

WELCOME

Welcome! We are pleased that you have chosen to become an employee of the City of South Bend. Each employee contributes directly to the City's success in serving residents, and I hope you take pride in being a member of such a dedicated and creative workforce. Our goal is to provide a working environment that is conducive to both personal and professional growth, while serving the needs of South Bend residents with care, diligence, and efficiency.

This handbook describes the expectations for City employees and outlines the policies, programs, working conditions and benefits available to eligible employees. Please read, understand and comply with all the provisions of the handbook.

We encourage you to share your feedback. Please contact the Human Resources Department to assist you with any issues related to your employment. They are personally available by visiting the County-County Building at 227 W. Jefferson Blvd – 12th Floor. Or you may call 574-235-9217 or email humanresources@southbendin.gov for assistance.

I look forward to working with you to build a stronger future for the City of South Bend.

Sincerely,



Mayor Pete



INTRODUCTION

We are confident that you will find the City of South Bend a dynamic and rewarding place to work, and we look forward to a productive and successful association. We consider the employees of the City to be its most valuable resources.

To help guide you in your day to day activities, this Employee Handbook (Handbook) has been developed. The Handbook is intended to educate new employees and serve as a resource for current employees. It contains information on general personnel policies, procedures, and benefits. It also provides important information on workplace conduct, performance expectations, ethical standards, work schedules, safety on the job, and your obligations as an employee. Whether you are new to our staff or have been with us for some time, we believe you will find this Handbook a useful tool. It is not intended to be an exhaustive manual of every workplace rule and policy, or to address all possible applications of, or exceptions to, the general policies and procedures described. It contains general information and guidelines that are intended to provide you with an information resource for common questions and concerns. We expect each employee to read this Handbook carefully as it is a valuable reference.

The policies and workplace expectations contained within the Handbook apply to all non-elected City employees as well as individuals working on behalf of the City, such as interns, volunteers, and contract employees, except when in direct conflict with a contractual agreement. For employees covered by a collective bargaining agreement (CBA) through representation (Teamsters, Fraternal Order of Police and South Bend Firefighter's Association), the bargaining agreement will take precedence. For sworn members of the police and fire departments, the duty manual will prevail and this Handbook will only apply if the contractual agreement and/or duty manual is silent on any particular topic.

While every attempt has been made to cover a variety of topics and ensure accuracy of information, laws, policies, and other provisions of employment with the City may occasionally change. If there is a discrepancy or omission, the current law, regulation or policy will govern. Your department may also have specific policies that are not included in this Handbook. While such policies cannot be in direct conflict with this Handbook, such policies may add to or include further stipulations and/or expectations.

This Handbook is not the only or final source of information. You should always consult with your manager and/or the Human Resources Department (HR Department) with any questions you may have about the interpretation of any policies, procedures or benefits. While the City believes wholeheartedly in the policies and procedures described herein, they are not promises or guarantees. The City reserves the right to modify, revoke, suspend, terminate or change, at its sole discretion, any or all such policies or procedures in whole or in part, at any time, with or without notice. When changes occur to any policies or procedures, a reasonable effort will be made to notify all employees of such changes. However, at any given time, existing policy and law will prevail over inadvertent error or outdated material in the Handbook.

The HR Department is here to assist you in the event you need more information about any of the topics covered in this Handbook. The Director of Human Resources is the only official source for clarification and interpretation of the Handbook.

This edition of the Handbook supersedes and replaces all other employee handbooks.

Effective March 1, 2015

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EMPLOYMENT POLICIES

Employment-At-Will

Employment with the City of South Bend is an “at-will” relationship. This means that an employee is free to resign at any time, for any reason. Similarly, the City is free to terminate the employment relationship with or without notice at any time and for any reason, except as prohibited by law. Nothing in this Handbook is meant to or should be interpreted to alter the at-will relationship.

Equal Employment Opportunity

The City is committed to and provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, genetic information, sexual orientation, gender identity, national origin, age, disability, marital status, citizenship, ancestry or veteran status, in accordance with applicable federal laws. In addition, the City complies with applicable state and local laws governing nondiscrimination in employment in every location in which the City has operations or facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation and training.

The City also prohibits retaliation against any employee for making a good-faith complaint of discrimination or harassment, for assisting another employee in doing so, or for participating in an investigation of a discrimination or harassment complaint.

Americans with Disabilities Act (ADA)

The City is firmly committed to equal employment opportunity for persons with disabilities in compliance with the Americans with Disabilities Act and state law. The law prohibits discrimination against persons with a record of, or regarded as, disabled during the application process and in all phases of employment. It requires employers to interact with employees to identify reasonable accommodations that will enable them to perform the essential functions of their jobs and to enjoy equal benefits and privileges of employment. The City will provide a reasonable accommodation for the known physical or mental disability of a qualified employee or applicant, unless doing so would pose an undue hardship or direct threat to the health or safety of the individual or others.

