far in advance as possible whenever they are unable to report for work, know they will be late, or must leave early. the notice shall include the reason for absence and when the employee can be expected to report for work. If the supervisor is unavailable, notification shall be made to the next higher supervisor in the chain of command.

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- (8) Employees who have accrued vacation or sick leave, will be compensated during authorized absences in accordance with Policy 502 and this policy. Employees are encouraged to provide their supervisor with a written request for absence in accordance with the vacation and sick leave policies or at least thirty (30) calendar days prior to the date being requested. An authorized absence is one that has been scheduled and approved a minimum of five (5) calendar days prior to the date requested or in accordance with individual written departmental policies. An absence is considered unscheduled if the employee has not followed proper request and notification procedures. Non-exempt employees will not receive compensation for time missed because of tardiness or early departure if the time missed exceeds seven (7) minutes after starting time or before quitting time. Failure to notify the supervisor properly of any absence may result in loss of compensation during the absence and may be grounds for disciplinary action.
- (9) Non-exempt employees who are delayed in reporting for work more than sixty (60) minutes and who have not notified their supervisor of their expected tardiness may lose their right to work the balance of the workday. In addition, employees who report for work without proper equipment or in improper attire may not be permitted to work. Employees who report for work in a condition considered not fit for work, whether for illness or any other reason, will not be allowed to work.
- (10) Non-exempt employees will not be required or permitted to work any period of time before or after scheduled starting or quitting times for the purpose of making up time lost because of tardiness, unscheduled absence, scheduled absence, or any other reason if the result will be that the employee works more than forty (40) hours during the workweek.
- (11) Employees must report to their supervisor **before beginning work** after being late or absent, give an explanation of the circumstances surrounding their tardiness or absence, and, when applicable, provide doctor certification that they are fit to return to work. The supervisor should record the information in the employee's file and forward a copy to the Human Resources Office. When appropriate, the supervisor should counsel the employee on the importance of good attendance and warn that excessive tardiness or absences will lead to discipline, up to and including termination.
- (12) Employees must obtain permission from their supervisor in order to leave the City premises or the work site during hours other than for lunch. In addition, employees who are frequently away from the premises for business reasons should inform their supervisors of their whereabouts during working hours.
- (13) Absences (scheduled or unscheduled) and tardiness may be considered excessive when they impede the City's ability to conduct business effectively. Any employee who is absent from work for more than twenty-five (25) percent of their scheduled hours may face disciplinary action up to and including termination.

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- (14) Employees who are absent from work for three (3) consecutive days without giving proper notice to the City will be considered as having voluntarily quit. At that time, the City will formally note the termination and advise the employee of the action by certified mail to the employee's last known address.

Notification Procedure:

- (1) Employees unable to be at work as scheduled must notify their supervisors each day they are absent. The employee must make the call himself and speak directly to this immediate supervisor, the Department Director, or the **Department Director's designated representative**.
- (2) Employees under a physician's care may provide a physician's note to their supervisor within twenty-four (24) hours of visit and will not be requested to call daily for the period of recuperation indicated on the physician's note.
- (3) Employees who qualify under FMLA must update their supervisor's of their status at a minimum of every thirty (30) days. FMLA qualified absences are considered excused.
- (4) Voice mail or messages with co-employees are not acceptable.
- (5) The employee must give a specific reason for absence and the expected date of return.
- (6) The employee must notify within one (1) hour of the start of his scheduled shift.
- (7) Failure to provide proper notification will be grounds for disciplinary action.

Excessive Absenteeism:

- (1) For the purpose of rating on employee performance reviews: The following scale will allow supervisors to judge employees' attendance, and will serve as a reference to score the "Dependability/Attendance" competency on Police performance reviews or "Reliability" competency on Municipal performance reviews during a quarterly or annual evaluation period.
- a) Scheduled absences will not be considered in determining if the employee's attendance meets standards.
 - b) Three (3) occurrences of tardiness or early departure = One (1) absence.
 - c) Each day of unscheduled absence will be counted one (1) for one (1).
 - d) Each incidence of unscheduled authorized absence (regardless of length) will be counted as one unless certification of FMLA has been received, at which time the absence will be considered as a scheduled absence.

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- (2) For the purpose of determining the need for disciplinary action: The following scale will allow supervisors to judge employees attendance for disciplinary reasons during quarterly or annual period of time. Attendance monitored on a three (3) month basis will be monitored for four (4) quarters following the initiation of disciplinary action. A twelve (12) month period of disciplinary action will begin on the date of the first infraction.

Municipal EE's	Exceeds Expectations		Meets Expectations		Does Not Meet Expectations
3 months	0		1		≥2
6 months	≤ 1		2		≥ 3
9 months	≤ 2		3		≥ 4
12 months	≤ 3		4-5		≥ 6

Penalties:

- (1) Failure to properly notify the appropriate supervisor for an unscheduled absence will result in no pay and may also result in disciplinary action.
- (2) Employees who are rated as "Does not meet expectations" or "Performance is at an unacceptable level" on "Reliability" or "Dependability/Attendance" during their probationary period will not be offered continued employment.
- (3) Full-time and Part-time Classified Employees who receive a rating below Meets Expectations or Performance Meets Acceptable Level during any rating period will receive a letter of warning.
- (4) Full-time and Part-time Classified Employees who receive a rating of Does not meet expectations or Performance is at an unacceptable level during any rating period will receive a pre-disciplinary hearing.
- (5) Any employee who has a continuing pattern of tardiness, leaving early, and/or unscheduled absence and who receives two pre-disciplinary hearings within a twelve (12) month period will be subject to disciplinary action up to and including termination.

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ABSENCE FROM WORK**POLICY # 701: SICK LEAVE****Policy:**

It is the policy of the City to permit employees to be absent from work on a scheduled and authorized basis for sickness and injury. To provide a wage replacement benefit to help employees maintain their income during certain authorized absences, the City will provide compensation according to the guidelines below.

Comment:

- (1) Full-time classified and unclassified employees will accrue paid Sick Leave according to the following schedule:
- a) Employees hired on or after July 1, 1999 shall be entitled to the following sick leave benefits:
 - i) Sick Leave shall accumulate at the rate of twelve (12) days per year.
 - ii) Sick Leave accumulation shall be unlimited.
 - iii) Employees shall not be eligible to receive any reimbursement for sick leave upon any type of separation.
 - iv) Upon retirement, unused and unpaid sick leave will be converted to retirement credit for up to thirty-three (33) years for Municipal employees and thirty (30) years for Police employees. Hours in excess of the maximum eligible benefit allowable will be forfeited.
 - b) All City employees hired prior to July 1, 1999 shall have the following employee benefits:
 - i) Sick leave shall accumulate according to the following schedule:

Service Period	Sick Leave Earned
(From Permanent Hire Date)	Work Day
0 - 1 year	12 days (.0462 per hour)
1 - 4 years	15 days (.0577 per hour)
5 - 9 years	18 days (.0692 per hour)
10 - 14 years	21 days (.0808 per hour)
15 years and over	24 days (.0923 per hour)

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- ii) Sick leave accumulation shall be unlimited.
 - iii) An employee, upon retirement, shall be entitled to reimbursement of sick leave not to exceed two hundred forty (240) hours.
 - iv) Upon receipt of a letter to the retirement system indicating that the employee will be retiring or completion of retirement application if the employee did not participate in DROP and receipt of retirement benefits from the retirement system, unused and unpaid sick leave will be converted to retirement credit for up to thirty three (33) years for Municipal employees and thirty (30) years for Police employees. Hours in excess of the maximum eligible benefit allowable will be forfeited.
- (2) Permanent part-time employees who work twenty (20) or more hours per week and School Crossing Guards with one (1) year of service are eligible to receive compensation for sick leave on the same basis as full-time employees, except that their accumulated days will be accrued based on the actual number of hours per week worked to a regular forty (40) hour week.
- (3) Compensation for authorized absences will not be granted before days of sick leave have been accrued. In addition, authorized days off for sick leave will not be considered as working time for calculating weekly overtime compensation. Sick leave is a wage replacement benefit. Employees will not be granted sick leave if doing so would exceed their normally scheduled hours (forty (40) weekly for municipal employees and eighty (80) per pay period for municipal police employees.) Employees who are requesting sick leave in advance for medical appointments or procedures should make that request to their supervisor thirty (30) days in advance of the date requested or in accordance with written departmental procedures. Department Directors may request verification of illness by a medical physician following any absence when sick leave is frequent.
- (4) Employees returning from a sick leave of three (3) consecutive days or more must report to their supervisor, and, when the leave was due to personal illness, certify that they are fit to return to work. The supervisor should make a record of the employee's absence and return to work, and forward a copy to the Civil Service Personnel Department. When necessary, the supervisor should counsel the employee on the importance of good attendance, and warn that excessive absences will lead to discipline, up to and including termination.
- (5) Employees may use up to five (5) days (forty (40) hours) of sick leave each calendar year for their own personal illness or to care for a spouse, child or parent for medical reasons including but not limited to doctor/dental visits, trips to the pharmacy, etc. These absences need not be scheduled in advance and may not require a physician's notice of treatment and release to return to work. Employees may not request sick leave hours for issues not related to illness or medical related problems (e.g., pet illness, car problems, house repairs, etc.).