If you feel you need an accommodation for a disability, inform your supervisor or the HR Department immediately. Requests for accommodation will be evaluated on a case-by-case basis. If you request an accommodation, it is essential that you participate fully in the interactive process to address your request. This participation may include, but is not limited to, providing medical documentation, meeting with specialists, and identifying restrictions and possible accommodations.

Harassment Free Workplace

The City is committed to providing and maintaining a workplace environment which fosters an attitude of courtesy, respect, and dignity to ourselves and each other, and which is free from any form of discrimination or harassment. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. The City believes strongly in the rights of its employees and any alleged breach of this right will be thoroughly investigated and acted upon in the appropriate manner.

The City encourages reporting of all perceived incidents of discrimination or harassment and will take all allegations seriously. Accordingly, we will respond promptly to all complaints of harassment or discrimination. Further, any form of retaliation against an individual who has reported a complaint is a violation of this policy and is strictly prohibited.

Sexual harassment defined

Applicable state and federal law defines sexual harassment as severe or pervasive unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to the conduct is made a term or condition of employment; or (2) submission to or rejection of the conduct is used as a basis for employment decisions affecting the individual; or (3) the conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Prohibited behaviors include:

- Verbal sexual advances, propositions, or requests for sexual favors
- Offering employment (including promotions, transfers, etc) in exchange for sexual favors
- Verbal conduct such as derogatory comments, epithets, slurs, sexually explicit jokes, whistling, or comments about an individual's body or dress, sexual prowess or sexual deficiencies; or the use of sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations
- Verbal abuse of a sexual nature
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons or posters
- Verbal commentary about an individual's body
- Physical conduct such as touching, assault, or impeding or blocking movements
- Retaliation for reporting harassment or threatening to report harassment

It is unlawful for males to sexually harass females or other males and for females to sexually harass males or other females. Sexual harassment on the job is prohibited whether it involves coworker harassment, harassment by a manager, between employees of the same or opposite gender.

Other types of harassment

Harassment on the basis of race, color, religion, sex, genetic information, sexual orientation, national origin, age, ancestry, physical or mental disability, marital status, medical condition or any other protected basis is also unlawful. Under this policy, harassment is verbal, visual or physical conduct that denigrates or shows hostility or aversion toward an individual due to any of the factors above that 1) has

the purpose or effect of creating an intimidating, hostile or offensive work environment; 2) has the purpose or effect of unreasonably interfering with an individual's work performance; or 3) otherwise adversely affects an individual's employment opportunities.

Common actions that can be perceived as a form of harassment or create an offensive or intimidating workplace and are often overlooked include the telling of jokes that reference someone's race or religion, jokingly calling a co-worker a derogatory name, posting a cartoon or a phrase within an office, cubicle, or bulletin board that references someone's gender or even a person's hair color, or the calendar that displays pictures of men and/or women in various stages of dress. Each of these examples has the ability to create an uncomfortable atmosphere, and as a result should not be brought into the workplace.

Procedure for Reporting Harassment and Discrimination Concerns

The City strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, the City strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

Individuals who believe they, or other individuals covered by this policy, may have experienced such conduct should file their complaint with any of the following: their immediate supervisor, division manager/director, department head director/deputy director, or any member of the Human Resources Department. Immediately upon receipt of such complaint, the Director of Human Resources is to be informed.

Immigration Law Compliance

The City will employ only United States citizens and non-citizens who are authorized to work in the United States. The City does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form (I-9) and present appropriate documentation establishing identity and employment eligibility within the timeframe stipulated on the most current I-9 form. If the employee cannot present the required documents within the identified time frame, the employee must present a receipt, providing proof that the documents have been applied for. This receipt must be presented within the same time frame established on the most current I-9 form.

Failure to provide the necessary documentation in the prescribed time frame will result in the employee's inability to begin/return to work until such documentation is received (no longer than one week after date of hire).

Former employees who are rehired must also complete the I-9 regardless of when they may have previously completed the form.

Confidential and Proprietary Information and Workplace Privacy

During the course of your employment, you may learn, see, create, discover or receive confidential and/or proprietary information about the City, its employees, or our citizens. Such information is to be handled in strict confidence and is to be shared only with those persons within the City who need to know such information. Employees are expected to deal with confidential/proprietary information in a manner which complies with state and federal laws and regulations, as well as City policies. Unauthorized access to confidential/proprietary information is prohibited.

Confidential and/or proprietary information may include, but is not limited to, employee records, including medical documentation, citizen related discussions, personal information regarding City employees or former employees, utility billing records, economic development information, records of criminal investigations, and business or financial records.

Unless required by law, no employee may, during the term of employment or thereafter, use or disclose to others outside of the City any confidential or proprietary information. We recognize the need to comply with reporting or disclosure requirements as mandated by federal, state and City laws and regulations.

The removal of such information from the workplace for the purposes of further development (i.e. working from home) or implementation should be done with the approval of the department head and should be contained in a manner to assure protection should the method of transporting such information be lost or stolen. This would include password protected computers or storage devices.

Recording Devices

The use of recording devices for the purposes of recording conversations or discussions among employees or citizens is strictly prohibited unless all parties are given advance written or verbal notice and/or give consent, either verbally or in writing. This requirement does not apply to the police department, which is governed by the duty manual, or the 311 customer service unit or the Police Department's Records Bureau.

Breach of Confidentiality

Employees must recognize the unauthorized disclosure of confidential or proprietary information could cause irreparable harm and be detrimental to the City. Any violation may result in disciplinary action, up to and including termination. Employees who violate confidentiality laws may also be subject to sanctions as imposed by federal or state law.

All confidential and proprietary information, as well as any other data or documentation created in the course of employment with the City must remain with the City upon separation of employment. Copying or removal of such information from City premises is strictly prohibited unless approved by the appropriate department leader.

EMPLOYMENT PRACTICES

Recruitment

Whenever a vacancy occurs, whether it is an existing or newly created position, authorization to begin the recruitment process is required. Departments are to complete a Job Requisition, attach a reviewed/updated position description, obtain written approval from the department head, and forward to the Human Resources Department for final review and approval.

Job Posting Process

The recruitment process will begin upon final approval of a job requisition and will start with the HR Department ensuring the position is posted within the hiring department and/or through the City's job posting board (located on the 12th floor of the City/County Building) and the City's website at southbend.in.gov. Exceptions to the posting requirement include interim appointments, temporary positions and seasonal positions that are filled by the previous season's staff. Duration of the posting will vary based on a number of factors such as applicable collective bargaining agreement, duty manual or other pertinent factors as outlined in the Human Resources Department Policy and Procedure Manual. For non-bargaining positions, vacancies will generally be posted for a minimum of seven (7) calendar days.

Listed on the posting will be the job title and classification information, summary of duties, minimum qualifications, educational and training requirements, application instructions, as well as any other information pertinent to the position.

Based upon the uniqueness or specialization of the position, it may also be advertised through the local newspapers, local job boards, regional or national job boards/websites, trade journals and/or social media sites.

Internal Candidates

The City believes in promoting employees from within whenever possible. Qualified internal candidates are encouraged to apply for job vacancies by submitting an internal job application to the HR Department. However, to be eligible for consideration, employees must meet the requirements of the vacancy, must have been in their current position for at least six months, must have a satisfactory performance record and have no disciplinary actions during the same period. Under extraordinary circumstances, the HR Department may waive one or more of these requirements.

Internal Transfers – Involuntary

An employee may be required, at the sole discretion of the City, to transfer from one position or department to another. Such a transfer may be either a temporary or a long-term transfer in order to accommodate a department's needs.

Employment Applications

All applicants are required to complete the City's designated employment application specific to that position. Resumes may also be attached but are not to take the place of a completed and signed application.

The information contained within the application and other information provided must be complete and accurate. Any misrepresentation, falsification, or material omissions may result in disqualification of the individual from any further consideration for employment with the City.

Applicant Testing

Applicants may be required to undergo testing as part of the recruitment process. Such testing may include, but is not limited to, computer skills and software familiarity, physical, and psychological testing. The use of any testing must be approved by the HR Department prior to implementation.

Applicant Screening and Interviewing

Applications will be reviewed and screened based on a number of factors including those requirements (education, experience, skill set) identified in the job posting. Candidates may be invited to participate in a job interview via telephone and/or in person.

Medical Examinations

Applicants may be required to undergo a pre-employment medical examination as a condition of employment for positions such as Police Officer or Firefighter, or positions requiring a CDL. Generally, such requirements will be stipulated during the recruitment process. In addition, these same positions may require medical examinations during the course of employment. Other positions may be added at the discretion of the City.

Background Checks

Applicants being considered for employment must consent to a comprehensive background check, which may include, but is not limited to, employment verification and reference checks, education verification, criminal background checks, driving records, and credit checks. Background verification is performed prior to and after a job offer is made and employment is contingent upon its successful completion. Employees who do not successfully complete the background verification may be terminated, or the conditional offer of employment may be withdrawn.

Conditional Offer of Employment

Candidates selected for hire may receive a conditional offer of employment. All offers of employment will be contingent upon the successful completion of all established prerequisite requirements of the position, such as reference and criminal background checks, verification of driving record requirements, and pre-employment drug and alcohol testing. Offers of employment may be withdrawn for any reason, except as prohibited by law, and at any time prior to the actual start date of employment.