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- (6) If the request for sick leave is to care for a spouse , child or parent due to a qualifying condition and FMLA would apply, the employee may use more than five (5) days of sick leave per year. Appropriate paperwork must be completed in accordance with Policy # 703. an employee who requests paternal leave to care for a spouse following the birth of a child or to care for a child following adoption or placement for foster care may use up to a maximum of two (2) weeks of sick leave if neither the spouse or the child is ill. If additional time off is desired the employee may use accrued vacation. An employee, who requests sick leave to care for a family member, as defined above, must be continually engaged on an activity related to the care of the family member for all hours of sick leave requested. An employee who engages in other activities outside the scope of care will be considered to have falsified the reason for absence and will be subject to disciplinary action up to and including termination. Please contact Human Resources Office for more information.
- (7) Employees are prohibited from falsifying the reason for an absence. Employees who violate this policy shall be subject to disciplinary action, up to and including termination; and compensation for the absence shall be stopped immediately.
- (8) Transfer of annual vacation or sick leave from one employee to another employee for any reason is strictly prohibited by ordinance. Sale of annual leave or sick leave is prohibited except as outlined in Sec. 21-23 (a) (4) , Sec. 21-23 (a) (5), Sec. 21-23 (a) (8), Sec. 21-23(b)(3), and Sec. 21-23 (c).

NOTE: Subject also addressed in Civil Service Rules.
Vacation Leave Policy # 502.

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ABSENCE FROM WORK**POLICY # 702: CATASTROPHIC LEAVE****Policy:**

The City provides municipal employees and police clerical and non-enforcement employees with the opportunity to participate in a catastrophic sick leave pool, on an annual basis, to assist with wage replacement when they lack the sick or vacation leave necessary to cover their illness during the long-term disability waiting period. In addition, the City complies with Slidell Ordinance 3083 which provides catastrophic leave to all municipal and non-law enforcement employees who participate and LA R.S. 33: 2214 which provides paid catastrophic leave to all Police law enforcement employees.

Municipal Employee Catastrophic Sick Leave Pool:

- (1) Catastrophic Sick Leave Pool participation is based on a Fiscal Coverage Period beginning on July 1st and ending on June 30th of each year. Only employees who contribute are eligible to participate in the catastrophic sick leave pool.
- (2) Upon enrollment an employee must be a full-time employee who has been employed for six (6) months with the City. Commitments to contribute to the Catastrophic Sick Leave Pool shall be made by employees prior to the commencement of the fiscal year in which they will participate. Employee contributions are irretrievable.
- (3) Employees who, due to catastrophic illness, have exhausted their vacation and sick leave would be eligible to draw from this pool. To be eligible to draw from the catastrophic sick leave pool, an employee must have used ten (10) consecutive days of sick leave, vacation leave, or leave without pay.
- (4) The employee is ineligible to withdraw from the pool if receiving benefits such as workman's compensation or under any other form of leave benefits.
- (5) Withdrawals shall be limited to a lifetime maximum of one hundred eighty (180) working days, and not more than sixty (60) working days during any twelve (12) month period. Employees shall accrue normal benefits during this period. Twelve (12) months means the last day catastrophic sick leave pool benefits were drawn for a full twelve (12) month period therefrom.
- (6) Employee's eligibility for this benefit shall be limited to the following reasons:

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- a) Non-elective surgery and recovery therefrom;
 - b) Catastrophic illness or disease such as cancer, heart disease, or stroke;
 - c) Injuries induced by trauma, which requires convalescence, or treatments for a period greater than two (2) calendar weeks;
 - d) Complications resulting from pregnancy.
- (7) The request for withdrawal of days must be accompanied by a physician's certification, which identifies the nature of the illness, or reason why the employee is unable to work and an opinion of how long the employee will remain unable to work.
- (8) The Mayor or his designee through the office of Risk Management shall administer this benefit in a fair and equitable manner and shall decide all applications for withdrawal from the pool. The decision to grant or deny a request shall be final and binding not subject to appeal.
- (9) The Mayor or his designee reserves the right to require a second independent certification by a physician selected by the City and at no cost to the member.
- (10) Transfer of annual leave or sick leave from one employee to another is prohibited.
- (11) Unless Family and Medical Leave (FMLA) has already been exhausted when the employee is granted catastrophic leave, then FMLA will automatically apply to all occurrences of catastrophic leave.

Police Employee Catastrophic Sick Leave Pool:

- (1) When an employee, as defined by Louisiana Revised Statute 33:2214 is incapacitated by a disease which is defined as catastrophic illness, such as cancer, heart attack, incurable or terminal illness or any significant illness incapacitating the individual to such an extent that he/she is unable to perform his/her duty for a prolonged length of time, the employee upon providing physicians documentation and making a written request to the Chief of Police, may be granted up to 365 (three hundred - sixty five) days 52 (fifty-two) weeks of sick leave (Catastrophic Leave) as provided for by Louisiana Revised Statute during any calendar year. Catastrophic Leave will not be granted for employees hired primarily to perform purely clerical or non-enforcement duties after January 1, 1996.

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ABSENCES FROM WORK**POLICY # 703: FAMILY AND MEDICAL LEAVE ACT LEAVE (FMLA LEAVE)****Policy:**

It is the policy of the City to grant employees extended leaves of absence (absences of more five (5) calendar days at one time) only under certain circumstances as stated below. Except as stated below, employees will not receive compensation during an unpaid leave of absence.

Comment:

- (1) Vacation leave and sick leave shall be earned during paid leaves of absence. Vacation and sick leave shall otherwise not be earned during unpaid leaves of absence including unpaid FMLA.
- (2) For serious medical conditions requiring extended absences:
 - a) An employee is required to use accumulated sick or vacation leave during such periods of incapacity;
 - b) Additionally upon expiration of paid leave benefits, the employee should apply for Long Term Disability (LTD) Insurance upon the expiration of the ninety (90) day elimination period;
 - c) During leave under the City's LTD policy, the employee's leave balance will be reduced according to actual hours not worked;
 - d) When the condition also qualifies under FMLA, FMLA leave will begin at the start of the period of incapacity and shall thereafter run concurrently with the ninety (90) day elimination period;
 - e) Extension requests for leaves of absence shall be reviewed on a case by case basis;
 - f) Transfer of annual vacation or sick leave from one employee to another employee for any reason is strictly prohibited by ordinance.
- (3) The Family and Medical Leave Act (FMLA) entitles eligible employees of the City to take job-protected leave for specified family and medical reasons, with continuation of health insurance coverage under the same terms and conditions as if the employee had not taken leave.
- (4) Eligible employees are entitled to up to twelve (12) workweeks , four hundred eighty (480) hours, of FMLA for any of the reasons listed below:
 - a) **The birth of a child and to bond with the newborn child within one year of birth.** The employee's entitlement to FMLA leave for birth and bonding expires twelve (12) months after the date of the birth. Birth and Bonding leave must be taken as a continuous block of leave. Both mothers and fathers have the same right to take FMLA leave for the birth of a child. The City of Slidell will grant fathers two (2) weeks of paid sick leave and the remainder of the leave must be

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vacation or lwop. Pregnancy is considered a disability for mothers, therefore they may take sick leave for the duration of leave.

- b) **The placement with the employee of a child for adoption or foster care and to bond with the newly placed child within one (1) year of placement.** FMLA leave may be taken before the actual placement or adoption of a child if an absence from work is required for the placement for adoption or foster care to proceed. FMLA for this type of occurrence must be a continuous block of leave. An employee's entitlement to FMLA leave for the placement of a child for adoption or foster care expires twelve (12) months after the placement.
- c) **A serious health condition that make the employee unable to perform the functions of his or her job.** An employee who must be absent from work to receive medical treatment for a serious health condition is considered to be unable to perform the essential functions of the position during the absence for treatment. An employee must provide a certification from the healthcare provider in order to qualify for FMLA under this circumstance.
- d) **To care for the employee's spouse, son, daughter, or parent who has a serious health condition.**
 - i) Spouse: Spouse means a husband or wife as defined or recognized in the state where the individual was married and includes individuals in a same-sex marriage or common law marriage. Spouse also includes a husband or wife in a marriage that was validly entered into outside of the United States if the marriage could have been entered into in at least one state.
 - ii) Parent: Parent means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents "in law."
 - iii) Son or Daughter: Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability" at the time that FMLA leave is to commence.
 - iv) In Loco Parentis: The FMLA regulations define in loco parentis as including those with day-to-day responsibilities to care for or financially support a child. Employees who have no biological or legal relationship with a child may, nonetheless, stand in loco parentis to the child and be entitled to FMLA leave. Similarly, an employee may take leave to care for someone who, although having no legal or biological relationship to the employee when the employee was a child, stood in loco parentis to the employee when the employee was a child, even if they have no legal or biological relationship.
- e) Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty. Qualifying exigencies are situations arising from the military deployment of an employee's spouse, son, daughter, or parent to a foreign country. Qualifying exigencies for

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which an employee may take FMLA leave include making alternative child care arrangements for a child of the military member when the deployment of the military member necessitates a change in the existing child care arrangement; attending certain military ceremonies and briefings; taking leave to spend time with a military member on Rest and Recuperation leave during deployment; or making financial or legal arrangements to address a covered military member's absence; or certain activities related to care of the parent of the military member while the military member is on covered active duty. An employee may take qualifying exigency leave for the deployment of a son or daughter of any age.

- f) To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member (military caregiver leave). Eligible family members of both current service members and certain veterans are entitled to military caregiver leave. An eligible employee may also take up to 26 workweeks of FMLA leave in a single 12-month period.
- (5) Employees are eligible for FMLA if they have one year of cumulative service, or as specified by law. The granting and duration of each leave of absence and the compensation received by the employee, if any, shall be determined by the City in conjunction with the applicable federal and state laws.