Licensure, Certifications, Registration, and Driver's Licenses

Anyone hired into a position that requires licensure, certification, registration or driver's license of any type must produce substantiating documentation prior to the issuance of a conditional offer of employment. Employees are responsible for maintaining such credentials at all times. Upon renewal, the original is to be presented to the supervisor/manager, who shall then make a copy to be forwarded to the HR Department. Anyone allowing such credentials to expire may be subject to demotion, suspension or termination of employment.

If the status of such credentials changes at any time, you must notify your supervisor/manager immediately. The supervisor/manager will then immediately contact the HR Department. The circumstances prompting the status change will be reviewed for appropriate action. Failure to provide notification of a status change of required credentials may result in immediate termination.

Employment of Relatives

The City has adopted a nepotism policy as it relates to the employment of relatives within a direct line of supervision. Direct line of supervision is defined as a position that can affect the terms and conditions of another individual's employment, including making decisions about work assignments, compensation, grievances, advancement, or performance evaluations.

Relative is defined as follows: a spouse, partner, parent or stepparent, child or stepchild, sibling (including stepbrother or stepsister), niece, nephew, aunt, uncle, daughter-in-law, son-in-law, grandparent or step grandparent, grandchildren or step grandchildren.

If employees become relatives as stated above, and if one party is in a supervisory position, that person is required to inform management and the HR Department of the relationship. Upon which time steps, such as reassignment or transfer, will be taken to modify the reporting relationship.

The City reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

Other Employment

Per the Ethics Policy (as revised in February, 2014), employees of the City who currently have or are considering secondary employment, including consultation services or self-employment, must seek approval from Corporation Counsel (sworn officers of the Police and Fire Departments are to refer to the appropriate duty manual for reporting requirements) prior to entering into any employment agreement. If it is determined that the additional employment would not be a conflict of interest, a letter will be issued to this effect. If it is determined the additional employment is or may be a conflict of interest, a letter will be issued that describes the conflict or potential conflict and will give direction regarding actions that should and/or should not be taken to avoid actual conflict. Please refer to the ethics policy located at the back of the Handbook or on the City's website.

While we understand that circumstances may require that our employees have other employment, we expect those outside activities will not interfere with your ability to report to work on scheduled days, on time and in a condition ready to work. While you are on the City's "clock" you are required to devote your full attention to the work you are responsible for performing and refrain from addressing issues such as schoolwork or other secondary employment concerns.

Under no circumstances should anyone use City time or resources (vehicles, equipment, supplies, or other employees) to perform work for anyone other than the City. Failure to follow this policy will result in disciplinary action up to and including termination.

Rehired Employees

Within 6 months

If an employee separates from the City and is rehired into a regular, benefit eligible position within 6 months, there will be no waiting period for benefit eligibility, if applicable. Insurance benefits for eligible employees will be made effective the date of rehire. Vacation leave will begin accruing on the date of rehire and will be placed in the employee's bank for use at the beginning of the next calendar year. The rate of accrual will be at the level earned at time of separation. The sick leave balance remaining at time of separation will be placed into the rehired employee's sick bank for immediate use. For calculation of service time, the original hire date will be used rather than the rehire date.

Employees rehired within six months may be required to participate in the new employee orientation (NEO) program, depending upon length of break in service and the current content of the program. All rehired employees will be required to participate in the introductory period.

Greater than 6 months

If a former employee is rehired more than six months after their separation from the City, they will be considered a "new" employee and will be subject to all the conditions (including a wait period for benefits eligibility and pre-employment drug testing) of a new hire.

Employee Classification

The City has established the following classifications for both nonexempt and exempt employees. Temporary, Seasonal and Part-time employees are not eligible for benefits. 30 Hour employees are eligible for enrollment in the city's health insurance plan.

- **Regular, full time:** Employees who are not in a temporary or seasonal status and who are regularly scheduled to work the City's full-time schedule of 40 hours per week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program. Employees assigned to the Records Bureau of the Police Department may be given a work schedule that results in approximately 37.5 hours per week per departmental needs. For benefit purposes, such employees are also considered full-time.
- **Regular, 30 Hour:** Employees who are not in a temporary or seasonal status and who are regularly scheduled to work 30 or more hours (but less than 40 hours) per week for more than 6 months per year. **Employees in this classification are eligible for enrollment in the City's health insurance plan.**
- **Regular, part time:** Employees who are not in a temporary or seasonal status and who are regularly scheduled to work less than 30 hours each week.