Notice and Certification:

- (1) Employees shall comply with the City's usual and customary requirements for requesting leave and shall provide the City at least thirty (30) days notice if the need is foreseeable. When the leave is unforeseeable the employee shall give as much notice as possible. The employee should schedule appointments and treatment in order to prevent disruption of the City's operations.
- (2) FMLA leave is not approved until the Director of Civil Service receives medical certification from a health care provider indicating that the request is for a qualifying reason as stated above. The City may also require a second or third opinion (at the City's expense,) periodic recertification's of the serious health condition, and when leave is the result of the employee's own serious health condition, a fitness for duty report to return to work. The City may deny leave to employees who do not meet the eligibility requirements, do not provide advance leave notice or medical certification.
- (3) Employees taking leave under FMLA are entitled to receive health benefits during the leave at the same level and terms of coverage as if they had been working throughout the leave. If, applicable arrangements will be made for employees to pay their share of health insurance premiums while on leave. In some instances, the City may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

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- (4) The employee's use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave. However, employees must first use any accrued birthday leave, vacation, and sick days down to ten (10) remaining vacation leave days and sick leave days before using unpaid FMLA leave for the employee's own serious health condition or for a seriously ill family member.
- (5) Exempt employees who take intermittent or reduced FMLA leave will be expected to use any accrued birthday leave, vacation and sick days for all full days of absence while on FMLA. For partial days worked the exempt employee will record actual hours worked on time record and list remaining time as FMLA. In the event that an exempt employee has exhausted all available birthday leave, vacation and sick days then unpaid FMLA would be utilized and the exempt employee would be paid only for hours actually worked.

Job Restoration and health benefits:

- (1) The City will reinstate an employee returning from FMLA leave to the same or equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, an employee on an FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.
- (2) Certain highly compensated key employees also may be denied reinstatement when necessary to prevent "substantial and grievous economic injury" to the City's operations. A "key" employee is a salaried eligible employee who is among the highest paid ten percent of employees. Employees will be notified of their status as a key employee, when applicable, after they request FMLA leave.

Other Provisions:

- (1) The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.
- (2) Salaried executive, administrative, and professional employees of the City who meet the Fair Labor Standards Act (FLSA) criteria for exemption from minimum wage and overtime do not lose their FLSA-exempt status by using any unpaid FMLA leave. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to eligible employees' use of leave required by the FMLA. Certain highly compensated key employees also may be denied reinstatement when necessary to prevent "substantial and grievous economic injury" to the City's operations. A "key" employee is a salaried eligible employee who is among the highest paid ten percent of employees. Employees will be notified of their status as a key employee, when applicable, after they request FMLA leave.

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ABSENCE FROM WORK**POLICY # 704: MILITARY LEAVE****Policy:**

It is the policy of the City to provide employees who serve in the armed services with leave and benefits in accordance with USERRA, Federal and States laws and City Ordinances.

Definitions:

- (1) **WEEKEND DUTY:** Employees who are mandated to serve one weekend each month in order to remain active in the Armed Services.
- (2) **ANNUAL TRAINING:** Employees who have a period of military training that is required annually
- (3) **VOLUNTARY MILITARY TRAINING:** Any period of military training which is not mandated by your branch of the service but which you can volunteer to participate in.
- (4) **ACTIVE DEPLOYMENT LESS THAN 30 DAYS:** Any period of active mobilization, call-up or deployment which does not exceed 30 days for declaration of war, national emergency or operational training.
- (5) **ACTIVE DEPLOYMENT IN EXCESS OF 30 DAYS:** Any period of active mobilization, call-up or deployment which exceeds 30 days for fulfillment of active status military obligation, declaration of war, national emergency or operational training.
- (6) **MILITARY EXIGENCY LEAVE:** Up to a period of twelve (12) workweeks of FMLA leave in a twelve (12) month period for a "qualifying exigency" related to the foreign deployment of the employee, the employee's spouse, son, daughter, or parent.
- (7) **MILITARY LEAVE PAY:** Fifteen (15) days per calendar year. Used as a wage replacement for scheduled work days.
- (8) **ACTIVE DUTY MILITARY LEAVE PAY:** When an employee's City base salary is more than the employee's Military base salary the City will pay the difference between the salaries for a period of up to Sixty (60) days when the employee is on an ACTIVE MILITARY DEPLOYMENT IN EXCESS OF 30 DAYS.

Comment:**1) NOTICE REQUIRED UPON LEAVING**

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- a) An employee shall follow department procedures for requesting leave to perform military service when such service will occur during their normal scheduled work. When possible, if the employee is aware of their weekend duty schedules or annual training dates, notice of at least 30 days prior to departure should be given when possible. If the employee's normal schedule requires weekend duty then a request to work an alternate schedule shall be made to the supervisor and may be granted at the discretion of the Department Director. If no alternate schedule is acceptable to the Department Director, the employee may take MILITARY LEAVE PAY if available.
- b) For an ACTIVE DEPLOYMENT OF LESS THAN THIRTY (30) DAYS OR GREATER THAN THIRTY (30) DAYS an employee may notify his supervisor as soon as possible to do so or may ask a Military representative to give notice on the employee's behalf. For purposes of documentation the City requires a copy of any active duty orders.
- c) An employee who requires MILITARY EXIGENCY LEAVE shall complete Family and Medical Leave paperwork and submit it to the Human Resources Office. Each case will be reviewed individually and an employee may be allowed up to a maximum of twelve (12) workweeks of leave depending on the nature and circumstance of the leave.

2) Pay during Military Leave

- a) MILITARY LEAVE PAY is a wage replacement leave. It does not count toward forty (40) or eighty (80) hours of actual work for the purposes of calculating overtime. An employee who works an alternate schedule equivalent to their normal paid work period will not receive MILITARY LEAVE PAY in addition to that work period. (e.g., an employee who works an alternate schedule during his normal days off and achieves 80 actual worked hours during a pay period will not receive MILITARY LEAVE PAY in addition to the 80 actual worked hours.)
- b) An employee, who does not work an alternate schedule, who is scheduled for Weekend duty during his normal scheduled work weekend will receive MILITARY LEAVE PAY as wage replacement for the two work days missed. If the 15 days of MILITARY LEAVE PAY have been exhausted in that calendar year then the employee may take vacation time or leave without pay.
- c) An employee who has two week annual training which crosses payroll periods will receive MILITARY LEAVE PAY for any hours needed to make up a full eighty (80) actual hours worked. If no MILITARY LEAVE PAY is available then vacation or leave without pay will be granted.
- d) An employee who volunteers for additional weekend duty or military training will receive MILITARY LEAVE PAY if the employee has not exhausted their 15 days

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of MILITARY LEAVE PAY in that calendar year. Once MILITARY LEAVE PAY has been exhausted the employee will take vacation or leave without pay.

- e) For an ACTIVE DEPLOYMENT OF LESS THAN THIRTY (30) DAYS an employee may take MILITARY LEAVE PAY if available. If an employee has exhausted their 15 days of MILITARY LEAVE PAY, they may elect to use vacation pay or take leave without pay.
- f) For an ACTIVE DEPLOYMENT OF GREATER THAN THIRTY (30) DAYS the regular compensation paid to an employee will continue for a period of sixty (60) days from the time active duty status begins. In the event that the deployment exceeds sixty (60) days and the employee's City base pay is greater than the employee's military base pay, the City shall pay the difference thereof for the duration of the active duty status.
- g) An employee who takes a MILITARY EXIGENCY LEAVE may use vacation if available or may choose to take leave without pay.

3) Benefits during Military Leave

- a) During any period of military leave the employee will be responsible for payment of all health, dental, insurance, and voluntary deductions and their retirement contribution to the same extent as prior to such military leave occurring. Employees who will be deployed for thirty (30) days or greater should contact Risk Management regarding their options regarding city medical and insurance benefits. The employee should also contact their retirement system to determine how deployment may affect their service credit and how and when to make contributions.
- b) City employees who are on military leave will continue to accrue annual and sick leave at the same rates as prior to active duty status.

4) Decisions Based Upon Military Service

- a) No decision by a manager can be based upon the military service, or prospective military service, of either an employee or a prospective employee. Employees may not be denied the right to perform military service. Upon return from military duty the City will determine the seniority rights, status, and rate of pay as though the employee had been continuously employed during the period of service.

5) Return to Work after completion of Military Service

The employee must return to work or apply for reemployment status within the following guidelines:

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1-30 days of service: The employee must report on the next scheduled work day after safe travel and eight (8) hours of rest.

31-180 days of service: The employee must report to work within fourteen (14) days after completion of service. The employee must notify their supervisor and the Human Resources Office of their intent to return to work and provide one of the following documents to the Human Resources Office upon return:

- a DD214 Certificate of Release from Active Duty;
- Copy of Active duty orders showing an endorsement of completion of the described service;
- Letter from commanding officer of Personnel Support Activity or someone of comparable authority;
- Certification of completion from military training school;
- Discharge certificate showing character of service;
- Copy of extracts from payroll documents showing periods of service.

The type of document may vary according to the type of service.

181+ days of service: The employee must report to work or request reemployment within ninety (90) days after completion of service. The employee must notify their supervisor and the Human Resources Office of their intent to return to work and provide one of the following documents to the Human Resources Office upon return:

- a DD214 Certificate of Release from Active Duty;
- Copy of Active duty orders showing an endorsement of completion of the described service;
- Letter from commanding officer of Personnel Support Activity or someone of comparable authority;
- Certification of completion from military training school;
- Discharge certificate showing character of service;
- Copy of extracts from payroll documents showing periods of service.

The type of document may vary according to the type of service.

6) Failure to report to work following military service

- a) An employee may determine at any time during military leave that they no longer wish to return to employment with the City. At such time a written letter of resignation should be sent to their Department Director, who will forward the resignation to the Human Resources Office for processing.
- b) An employee who fails to return to work within the proscribed timeframes listed in 705 (5) shall be considered to have voluntarily resigned.

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ABSENCE FROM WORK**POLICY #705: REST BREAKS****POLICY:**

Although, not required by Federal or State law, it is the policy of the City to provide rest breaks during the course of each workday.