- **Temporary, full time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the City’s full-time schedule for a limited duration. Temporary positions shall not exceed 180 days (six months) in duration without written approval from the HR Department. Employment beyond any initially stated period does not in any way imply a change in employment status.
- **Temporary, part time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than 40 hours per week for a limited duration. Temporary positions shall not exceed 180 days (six months) in duration without written approval from the HR Department. Employment beyond any initially stated period does not in any way imply a change in employment status.
- **Seasonal, full-time:** Employees who are hired for seasonal work, such as summer employment at the City’s parks or in the Street Department at 40 hours per week. Seasonal positions shall not exceed 180 days (six months) in duration without written approval from the HR Department. Employment beyond any initially stated period does not in any way imply a change in employment status.
- **Seasonal, part-time:** Employees who are hired for seasonal work, such as summer employment at the City’s parks at less than 40 hours per week. Seasonal positions shall not exceed 180 days (six months) in duration without written approval from the HR Department. Employment beyond any initially stated period does not in any way imply a change in employment status.
- **Interns:** Individuals that are offered a learning opportunity (either paid or unpaid) with the City. The City’s internship program is managed through the HR Department.
- **Volunteers:** Individuals that are interested in volunteering their time (without pay) to assist a City department(s) in the development, implementation or maintenance of a project(s) or an area of responsibility. The City’s volunteer program is managed through the HR Department.
- **Outside Agency usage:** Based on operational needs, a department may seek temporary staffing through a placement agency. Should this option be utilized, the hiring department must first inform the HR Department.
- **Essential Employees:** During an emergency, employees designated as essential provide services that relate directly to the health, safety, and welfare of the City and its residents, ensure continuity of critical operations, and maintain and protect City assets. The definition of essential employee may change based on the emergency, but will generally include police officers, fire fighters, 311 call center staff, as well as key positions in both the Public Works and Parks Departments.

Employee Personnel Files

Employee personnel files, with the exception of sworn Public Safety officers, are maintained by the HR Department and are considered confidential. The personnel file is the official location of new hire documents, employee evaluations, corrective actions, employment-based documentation, medical documentation, and any and all personnel changes.

Notes, copies of evaluations, counseling documentations, letters, or any other documents that constitute an unofficial departmental personnel file are subject to all the provisions of these policies and must be surrendered to the HR Department at time of employee separation or upon request.

A director or manager considering the hire of a former employee or transfer of a current employee may be granted access to those sections of the file that are applicable to the decision making process.

Personnel file access by current employees and former employees is permitted upon written request. A time will be scheduled, with every effort made to ensure file review occurs within 7 calendar days unless otherwise required under state law. Personnel files are to be reviewed in the HR Department, may not be copied without permission from the HR Director and may not be taken outside the department. If errors are noted in the employee's records, the employee will have the right to petition for correction by submitting a written request to the HR Director.

Personal Information

Employees are responsible for maintaining accurate personal data in their personnel files. Such data includes mailing address and telephone number.

WORKPLACE EXPECTATIONS

New Employee Orientation (NEO) Program

As part of the employment process, all newly hired employees will participate in a new employee orientation program (NEO) conducted by both the HR Department and the hiring department.

On or before the first day of employment, new hires will be required to present the City with information establishing identity and eligibility to work in the United States in accordance with applicable federal law, and will be asked to complete all forms necessary for entry into our payroll system, such as state and federal tax forms.

During the first few weeks of employment, the HR Department will provide new employees with important information regarding basic policies and procedures, compensation and benefits programs, the performance review process, plus other information necessary to acquaint employees with the job and the City.

New hires will also be asked to complete all necessary paperwork, such as medical benefits plan enrollment forms, and state and local tax forms. New employees are expected to use this orientation program to become familiar with the City and its policies and benefits. Everyone is encouraged to ask any questions that arise during this program to ensure a complete understanding of all the policies, procedures, general guidelines and overall expectations that affect and govern the employment relationship with us.

Employees will also participate in an orientation program conducted by the hiring department. This is an opportunity to get to know your fellow employees, your manager and the duties and responsibilities of your new job. During departmental orientation you will receive department-specific information regarding policies and procedures, job expectations, and other information necessary to become a strong contributing member of the department. Your manager/supervisor or a designee will work closely with you to help you understand the requirements of your new job.

For those of you that have successfully sought and received an internal transfer, focus will be on your new responsibilities and the expectations of your new department.

Introductory Period

The introductory period is an extension of the selection process for new hires and for internal transfers. It is designed to allow time for you to adjust to your new position, receive proper training, learn and understand performance expectations, and become familiar with the City and your job, while enabling management to evaluate your capabilities.

During the introductory period and through the course of your employment, it is important that your job performance and personal conduct be exemplary. Utilize the introductory period to familiarize yourself with the City's policies and procedures, department-specific expectations and the job requirements. Communication between you and your immediate supervisor/manager is critical. Be sure to ask questions to ensure a thorough knowledge of job-specific responsibilities and departmental expectations. It is also an opportunity for you to demonstrate an ability to learn the new job and, at the same time, to determine if you like working for the City.