Comment:

- (1) Non-exempt employees should receive, with the approval of the Department Director and unless job conditions do not permit, a rest break of ten (10) minutes at approximately the middle of every four (4) hours of work.
- (2) Supervisors are responsible for scheduling the time for non-exempt employee rest breaks and should take into consideration the work load and the nature of the job performed. Whenever necessary, the frequency and time of rest periods may be changed.
- (3) Time spent on rest breaks will be compensated as working time, and non-exempt employees are not required to sign out and in on their time cards. However, employees are expected to be punctual in starting and ending their breaks and may be disciplined for tardiness.
- (4) Employees who choose to remain at work during rest breaks are not entitled to arrive later than the scheduled starting time or leave before the normal quitting time and will not receive extra pay for the time worked.
- (5) Rest breaks must be taken in supervisor-designated non-work areas. Employees are not permitted to leave the City's premises (or work site) during this period.
- (6) Employees on rest breaks are not permitted to interfere with other employees who are continuing to work.

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ABSENCE FROM WORK**POLICY #706: MEAL BREAKS****POLICY:**

It is the policy of the City to provide meal breaks during the course of each workday.

Comment:

- (1) Full-time employees are allowed a meal break near the middle of the workday. The meal break shall be a minimum of thirty (30) minutes and a maximum of sixty (60) minutes. Each department may decide on the length of the meal break. The Department Director has final approval authority.
- (2) Part-time employees, under the age of eighteen (18), who are scheduled to work more than five (5) consecutive hours during any workday shall receive a meal break of a minimum of thirty (30) minutes. Part-time employees who are scheduled to work an eight (8) hour shift or longer shall receive a meal break of the same duration as full-time employees in their department.
- (3) Supervisors are responsible for balancing work loads and scheduling meal breaks and should take into consideration the work load and the nature of the job performed. Whenever necessary, the duration and time of meal periods may be changed.
- (4) Employees required to work more than ten (10) hours in any workday will be allowed a second meal break no later than six (6) hours after returning to work from their first meal break.
- (5) Non-exempt employees will not be compensated for their meal breaks unless they are required to work during their breaks. Non-exempt employees shall refer to policy #209 (8) to determine how to record their meal break. Supervisors must sign off on any time record and note that the employee was required to work through their lunch period.
- (6) Employees who leave the City's premises during their meal break must check out when leaving and check in when returning. Generally, non-exempt employees may not leave early or extend meal breaks beyond their assigned period. Employees will be subject to discipline if tardy in returning from a break.
- (7) No employee may consume food or beverages in work areas unless the employee is specifically required to remain at a work station during meal breaks. The Department Director makes the final decision based on department requirements.
- (8) Employees on meal breaks are not permitted to interfere with other employees who are continuing to work.

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ABSENCE FROM WORK**POLICY # 707: BEREAVEMENT****Policy:**

It is the policy of the City to permit employees to be absent from work on a scheduled and authorized basis due to a death in their immediate family. To help employees maintain their income during this period of bereavement, the City will provide compensation according to the guidelines below.

Comment:

- (1) Employees will receive up to three (3) days of paid leave for the funeral of an immediate family member. Immediate family is restricted to the employee's spouse, brother, stepbrother, sister, stepsister, parent, stepparent, legal guardian, grandparent, step-grandparent, child, stepchild, grandchild, grandparents-in-law, parents-in-law, brothers/sisters-in law and their spouses. If additional time is needed then vacation can be requested.
- (2) Requests for bereavement should be made to the supervisor with as much advance warning as possible.
- (3) Employees who request bereavement leave should provide a copy of a death certificate or an obituary from the paper or funeral home to be attached to their leave request. Department Directors may reserve the right not to compensate the employee for bereavement leave until the relationship of the deceased has been verified.

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ABSENCE FROM WORK**POLICY # 708: JURY DUTY****Policy:**

It is the policy of the City to permit employees to be absent from work on a scheduled and authorized basis to serve as a juror or be a subpoenaed witness in causes of action involving the City. To help employees maintain their income during this period, the City will provide compensation according to the guidelines below.

Comment:

- (1) Full-time and Permanent part-time Classified and Unclassified employees shall be eligible for wage replacement for serving as a juror in a judicial proceeding.
- (2) An employee must immediately inform their supervisor upon receipt of a jury duty summons. The employee shall provide a copy of the summons for verification.
- (3) An employee is not entitled to compensation when jury service falls on a regularly scheduled off day.
- (4) Employees shall receive eight (8) hours of pay for each scheduled work day they have served in jury duty.
- (5) Upon completion of jury service, an employee should obtain a jury duty excuse from the Clerk of Court, which verifies their dates of jury service. This form should be attached to their time card when requesting jury duty leave.
- (6) Employees shall contact their supervisor to determine if they must return to work when released from jury or court service as a witness and there are at least four (4) hours remaining in their work shift.
- (7) Employees who receive mileage or jury service checks are not required to turn in those checks to the City.

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PERSONAL CONDUCT**POLICY # 800: BEHAVIOR OF EMPLOYEES****Policy:**

It is the policy of the City that certain rules and regulations regarding employee behavior are necessary for efficient business operations and for the benefit and safety of all employees. Conduct that interferes with operations, discredits the City, or is offensive to customers or coworkers will not be tolerated.

Comment:

(1) Employees are expected at all times to conduct themselves in a positive manner in order to promote the best interests of the City. Appropriate employee conduct includes:

- a) Treating all customers, visitors, and coworkers in a courteous manner;
- b) Refraining from behavior or conduct that is offensive or undesirable, or which is contrary to the City's best interests;
- c) Reporting to management suspicious, unethical, or illegal conduct by coworkers, customers, or suppliers;
- d) Cooperating with City investigations;
- e) Complying with all City safety and security regulations;
- f) Wearing clothing appropriate for the work being performed;
- g) Performing assigned tasks efficiently and in accordance with established quality standards;
- h) Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time;
- i) Giving proper advance notice whenever unable to work or report on time;
- j) Smoking only at times and in places not prohibited by City rules or local ordinances;
- k) Eating meals only during meal periods and only in the designated eating areas;
- l) Maintaining cleanliness and order in the workplace and work areas;
- m) Following the chain of command when addressing issues and making notifications to supervisors.

(2) The following conduct is prohibited and individuals engaged in it will be subject to discipline, up to and including termination:

- a) Possessing firearms or other weapons in any vehicle owned or leased by the City except for those employees who are required to transport or store a firearm in the official discharge of their duties or possessing firearms or other weapons in any City owned or leased building or restricted property;
- b) Fighting or assaulting a coworker or customer;
- c) Threatening or intimidating coworkers, customers, or guests;

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- d) Engaging in any form of sexual or other harassment;
 - e) Reporting to work under the influence of alcohol or illegal drugs or narcotics or using, selling, dispensing, or possessing alcohol or illegal drugs or narcotics on City premises;
 - f) Falsifying or altering any City record or report, such as an application for employment, a medical report, a production record, a time record, a daily work log, a financial report, an expense account, an absentee report, or shipping and receiving records;
 - g) Stealing, destroying, defacing, or misusing City property or another employee's or customer's property;
 - h) Refusing to follow management's instructions concerning a job-related matter or insubordination;
 - i) Failing to wear assigned safety equipment or failing to abide by safety rules and policies;
 - j) Soliciting or distributing in violation of City policies;
 - k) Smoking where prohibited by local ordinance or City rules;
 - l) Using profanity or abusive language;
 - m) Sleeping on the job;
 - n) Gambling on City property;
 - o) Playing pranks, practical jokes, or engaging in horseplay; and
 - p) Wearing improper attire or having an inappropriate personal appearance.
- (3) The examples of impermissible behavior described in Comment (2), above, are not intended to be an all-inclusive list. Any violation of the City's policies or any conduct considered inappropriate or unsatisfactory may, at management's discretion, subject the employee to disciplinary action.

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PERSONAL CONDUCT**POLICY # 801: PERSONAL APPEARANCE OF EMPLOYEES****Policy:**

It is the policy of the City that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation.

Comment:

- (1) Employees are expected at all times to present a professional, business-like image to the public. Favorable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the City. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.
- (2) The personal appearance of office workers and any employees who have regular contact with the public is to be governed by the following standards:
 - a) Employees are expected to dress in a manner that is normally acceptable in similar business establishments. Each Department Director, with the concurrence of the Chief of Staff, may decide the appropriate dress for his department.
 - b) Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
 - c) Sideburns, moustaches, and beards should be neatly trimmed.
- (3) The personal appearance of employees who do not regularly meet the public is to be governed by the requirements of safety and comfort, but should still be as neat and business-like as working conditions permit.
- (4) Certain employees may be required to meet special dress, grooming, and/or hygiene standards depending on the nature of their job.
- (5) Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Any work time missed because of failure to comply with this policy will not be compensated, and repeated violations of this policy will be cause for disciplinary action.

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PERSONAL CONDUCT**POLICY # 802: PERSONAL FINANCES OF EMPLOYEES****Policy:**

It is the policy of the City to require employees to meet and discharge their financial obligations in a timely manner.

Comment:

- (1) Employees should manage their personal finances so that they do not adversely impact job performance or the City's image in the community. The failure of employees to meet financial obligations may impose an administrative and financial burden on the City in terms of extra bookkeeping and the need to respond to and comply with court processes.
- (2) The City shall not disclose employee financial information to outside parties without express written permission from the employee, except as required by law. Employees who become financially obligated to the City shall be expected to enter into a written acknowledgment of the obligation at the time it is incurred. Such obligations could arise from overpayment of pay, breakage, or shortages of uniforms and City assets.
- (3) The City may undertake credit checks of applicants for employment. In addition, the City may conduct credit checks on current employees being considered for promotions or transfers to positions where financial status may have an impact on an employee's qualifications to perform the job.
- (4) The Director of Finance is the only person authorized to receive a writ of garnishment or attachment, a notice of levy by any taxing authority, or any other similar order requiring payment of a portion of an employee's compensation to someone other than the employee. The Finance Department is to notify the affected employee immediately and then deduct the required amount from the employee's earnings. The amount deducted, however, should not exceed that permitted by law.
- (5) No employee will be terminated because of the fact that his earnings have been subjected to garnishment.
- (6) The City shall not deny employment to, or terminate the employment of, any person solely because that person has filed a petition for bankruptcy

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PERSONAL CONDUCT**POLICY # 803: CUSTOMER RELATIONS****Policy:**

It is the policy of the City to be customer and service oriented and to require employees to treat customers in a courteous and respectful manner at all times.

Comment:

- (1) All employees must represent the City in a positive manner and make customers feel appreciated when dealing with the City.
- (2) Employees with customer contact are expected to know the City's services and to learn what customers want and need. These employees should educate customers about the use of the City's services and should seek new ways to serve customers.
- (3) Employees are encouraged to report recurring customer-related problems to their supervisor and to make suggestions for changes in City policies or operating procedures to solve problems.
- (4) Employees should be prepared to listen carefully to customer complaints and deal with them in a helpful, professional manner. If a controversy arises, the employee should explain City policy respectfully and clearly. Customers who become unreasonable, abusive, or harassing should be referred to the employee's supervisor if the employee cannot resolve the problem.
- (5) Employees should be polite and thoughtful when using the telephone. A positive telephone contact with a customer can enhance goodwill, while a negative experience can destroy a valuable relationship. The following procedures should be observed:
 - a) When answering the telephone, use a pleasant tone of voice, give the name of the department, and identify yourself;
 - b) If the person with whom the caller wishes to speak is on another line, ask if the caller wants to be placed on hold;
 - c) If a caller has been placed on hold, carefully monitor the time and offer to have the call returned if the person called is not available within a reasonable period;
 - d) When a caller leaves a name, number, or message, make sure it is recorded correctly and given promptly to the appropriate individual.
- (6) To measure and evaluate customer service, the City may access and monitor employee telephone conversations made in the normal course of business.

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PERSONAL CONDUCT**POLICY # 804: USE OF COMMUNICATION SYSTEMS****Policy:**

It is the policy of the City to provide or contract for the communications services and equipment necessary to promote the efficient conduct of its business.

Comment:

- (1) Supervisors are responsible for instructing employees on the proper use of the communications services and equipment used by the City for both internal and external business communications.
- (2) Most communications services and equipment have usage-related expenses. Employees should be aware of these charges and should consider cost and efficiency needs when choosing the proper vehicle for each business communication. Employees should consult their supervisor if there is a question about the proper mode of communication.
- (3) All City communications services and equipment, including the messages transmitted or stored by them, are the sole property of the City. The City may access or monitor employee communications, files, computers, and other types of computer storage media as it considers appropriate in order to assure compliance with this policy and state and federal laws. Communications equipment and services include mail, electronic mail, courier services, facsimiles, telephone systems, computer networks, on-line services, computer files, video equipment and tapes, tape recorders and recordings, pagers, cellular phones, social networks and bulletin boards.
- (4) Employees should not use City communications services and equipment for personal purposes except in emergencies or when extenuating circumstances warrant it. When personal use is unavoidable, personal communications that incur user charges should be placed on a collect basis or charged directly to the employee's personal credit card or account. City communications property or equipment may not be removed from the premises without written authorization from the employee's supervisor.
- (5) Employees who do not have direct access to a City telephone should make provision to have emergency or other necessary incoming calls routed to their supervisor or to the Human Resources Office, if the supervisor is not accessible. Although the City will attempt to deliver personal messages to employees, it cannot and does not accept responsibility for the prompt or accurate relay of these messages.

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- (6) Employees should exercise care so that no personal correspondence appears to be an official communication of the City. Email communications that are personal should not include the employee's business signature or the City Seal. Personalized City stationery and business cards may only be issued by the City. Employees may not use the City's address for receiving personal mail or use City stationery or postage for personal letters.
- (7) Improper use of City communications services and equipment will result in disciplinary action, up to and including termination. Improper use includes any misuse as described in this policy as well as any harassing, offensive, demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.

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PERSONAL CONDUCT**POLICY # 805: USE OF EMAIL AND INTERNET****Policy:**

This policy governs the use of the City of Slidell's e-mail/Internet system. The system is an official communication system of the City. Accordingly, all computer terminals, modems, phone lines, equipment, and software are property of the City of Slidell. Employees are permitted to use this system and must comply with these policies and all other procedures regarding its use.

Comment:

- (1) The e-mail system is the property of the City of Slidell and as such, the City has a right to monitor the e-mail system from time to time to determine that it is working properly and that messages are being transmitted and received properly. The City also has a right to read e-mail messages to determine if any illegal activities are being conducted through their e-mail system. Accordingly, all e-mail messages are subject to review by appropriate city officials and no e-mail is considered private. The e-mail system is backed up daily and archive copies of all e-mail messages are retained, even though you may have deleted the message from the computer you are using.
- (2) The e-mail system is for business use. Personal and other non-business communications through the e-mail system are permitted only with the Department Director's permission.
- (3) To prevent computer viruses from being transmitted through the City's e-mail/Internet system, there will be no unauthorized downloading of any unauthorized software. Employees should contact the Information Systems Manager if they have any questions.
- (4) Offensive or improper messages, racial, sexual or other slurs, and gambling are strictly prohibited. Violations of this policy may be grounds for immediate termination in accordance with the personnel policies.
- (5) Confidential information should not be sent by e-mail. If such information must be sent by e-mail, then contact the Information Systems Manager for instructions on encrypting the message.
- (6) Employees shall observe the normal and customary business communication practices used in written correspondence.
- (7) No e-mail or other electronic communications shall be sent which hides the identity of the sender or represents the sender as someone else or someone from another company. All messages communicated on the company's e-mail/Internet system shall contain the employee's name.

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- (8) Employees are responsible for using their identification name and password to access their e-mail messages. Employees shall not access or read e-mail messages directed to others.
- (9) Use of identification name and password does NOT mean the communication is private. The City may access and monitor e-mail messages at any time.
- (10) All e-mail messages are part of the official correspondence of the City and as such are subject to the state's public records laws. Additionally, all e-mail messages can become evidence in legal proceedings.
- (11) E-mail messages should be limited to appropriate individuals. This is intended to prevent e-mail messages from being sent to everyone in the organization.
- (12) Information that is copyrighted or items that have trademarks indicated on them may not be sent via the e-mail system at any time except with permission.

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PERSONAL CONDUCT**POLICY # 806: USE OF CELLULAR PHONES AND AUDIO DEVICES****Policy:**

This policy governs the use of city-issued cellular phones, personal cell phones, and audio devices while on duty. Employees who are authorized to use a city cell phone must comply with these policies and all other procedures regarding its use. All Employees must comply with the policies and procedures regarding use of a personal cell phone or audio devices during working hours.

Comment:

- (1) Employees who have been issued a cellular phone by the city are responsible for adhering to the proper use of communication equipment policies and for the safe and cost effective use of the phone. Appropriate cellular phone use is as follows:
 - a) Employees shall not use a cellular phone when driving. Calls may be taken using a hands-free device. If no hands-free device is available then the employee shall pull off of the road when making or accepting calls.
 - b) Texting is prohibited while driving a city vehicle.
 - c) The employee is responsible for maintaining the cellular phone in working order, charged and turned on during any designated period that the employee is on call or must maintain contact with the next level of supervision.
 - d) Personal phone calls may be accepted on a city cellular phone provided that they are brief. The use of a city issued cell phone to regularly conduct personal business is prohibited.
 - e) Calls on a city cell phone to area code (900) or (976) are strictly prohibited.
 - f) Employees may be liable financially for any damage due to negligence, misuse or loss of city cellular phones.
 - g) Improper use may include any misuse described in this policy or any use for the purpose of conducting illegal transactions, harassment, threats or intimidation of others. Improper use of a city cell phone will result in disciplinary action up to and including termination.
- (2) Employees who own personal cellular phones are responsible for adhering to the following guidelines:
 - a) Personal cell phones may not be used during working hours without the express permission of the employee's immediate supervisor.
 - b) Personal cell phones should be turned off and left in the employee's personal vehicle or locker while on duty.
 - c) Personal cell phone use is strictly forbidden while operating a city vehicle.
 - d) Improper use of a personal cell phone will result in disciplinary action up to and including termination.

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- (3) Employees who own audio devices are responsible for adhering to the following guidelines:
- a) Audio devices may not be used during working hours without the express permission of the employee's immediate supervisor.
 - b) The use of earphones with audio devices is strictly forbidden while operating any city equipment or vehicle.
 - c) The improper use of audio devices or earphones will result in disciplinary action up to and including termination

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PERSONAL CONDUCT**POLICY # 807: RECEIPT OF GIFTS, ETC.****Policy:**

It is the policy of the City that, in accordance with LA. R.S. 42:1115, no privilege, rebate, reduced rate or any other thing of value may be directly or indirectly solicited or received by an officer, official or employee of the City from any person, firm or corporation doing business with the City.

Comment:

- (1) In accordance with LA. R.S. 42:1170, all employees and officials of the City of Slidell are required to have one (1) hours of Ethics Training every calendar year.
- (2) The term "thing of value" means money or any other thing having economic value, including golf or hunting outings, tickets to games or Mardi Gras balls, flowers, trips, junkets, etc.
- (3) The term "thing of value" does not include promotional items having no substantial resale value such as ball caps, pens, coffee mugs, calendars, mouse pads, t-shirts, and the like.
- (4) The term "thing of value" does not include food, drink, or refreshments consumed by a City officer, official or employee while the personal guest of any person, firm or corporation and any reasonable transportation and entertainment incidental thereto.
- (5) The State Ethics Code prohibits any public employee or elected official from receiving anything of value, other than his governmental salary, for the performance of his duties. Under the Code traditional annual Christmas gifts and other gifts, which are given because of your office or position with the City, are not allowed. This prohibition applies regardless of whether or not the gift giver is doing business with the City.
- (6) The City Attorney should be consulted in writing regarding any questions about this policy.