During the introductory period, your supervisor/manager may conduct a brief performance evaluation (verbal or written) to provide you with feedback on how well you are adapting to your new position. Use this evaluation tool to ensure full and comprehensive knowledge of the job and departmental expectations. At the end of the introductory period, your department supervisor/manager may also conduct a written *End of Introductory Period* evaluation with you. Again, the evaluation will be a guide to how well you are learning the responsibilities of the new job and to identify both your strengths and weaknesses, as well as providing a direction for future goals if it has been determined that you have successfully completed the introductory period.

Introductory Period Duration

The length of the introductory period will depend upon your position classification. See below:

Teamsters members – the introductory period is 60 work days.

Non-Bargaining Non-Exempt employees – have a 90 calendar day introductory period.

Managerial and Professional (Exempt) employees – have a 180 calendar day introductory period.

The introductory period may be extended for appropriate reasons, based on consultation with and approval by the HR Department. Affected employees will be provided feedback regarding the purpose of, reason for, and duration of the extension and overall expectations required for successful completion of the extension. Appropriate reasons for an extension could include substantial absences during the introductory period, substandard or marginal performance or behavior.

New employees failing to successfully complete either the initial or extended introductory period will be terminated from employment with the City.

For existing employees that sought and received an internal transfer, failure to successfully complete the introductory period may also result in termination of employment, based on a review by the employing department and the HR Department.

If available, employees may utilize sick, vacation, and compensatory time during the introductory period, however, excessive absenteeism may result in discipline, up to and including termination.

Professional Conduct

As an employee of the City, each and every one of us has a responsibility to conduct ourselves in a manner that reflects positively on the City, our employing department and coworkers. Such conduct includes, but is not limited to, the following:

City employees are expected to:

- Demonstrate a professional and respectful attitude towards others at all times. Be courteous, considerate, and prompt in all interactions. This includes interactions with city employees, residents, vendors, and the public in general.
- Maintain a high standard of honesty, integrity, and impartiality, free from personal considerations, or favoritism.
- Use city resources wisely. This includes City time, equipment, vehicles, services, supplies, and the city's financial resources.
- Conduct ourselves in a manner that will not bring discredit or embarrassment to the City.

City employees shall not:

- Use their official position for the personal or financial gain of themselves, family members, or friends.
- Use or attempt to use, confidential information for personal advantage.
- Permit themselves to be placed under any kind of personal obligation that could lead a person to expect personal official favors.
- Perform an act in a private capacity that may be construed to be an official act.
- Falsify documentation required during the course of employment, including but not limited to, timekeeping records or other documentation required during the course of employment with the City.
- Accept or solicit, directly or indirectly, anything of economic value as a gift, gratuity, favor, entertainment, or loan that is, or may appear to be, designed to influence the employee's official conduct.
- Inhibit a City employee from joining or refraining from joining an employee organization
- Take disciplinary or punitive action against another employee that impedes or interferes with that employee's exercise of any right granted under the law or City policies.
- Willingly and knowingly violate City policies.

Please refer to the Ethics Policy at the back of the Handbook for further information.

Appearance and Dress Requirements

It is important for all employees to project a professional image while at work by being appropriately attired. All employees are expected to keep themselves neat, clean and well-groomed to promote a good public image. In general, everyone is expected to dress appropriately based on your actual work location and job responsibilities, and to refrain from wearing clothing that does not adequately cover the body. Shoes should be appropriate for the actual work setting and should not include styles that are typically worn at the beach or in the shower. Strong fragrances, such as perfume or cologne, is discouraged in the workplace due to individuals with allergies or other sensitivities. If deemed necessary, the department may send someone home if inappropriately dressed or groomed. Your department director/manager may further establish a dress code based on safety, comfort, appearance and other requirements. Your director/manager will discuss uniform and/or dress requirements with you at the time of your employment.

Attendance and Punctuality

The City views your position as important to the overall operation of our business. While we understand that there may be occasional situations beyond your control, which could cause you to be absent or tardy, it is imperative to maintain a solid, dependable attendance record. It is extremely important to the success of the City that employees report to work on time, on all scheduled work days, to return from breaks and lunch periods in a timely manner and to work until the end of each scheduled work shift. It is also expected that employees will be completely prepared to begin working at their designated start time. Regular attendance and promptness are considered part of each employee's essential job functions. Unsatisfactory attendance, including reporting late or quitting early (without appropriate authorization), or excessive tardiness or absenteeism may give rise to disciplinary action up to and including termination.

If you are going to be late arriving to work or unable to work for an entire day, you must notify your immediate supervisor or manager within the time frame and manner specified by departmental policies and procedures. In the absence of such policies and procedures, you must report your absence at least one-half hour before your scheduled start time on **each day** of your absence, unless you are granted an authorized leave, in which case different notification procedures will apply and be provided to you. You must speak directly to your immediate supervisor/manager or their designated contact person or report your absence in a manner approved by your supervisor/manager. Leaving voice messages, sending text messages or informing co-workers of an absence is not permitted unless previously approved by your supervisor/manager. Failure to properly notify your department may result in an **unexcused** absence, which can then lead to disciplinary action.

Reporting your absence within the specified timeframe does not eliminate the issue of excessive tardiness or absenteeism.

Absences falling right before or after a holiday or a scheduled vacation will require medical documentation to support the absence.

If you are absent for three (3) or more consecutive days due to illness or for intermittent absences due to the same or similar reason, medical evidence of your illness and /or medical certification of your fitness to return to work (which must be satisfactory to the City) may be required before you are allowed to return to work. Medical certification may also be required in other circumstances. All such medical documentation is to be given directly to your immediate supervisor, who will then forward to the HR Department for discussion and determination of acceptability.

Absences (expected or unplanned) of more than three (3) days should be reported directly to the HR Department to determine if the absence qualifies for Family and Medical Leave (FML). Please review the guidelines for FMLA located in the Time Off/Leaves of Absence section of the Handbook.

The City reserves the right, at any time, to require acceptable supporting documentation to verify absences.

Medical documentation and employee health information is covered by privacy laws and as such will be retained exclusively within HR.

While absent for any reason (except for time off under FMLA or Workers Compensation), you are expected to maintain regular contact with your immediate supervisor/manager. Such contact is expected to be daily, prior to the start of each shift, unless other arrangements have been agreed upon by your immediate supervisor/manager and/or the Human Resources Department. You must notify your department immediately of any change of address or telephone number.

An employee that fails to report to work and fails to report their absence in the appropriate manner for three (3) consecutive scheduled work days will be considered to have voluntarily resigned from their job through job abandonment.

Should the City or Department identify emergency conditions that could affect an employee's ability to report to work, such tardiness or absenteeism will not be held against the employee.

Use of City Resources

The use of City resources, such as vehicles, equipment, supplies, and including scheduled work time, is limited to the exclusive use of City business. Under no circumstances should employees use such resources for personal use or to conduct non-City business.

Exceptions to this policy, such as the ability to stop for lunch while driving a City vehicle, will be addressed by the department manager, director, or department head, on an individual basis and must be communicated, in writing, to both the employee and the HR Department.

Failure to adhere to this policy will result in disciplinary action up to and including termination.

Electronic Communication and Internet Use

The following guidelines have been established for using the Internet, company-provided cell phones and e-mail in an appropriate, ethical and professional manner:

- Internet, company-provided equipment (e.g., cell phone, laptops, computers) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
- The following actions are forbidden: transmitting disparaging, abusive, profane or other types of offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon the City or be contrary to the City's best interests; and engaging in any illegal activities, including piracy, extortion, blackmail, copyright infringement, and unauthorized access of any computers and company-provided equipment such as cell phones and laptops.
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees are to refrain from sending files that are not related to work.
- Employees should not open suspicious e-mails, pop-ups or downloads. Contact IT with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the company.
- **Cell phones, tablets, computers and other electronic devices that are used to connect to the workplace should have appropriate security protections such as passwords for access to guard against access by unauthorized users.**

Right to Monitor

All City-supplied technology and City-related work records belong to the City and not to the employee.

You are given access to the City's network to assist you in performing your job. You should not have an expectation of privacy in anything you create, store, send or receive on the computer system. The computer system belongs to the City and may only be used for business purposes.

Personal mail, telephone calls, visitors, cell phones & texting

The use of personal devices such as tablets and cell phones to conduct personal business during working hours is strongly discouraged. Although the City realizes that there are times when an employee may need to use the telephone for personal reasons, please use good judgment and limit the length and frequency of such calls and/or texting. It is advisable to have personal phones in silent mode to avoid unnecessary disruption within the department. The accessing of any social media sites, game sites, or other personal internet access with personal devices or with City property is discouraged at all times.

Because of the large volume of incoming business mail, the City does not have the means to receive or distribute personal mail and packages for employees. All personal mail should be addressed to your home address.

Your department may have additional policies on the use of personal devices. Please ensure you are aware of these policies.

Social Media—Acceptable Use

Below are guidelines for social media use as it relates to your employment with the City:

1. **Maintain Confidentiality** – Do not post any confidential or proprietary information in regards to the City, its employees, or the internal workings of the City. Examples of confidential information include, but is not limited to, decisions or policies under consideration, future announcements, personnel matters, litigation, potential economic community development projects, or third party information received by the City.
2. **Be Respectful** – all posts should be respectful of other employees and those individuals you interact with as part of your employment with the City. A posting should never include defamatory information or ridicule others in any way. Never post or be part of a post that shares inappropriate material that others would reasonably consider vulgar, offensive, harassing, or indecent. Do not engage in any demeaning, derogatory or rude dialog with those who may challenge your work or you as an employee – no matter how rude or provocative they may appear.
3. **Exercise Caution** – It is very easy to participate in social media. But that also makes it easy to post, respond to, or repeat a post, before you have thought through the consequences. Always be CAUTIOUS!! Avoid discussing City-related business. If you are about to post information that makes you the slightest bit uncomfortable, STOP and THINK. Remember that what is

posted via social media is widely accessible, not easily retractable, is subject to very close scrutiny, and will be around for a very long time.