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PERSONAL CONDUCT**POLICY # 808: FRAUD POLICY****Policy:**

The City of Slidell is committed to protecting its revenue, property, information and other assets from any attempt, either by members of the public, contractors, sub-contractors, agents, intermediaries, or its employees, to gain by deceit, financial or other benefits. This policy prohibits fraud or misuse of the city's assets and sets forth specific guidelines and responsibilities regarding appropriate actions that must be followed for the investigation of fraud and other similar irregularities.

Definitions:

As used in this policy the terms listed below will have the following definitions:

- (1) Embezzlement is any loss resulting from the misappropriation of city assets.
- (2) To misappropriate is to take or make use of any item without authority or right.
- (3) Loss is defined as the city losing possession or control of any type of asset through fraudulent activities.
- (4) Fraud is the intentional misrepresentation or omission of facts for personal gain.
- (5) Employees refer to all city employees and temporary employees.
- (6) Other Individuals refers to any contractor, sub-contractor, consultant or individual who performs work for or on behalf of the City of Slidell.
- (7) Assets refer to the entire property of the city, applicable or subject to the payment of debts. Assets include but are not limited to, all city vehicles, fuel, buildings, properties, computers, software, cash receivables, wages and benefits.
- (8) Equipment is defined as fixed asset that is not consumable or expandable; it is movable, even though sometimes attached to other objects or buildings, and its removal does not create a readily observable physical impairment or deterioration. Examples include, but are not limited to: office furniture, office equipment, construction and maintenance equipment, air conditioners, emergency equipment and supplies, decorations and tools.

Comment:

- (1) The City of Slidell has a zero tolerance policy regarding fraud. No employee of the city, or other individuals, shall remove any city asset from the property, misuse any city asset for one's personal gain or willfully misappropriate any city asset.

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- (2) Any evidence supporting fraud, theft, or embezzlement of city assets and equipment may be subject to the following actions, including but not limited to: suspension, termination, restitution and criminal charges.
- (3) Some examples of misuse or misappropriation include but are not limited to, embezzlement, misappropriation, misapplication, destruction, removal or concealment of city property, alteration or falsification of documents, theft of any asset (money, tangible property, etc.), authorizing or receiving compensation for hours not worked, and misrepresentation of fact.
- (4) Any known or suspected acts of fraudulent activity shall be reported directly to the City Attorney.
- (5) Each department shall maintain an internal control environment to protect the department and the city from loss or other damages as a result of a fraudulent act.
- (6) False allegations of suspected fraud, with the intent to disrupt or cause harm to another, may be subject to disciplinary action up to and including termination of employment.

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PERSONAL CONDUCT**POLICY # 809: DISCIPLINARY PROCEDURE*****Policy:**

It is the policy of the City that all employees are expected to comply with the City's standards of behavior and performance and that any noncompliance with these standards must be remedied.

Comment:

- (1) Under normal circumstances, the City endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. The City does, however, retain the right to administer discipline in any manner it sees fit within the law.
- (2) The normal application of progressive discipline should be:
 - a) If an employee is not meeting City standards of behavior or performance, the employee's supervisor shall take the following action:
 - i) Meet with the employee to discuss the matter;
 - ii) During the meeting, inform the employee of the nature of the problem and the action necessary to correct it; and
 - iii) Prepare an Employee Interim Evaluation Record (see policy 302 Performance Review) for the supervisor's own records indicating that the meeting has taken place.
 - b) If there is a second occurrence, the supervisor shall hold another meeting with the employee and take the following action:
 - i) Issue a written reprimand to the employee;
 - ii) Warn the employee that a third incident will result in more severe disciplinary action; And
 - iii) Prepare and forward to the Human Resources Office; a written report including copies of all Employee Interim Evaluation Records, endorsed by the Department Director, describing the first and second incidents and summarizing the action taken during the meeting with the employee. This information will be included in the employee's personnel file.
 - c) If there are additional policy violations, the supervisor may take the following action, depending on the severity of the conduct:
 - i) The supervisor or Department Director shall schedule a pre-disciplinary hearing and notify the employee, the Civil Service Director, and the City Attorney of the date and time.

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- ii) The supervisor should prepare and forward to the Human Resources Office another written report, endorsed by the Department Director, describing the occurrences, indicating the timing between the occurrences, and summarizing the action taken or recommended or its justifications.
 - iii) After consultation with the City Attorney or Civil Service Director the Department Director may suspend the employee without pay prior to the pre-disciplinary hearing and pending further investigation of the incident. After taking action under Comment (2)(c), above, the supervisor shall prepare and forward to the Human Resources Office any additional written documentation regarding the investigation, endorsed by the Department Director, describing the occurrences, indicating the timing between the occurrences, and summarizing the action taken or recommended and its justification.
 - iv) If the supervisor and the Department Director feel that termination, demotion or suspension of employment is the right course of action, during or subsequent to the pre-disciplinary hearing the supervisor or Department Director shall inform the employee of management's intent to terminate, demote or suspend the employee and cite the reasons. The employee shall be encouraged to address any of the reasons set forth by management. After hearing and considering the employee's explanation, the Hiring Authority may terminate employment, decide on a lesser disciplinary action, or dismiss the case altogether.
- (3) The progressive disciplinary procedures described in Comment (2), above, may also be applied to an employee who is experiencing a series of unrelated problems involving job performance and/or behavior.
- (4) Department Directors and supervisors shall coordinate with the City Attorney and the Civil Service Director prior to taking disciplinary action.
- (5) In cases involving serious misconduct, or any time the Department Director determines it is necessary, such as a major breach of policy or violation of law, the procedures contained in Comment (2), above, may be disregarded. The Department Director shall suspend the employee immediately. An investigation of the incidents leading up to the suspension should be conducted to determine what further action, if any, should be taken. Employees suspended from work will not receive or accrue any employee benefits during the suspension.
- (6) Prior to suspension, dismissal, or disciplinary demotion, the employee should be afforded the opportunity to present his views at a pre-disciplinary hearing. The pre-disciplinary hearing shall include at a minimum the employee, the Department Director, the City Attorney and the Civil Service Director. The Civil Service Director and the City Attorney under normal circumstances must review all recommendations for suspension, demotion, or termination before any final action is taken.
- (7) At any investigatory interview conducted for the purpose of determining the facts involved in any suspected violation of City rules and regulations, the employee may

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have a coworker, attorney, or other person present at the interview, provided he so requests.

- (8) If a disciplined employee works a full year without further action being instituted under this policy, the next failure to meet behavior or performance standards may be treated as a first occurrence under this policy. However, the City may still consider all past disciplinary actions in evaluating the employee.

*Subject also addressed in Civil Service Rules

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PERSONAL CONDUCT**POLICY # 810: SUBSTANCE DETECTION POLICY*****Policy:**

The City is committed to protecting the safety, health and well being of all employees and other individuals in our workplace. The City recognizes that alcohol and drug abuse pose a significant threat to ensuring a safe, productive and competitive work environment. The City encourages employees to voluntarily seek help with drug and alcohol problems. This policy is consistent with the obligations imposed on the City and its employees by federal, state, and local laws and regulations.

Comment:

- (1) Any individual who conducts business for the City, is applying for a position or is conducting business on the City's premises is covered by our drug-free workplace policy. This policy includes but is not limited to all new hires and safety, security and environmentally sensitive positions.
- (2) This policy applies whenever conducting business with or for or when representing the city, while on call, waiting to work or on city property.
- (3) The following are prohibited behaviors:
 - a) It is a violation of this policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.
 - b) No employee shall report for work and/or work impaired by any substance, drug or alcohol, lawful or unlawful. Employee use of lawful prescribed substances such as Schedule 2, 3, 4, and 5 controlled substances (e.g., Adderall, Hydrocone, Vicodin, Oxycontin and any substance containing 90 or more milligrams of Codeine, etc.) or any prescription medication that may adversely affect the employee's safe, productive or efficient work performance are prohibited until the employee's physician has reviewed the employee's job description and has certified, in writing, that the employee can safely perform all duties listed while taking the prescribed medication. An employee taking medication shall be required to provide a copy of the physician's certification for the medication to Human Resources. No employee at any work site shall distribute, dispense or manufacture any quantity of any controlled substance, drug, or alcohol. "Work site" means any office, building, or property (including parking lots) owned or operated by the City, or in any vehicle owned or operated (including rental and lease vehicles) by the City. "Possess" means to have either in or on an employee's person, personal effects, motor vehicle, tool boxes, and areas substantially entrusted to the control of the employee such as desks, files, and lockers.

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- (4) Any employee convicted of a criminal drug violation shall notify the City in writing within five calendar days of the conviction. The City will take appropriate action within fifteen (15) business days of notification.

SUBSTANCE SCREENING

For purpose of assuring compliance with the above, both employees and applicants for employment are subject to substance screening under the circumstances described below. "Substance Screening" means testing of, urine, breath, saliva, hair, or other substance as reasonably deemed necessary by the City to determine possession or impairment, and the completion of the Substance Screen Control Form (Control Form). An individual who has a non-negative substance screening result, i.e., above the established confirmation level, shall be deemed impaired.

(a) Applicants

Prior to being placed on the payroll, applicants will undergo substance screening as part of the post-employment offer physical examination. Refusal to submit to such screening will make it impossible to medically classify an applicant, foreclosing any further action on the application. Failure to completely and truthfully answer each mandatory question and/or a non-negative substance screening will result in the termination of the employment process. Applicants who have a non-negative substance screening result may reapply for employment five (5) years from the date of the substance screening and must successfully pass the post offer employment screening process if selected.

(b) Employees

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, an individual violates the policy the process and decision to substance screen employees will be determined by the City. Refusal to submit to screening will be considered a violation of this Policy and will result in termination. Screening will be under the circumstances described below.

i) Suspected Impairment

- (1) All work crews are expected to maintain a safe work environment in which members of the group are fully capable of performing their assigned duties and do not have prohibited levels of drugs or alcohol in their systems. It is the responsibility of each member of the work crew to ensure this objective is met.

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- (2) Any employee with respect to whom there is reasonable evidence to suspect that he has reported to work or is working "impaired" will be subject to medical evaluation and substance screening. The term "impaired" means under the influence of a substance such that the employee's motor senses, i.e., sight, hearing, balance, reaction, reflex behavior, or judgment, either are or may be reasonably presumed to be affected.
 - (3) Management will investigate all reported incidents of alleged impairment. If it is determined that a suspected impairment situation exists, the employee will be referred for testing. Transportation to and from the testing location will be provided.
 - (4) Under no circumstances will the employee be allowed to continue working or return to work until after the substance screening results are received.
- ii) Post Accident/Incident
- (1) The occurrence of any accident, incident, or injury requires that substance screening be performed for all employees involved or riding in a city vehicle at the time of the accident. A substance screen will be given when employees are involved in an accident or incident, except for animal/insect bites and stings and contact with poisonous plants.
 - (2) Administration of substance screening to employees who are injured should occur as soon as practical and medically appropriate after emergency medical care is provided. When an accident without injury occurs Monday through Friday before 5:00 PM the substance screening should occur immediately following the accident. When an accident occurs Monday through Friday after 5:00 pm or on the weekends the substance screening should be done as soon as the approved City of Slidell medical facility opens.
 - (3) The employee will report as instructed to the approved medical facility. The employee is prohibited from driving any city vehicle or equipment until the results are received by the Risk Management Office except where the employee is a passenger in a City vehicle or a sworn police department employee. The Risk Management Office will be responsible for notifying the Department Director or Supervisor of the results. Failure to report as instructed will be considered a violation of the Substance Detection Policy or an act of insubordination and shall result in termination.
- iii) Random Screening of Safety, Security or Environmentally Sensitive Positions
- (1) Employees holding Safety, Security or Environmentally Sensitive Positions will be subject to non-discriminatory periodic substance screening as a term and condition of holding such positions. This means

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that every employee in a safety, security or environmentally sensitive position has a substantially equal chance of selection on a statistically valid basis. The testing frequency and selection process will be such that an employee's chance of selection continues to exist throughout his/her employment in these designated positions. Only those positions, the performance of which require a high degree of care and caution in execution such that any impairment would constitute a serious safety, security or environmental hazard, including those which have decision-making accountability for safety, security or environmentally sensitive positions, will be considered as Safety, Security or Environmentally Sensitive positions. Employees holding such jobs shall be notified upon hire or promotion.

iv) Returning to Work

- (1) Employees required to undergo a physical examination as a condition of returning to work shall, as part of the physical examination, receive substance screening.

INSPECTIONS

Entering the City's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug free workplace policy, he or she may be asked to submit to a search or inspection at any time. Searches may be conducted of all City owned property. Investigations of violations may involve law enforcement. Refusal to submit to a search or inspection will be considered to be a violation of this Policy and/or an act of insubordination and shall result in termination.

CONSEQUENCES

Employees who are terminated for a non-negative substance screening or who refuse to comply with any requirement of the drug free workplace policy shall be terminated. Police employees who are terminated under this policy will not be eligible for rehire in a law enforcement position with the city. Municipal employees who are terminated may reapply for a municipal position after three (3) years from their separation date.

ADMINISTRATION

a) Privacy

The results of any substance screening will be considered a medical record. Medical records are stored in a locked file kept separate from personnel records.

b) Handicaps

The program will be administered so as not to interfere with the rights of handicapped applicants and employees.

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COMMUNICATIONS

Communicating this drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace policy:

- a) All employees will receive a written copy of the policy for signature.
- b) The policy will be reviewed in on-boarding sessions with new employees.
- c) The policy and assistance programs will be reviewed at safety meetings.
- d) Employee education about the dangers of alcohol and drug use and the availability of help will be provided to all employees.
- e) Every supervisor will receive training to help him/her recognize and manage employees with alcohol and other drug problems.
- f) The Human Resources Office and the Risk Manager will provide advice and counsel during all phases of the administration of the Policy to ensure consistency. All recommended appropriate corrective or disciplinary actions and follow-up testing must be reviewed by Human Resources Office prior to taking such action.

EMPLOYEE SUBSTANCE SCREENING**GENERAL PROVISIONS**

- (1) Testing for the presence of alcohol will be conducted by analysis of breath.
- (2) Testing for the presences of the metabolites of drugs will be conducted by the analysis of urine and hair.
- (3) The substances tested for are as listed, but not limited to: Amphetamines, Cannabinoids(THC), Cocaine, Opiates, Phencyclidine (PCP), Barbituates, Benzodiazepines, Methedone, Methamphetamines, Trycliclic, and Alcohol.
- (4) Testing will be conducted in accordance with Substance Abuse and Mental Health Services Administration recognized methods of testing employing high quality standards.
- (5) Records of such screens will become part of the employee medical file and handled as any other medical record. Employees have a right of access upon request to such records. The City of Slidell approved medical facility should be contacted to obtain specific data beyond the reported "non-negative" finding. Such information is also subject to privacy treatment as other medical records.
- (6) Employees taking medications(s) that could/would impair work performance shall consult with medical personnel to confirm the medication and its potential effect on work performance.
- (7) The substance screening process will require the employee to reveal prescription or other medication being taken only if the screening results are non-negative. This data will be used by medical personnel to determine if such non-negative results are for valid medical reasons.

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- (8) Employees who are substance screened will be informed of their final results by the Department Director or supervisor. The Risk Management Office shall notify the Department Director or Supervisor. Information on the details of the screen, including what substance or substances were confirmed, will be made available upon request to the employee only by qualified medical personnel.
- (9) Employees with non-negative test results shall result in termination.

Random Period Screening of Safety, Security and Environmentally Sensitive Positions

- (1) Employees will be allowed to drive until the results are reported. Results of the substance screening will be transmitted to the Risk Management Office by the approved medical facility. The Risk Management Office will notify the supervisor if the results are negative. If the drug screen comes back positive, the Risk Management Office will notify the Department Director and Civil Service Personnel.
- (2) Employees will be notified of their final screening results by their supervisors.
- (3) Employees who are in safety, security or environmentally sensitive positions and who have confirmed non-negative test results will not be allowed to return to work and shall be terminated.

EMPLOYEE'S SELF REPORT

There is no requirement for substance screening in the case of an employee's self-report. An employee may self report at any time except once an accident has occurred, impairment is suspected and confirmed by a supervisor or a random drug screen has been activated. In these instances an employee will no longer have the same protections that would be afforded if that employee were to self report.

DISCOVERING PROHIBITED SUBSTANCES ON CITY PROPERTY OR AT THE WORK SITE:

If an employee discovers prohibited substances on City property or at the work site, or any evidence of such, the following procedures are to be utilized.

- (a) Do not touch the substance/item. Note the specific location.
- (b) Notify the supervisor, Department Director, and the Slidell Police Department.
- (c) Document the incident thoroughly. Factors such as time of day, location of discovery, description of confiscated material, employees present, etc. should be noted, as well as a detailed account of all actions taken.

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MEDICAL GUIDELINES

- (a) Urine Collection Procedure for Municipal post accident, suspected impairment and random periodic screening: The on-site personnel may administer the urine collection and shall observe the chain of custody requirements. If possible, the on-site personnel will provide confirmatory observations of employee behaviors. If the on-site test is negative no further action will be required. If the on-site test is inconclusive or non-negative then the employee will be transported to the approved medical facility for confirmatory testing.
 - (b) All Police positions will report to the approved medical facility for post accident, suspected impairment and random periodic screening.
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- (1) When the employee arrives at the approved medical facility, positive identification must be established, such as badge, driver's license, signature, etc.
 - (2) The employee fills out a Control Form. This form informs the employee of the substance screen and allows disclosure of the test results to the supervisor and Human Resources Office or Risk Management as appropriate. Failure to complete this form will prohibit the conclusion of the testing and is a violation of the Policy, which shall result in termination.
 - (3) The medical personnel will explain the screening process to the employee before the results of the screening are sent to the City. This explanation should take place at the time of screening, unless the individual's condition does not lend itself to a clear understanding.
 - (4) The medical personnel will ask the employee to remove any unnecessary outer garments (such as coats, jackets, sweaters, etc.). All personal belongings (such as a purse or briefcase) shall remain with outer garments. The employee may keep his wallet.
 - (5) The employee will wash hands prior to voiding.
 - (6) The employee will then be asked to choose a sample kit and to provide his sample in the privacy of the bathroom. The sample bottle must be filled to the marker line (60 mls), and the toilet may not be flushed until the sample is delivered to the medical personnel responsible. Bluing agent may be present in the toilet water.
 - (7) Upon receiving the sample, medical personnel will ensure that the sample is filled to the line marker, indicating that sufficient sample is obtained. The minimum amount of urine required is 60 mls. If there is not enough sample, the employee must wait until another sample can be obtained of sufficient quantity to reach the marker. The employee may receive a maximum of 30 ounces of liquid to drink during the waiting interim.
 - (8) After medical personnel have obtained the required sample, the employee may wash his hands. The sample must remain in the employee's sight until it is placed in the shipping box along with the chain of custody paperwork.

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- (9) As the temperature of the sample is important in determining the authenticity of the sample, medical personnel will immediately record the temperature. The sample cup has a built-in temperature gauge which automatically indicates the temperature of the contents. The gauge temperature range is 88° - 102°F; however, the acceptable range is 90.5°F - 99.8°F. If there is reason to believe that the sample has been altered, another sample will be collected as soon as is possible. Medical personnel will, in the presence of the employee, read the temperature at the time of collection and record the results on the chain of custody paperwork.
- (10) An individual may volunteer to have his oral temperature taken to provide evidence to counter the reason to believe the individual may have altered or substituted the specimen (caused by the temperature falling out of range). For example, if person is running a high fever, the specimen could be higher than 99.9, but not higher than the individual's oral temperature.
- (11) Immediately after the specimen is collected and temperature measured, the collection person will note the color of the urine and look for any signs of contaminants.
- (12) All suspect specimens shall be sent to the lab for testing. If there is reason to believe that a particular individual may have altered or substituted the specimen, a second specimen shall be obtained immediately.
- (13) The chain of custody is a simple record showing:
 - (a) Identifying information including duplicate bar codes;
 - (b) Reason for handling the sample;
 - (c) Who handled the sample; and
 - (d) Date when handling occurred.

In order for the chain of custody to be complete, the record must be started at the time of sample collection and continued throughout the complete testing process until final disposition of the sample. Both the medical personnel responsible for the testing procedure and the employee will, at all items, keep the sample in full view prior to being sealed and labeled into the chain of custody. In addition, medical personnel and employee being tested shall be present for the following procedures:

- (a) Medical personnel shall complete the chain of custody form. Any additional information is recorded at this time.
- (b) Medical personnel places the bottle custody seal/ID label securely on the sample container.
- (c) The employee being tested initials the identification label on the sample for the purpose of certifying that it is the sample collected from him and that the information on the label is correct.
- (d) The sample and chain of custody paperwork is then placed in a container designed to protect it from damage during shipment. The container is then

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securely sealed with the Custody Seal. This eliminates the possibility of undetected tampering.

- (e) The chain of custody form and the boxed sample are locked in the designated secured section of the medical facility until shipped to the lab for testing.
- (14) If the results from the testing laboratory indicate a non-negative result, medical facility personnel will inform the employee and obtain a list of legal substance/drugs he is presently using. The medical facility will evaluate this information with regard to its impact on the testing results. If there is no impact, a non-negative result will be reported to the Risk Management Office. If there is reason to believe that the substances/medications taken are the cause for the non-negative result from the testing laboratory, a negative result will be reported to the Risk Management Office.
 - (a) Breath Analysis Procedure: Personnel data such as name, social security number, etc. will be entered into the Breath Analysis machine by medical facility personnel and the information verified by the employee. The employee will be given a breath analysis test for alcohol detection. The procedure is to blow through a disposable tube into the Breath Analysis machine. Results are printed out; the employee signs on the printout that the results are his, and is given a copy of the results. The machine is calibrated daily at the time of instrument start up.
 - (b) Blood/Saliva/Other Substance Procedure: These substances will be collected as deemed necessary by the approved medical facility.
 - (c) Reporting Results: After completing the sample collection and/or employee evaluation, the approved medical facility will inform the Risk Manager or Human Resources Office, as appropriate, of the employee's status. Any medical facility observation of unusual behavior should be reported to the supervisor with recommendations of work status.

The following positions are considered Safety, Security or Environmentally Sensitive, therefore subject to random screens for detection of illicit drug use:

CLASSIFIED SERVICE POSITIONS

Animal Control Officer
Animal Control Supervisor
Asst. Director Public Operations
Asst. Superintendent
Asst. Supervisor SCG
Chemist
Chemist II
Chief Building Official

Chief Electrician
Chief Operator
Code Enforcement Supervisor
Communications Officer I
Communications Officer II
Corrections Officer I
Corrections Officer II
Corrections Peace Officer I

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Corrections Peace Officer II
Crew Chief
Crime Scene/Evidence Technician
Cross Connection Control Specialist
Electrician
Engineer
Engineering Asst.
Engineering Field Rep
Engineering Inspector
Equipment Operator - PW
Facilities Maintenance Engineer
HAZMAT Team Member
Grease Trap Inspector
Heavy Equipment Mechanic
Heavy Equipment Operator - PW
Heavy Equipment Operator - PU
Horticulturist
Inspector I
Inspector II
Inspector III
Kennel Attendant
Laborer
Light Equipment Operator- Parks
Light Equipment Operator-PW
Maintenance Electrician
Maintenance Technician
Operator in Training
Police Captain
Police Lieutenant

Police Officer 1st Class
Police Officer 2nd Class
Police Officer 3rd Class
Police Sergeant
Property Maintenance Inspector
Pump Mechanic
Risk Manager
School Crossing Guard
School Traffic Control Supervisor.
Senior Animal Control Officer
Senior Equipment Operator PW
Senior Equipment Operator PU
Senior Vehicle Mechanic
Sr. Communications Officer
Sr. Corrections Peace Officer
Sr. Crew Chief
Sr. Electrician
Sr. Treatment Plant Operator
Superintendent
Treatment Plant Operator I
Treatment Plant Operator II
Treatment Plant Operator III
Utility Line Locator
Utility Tech
Vehicle Mechanic
Warehouse Specialist
Water Treatment Technician
Welder/Fabricator

Any employee who may be required to drive a city vehicle or equipment.

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PERSONAL CONDUCT**POLICY # 811: GRIEVANCE PROCEDURE****Policy:**

It is the policy of the City that employees should have an opportunity to present their work-related complaints and to appeal management decisions through a dispute resolution or grievance procedure. The City will attempt to resolve promptly all grievances that are appropriate for handling under this policy.

Comment:

- (1) An appropriate grievance is defined as an employee's expressed dissatisfaction concerning any interpretation or application of a work-related policy by management, supervisors, or other employees. Examples of matters which may be considered appropriate grievances under this policy include:
 - a) A belief that City policies, practices, rules, regulations, or procedures have been applied in a manner detrimental to an employee;
 - b) Treatment considered unfair by an employee, such as coercion, reprisal, harassment, or intimidation;
 - c) Alleged discrimination because of race, color, sex, age, religion, national origin, marital status, or disability; and
 - d) Improper or unfair administration of employee benefits or conditions of employment such as scheduling, vacations, promotions, retirement, holidays, salary, or seniority.
- (2) Employees should notify the City, in a timely fashion, of any grievance considered appropriate for handling under this policy. The grievance procedure is the exclusive remedy for employees with appropriate grievances. As used in this policy, the terms "timely fashion," "reasonable time," and "promptly" generally will mean five (5) working days.
- (3) The grievance procedure has a maximum of three (3) steps, but grievances may be resolved at any step in the process. Grievances are to be fully processed until the employee is satisfied, does not file a timely appeal, or exhausts the right of appeal. A decision becomes binding on all parties whenever an employee does not file a timely appeal or when a decision is made in the final step and the right of appeal no longer exists.
- (4) Employees who feel they have an appropriate grievance should proceed as follows:
 - a) Step One - Promptly bring the grievance to the attention of the immediate supervisor. If the grievance involves the supervisor, then it is permissible to proceed directly to step two. The supervisor is to investigate the grievance, attempt to resolve it, and give a decision to the employee within a reasonable

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- time. The supervisor should prepare a written and dated summary of the grievance and proposed resolution for departmental file purposes and forward a copy to Human Resources.
- b) Step Two - Appeal the decision to the Department Director, if dissatisfied with the supervisor's decision, or initiate the procedure with the Department Director if Step One has been bypassed. Such an appeal or initial complaint must be made in a timely fashion using the written form provided for this purpose located on the last page of this policy. The supervisor's version of the grievance and decision will then be submitted using a similar written form. The Department Director will, in a timely fashion, confer with the employee, the supervisor, and any other members of management considered appropriate; investigate the issues; and communicate a decision in writing to all the parties involved.
 - c) Step Three - Appeal an unsatisfactory Department Director decision to the Chief of Staff. The timeliness requirement and procedures to be followed are similar to those in Step Two. The Chief of Staff will take the necessary steps to review and investigate the grievance and will then issue a written, final, and binding decision.
 - d) If the employee is dissatisfied with the decision made by the Chief of Staff, the employee, as a City worker and a citizen, may request a meeting with the Mayor. It is at the Mayor's sole discretion whether or not to grant such a meeting.
- (5) The Human Resources Office will provide training and support to supervisors and Department Directors in dealing with employee grievances. In addition, employees should be encouraged to consult with the Human Resources Office, their supervisors, on a less formal basis, regarding employee complaints or disputes when appropriate.
- (6) Final decisions on grievances will not be precedent-setting or binding on future grievances unless they are officially stated as City policy and approved by the Chief of Staff. When appropriate, the decisions will be retroactive to the date of the employee's original grievance. All documents related to a grievance should be maintained in the Human Resources Office.
- (7) Information concerning an employee grievance is to be held in confidence. Supervisors, Department Directors, and other members of management who investigate a grievance are to discuss it only with those individuals who have a need to know about it or who are needed to supply necessary background information or advice.
- (8) Time spent by employees in grievance discussions with management during their normal working hours will be considered hours worked for pay purposes.
- (9) Employees are not to be penalized for proper use of the grievance procedure. However, it is not considered proper use if an employee raises grievances in bad faith or solely for the purposes of delay or harassment, or repeatedly raises meritless grievances. Implementation of the grievance procedure by an employee does not

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limit the right of the City to proceed with any disciplinary action, which is not in retaliation for the use of the grievance procedure.

(10) The City may, at its discretion, refuse to proceed with any complaint it determines is improper under this policy.

(11) There will be no coercion, discrimination, or reprisals against any employee for filing a grievance.

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GRIEVANCE FORM

NAME _____ JOB TITLE _____

DEPARTMENT _____ DATE _____ STEP TWO _____ STEP THREE _____

GRIEVANCE STATEMENT

RELIEF SOUGHT

Grievant Signature _____

DECISION OF IMMEDIATE SUPERVISOR

Supervisor's Signature _____ Date _____

If a grievance is settled verbally with the immediate supervisor at Step One, a written record is not mandatory; however, a memorandum of record of the grievance is advisable. This form must be used for Step Two and Step Three.

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