4. **Consequences** – Remember that your actions online could impact your integrity as a City employee, and the reputation of the City.

Solicitations, Distributions and Posting of Materials

The City prohibits the solicitation, distribution and posting of materials, electronically or hard copy, on or at City property by any employee or nonemployee, except as may be permitted by department leaders or the HR Department. Requests should be submitted in writing to the HR Department at least 10 calendar days in advance of the requested posting date. The HR Department will review and approve/deny the request.

Ethical Standards

The City expects all employees to act in the best interest of the City and its residents by adhering to the highest ethical and legal standards in all areas of conducting business. Employees must avoid any activities that are in conflict with, or give the appearance of being in conflict with, the best interest of the City.

Please refer to the most current ethics policy for complete information on the ethical standards established by the City, which is located at the back of the Handbook.

WORKPLACE SAFETY

Drug- and Alcohol Free Workplace

The City has a longstanding commitment to provide a safe and productive work environment. We recognize alcohol and drug use and abuse to be a major health problem which can result in tragic consequences for employees, families, and others in the workplace. We believe that drug and alcohol use and abuse in the workplace contributes to increased absenteeism and tardiness, higher medical costs, and decreased productivity. We are concerned that use and abuse may endanger the user's health and safety as well as the health and safety of co-workers and others, and may pose security problems for the City. For these reasons, the City is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

Employees should report to work fit for duty and free of any adverse effects of drugs (legal or illegal) or alcohol. The City will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor.

The City retains the right to require the following testing:

Pre-employment: All applicants must pass a drug test within the timeframe established by the HR Department (generally within 48 hours of a job offer) before beginning work. A positive test, a negative-dilute or a refusal to submit to testing will result in disqualification of further employment consideration.

For seasonal or other previously employed individuals, if the break in service is greater than 90 calendar days, a pre-employment drug test will be required.

Reasonable suspicion: Employees are subject to testing based on direct observations by a supervisor or manager (based on own initial observation or the reported observation of others), of apparent workplace use, possession or impairment. The HR Department is to be consulted before sending an employee for reasonable suspicion testing except under extenuating circumstances as defined by the HR Department.

Post-accident: Employees are subject to testing when they are involved in any form of vehicular accident while operating a city-owned or leased vehicle, regardless of fault or whether or not there is noticeable damage. Post-accident drug testing will also occur when the employee, or any other individual (employee or otherwise) is injured and requires off-site medical attention. In any of these instances, the testing must take place within two (2) hours following the accident, and an investigation will be conducted into the circumstances of the accident and/or injury.

Random: Individuals in positions that are considered safety sensitive or which fall under the guidelines of the Department of Transportation (DOT) will be subject to random drug testing. Safety sensitive positions will be tested according to the City's drug testing policy while individuals falling under the jurisdiction of the DOT will be tested as outlined in the DOT's requirements.

Non-Negative Results: Employees who test positive, have a negative-dilute, or do not complete the drug test as required, will be immediately suspended by the department, pending investigation by the department and the HR Department. Final employment disposition will be determined by the HR Department upon completion of the investigation. Based on the city's zero tolerance policy, anyone found in violation will be immediately terminated.

Smoke and Tobacco-Free Workplace

To protect and enhance our indoor air quality and to contribute to the health and well-being of all employees, the City indoor workplaces shall be entirely smoke and tobacco-free. The use of all smoke and tobacco products, including e-cigarettes and chewing tobacco, is banned from the City's workplace, including all city-owned or operated buildings and owned or leased vehicles. Smoking is prohibited in all of the enclosed areas within the City's worksites, without exception.

Smoking outdoors must occur at least 8 feet from entrances or in other designated outdoor locations. Employees working at assigned work areas outdoors are to refrain from smoking in areas readily viewable by the general public, but are to smoke in areas immediately outside the vicinity of work being performed.

Smokers and users of tobacco products must dispose of the remains in a manner that helps to maintain a neat and clean environment for all employees and the general public. At no time should tobacco product remains be tossed into a street, left on a sidewalk or disposed of in containers meant for beautification, such as planters and should be completely extinguished before disposed of in trash receptacles.

Failure to comply with all components of this policy will result in disciplinary action up to and including immediate discharge.

Workplace Bullying

The City defines bullying as "repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment."

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that the City will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. The City considers the following types of behavior examples of bullying:

- *Verbal bullying:* Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- *Physical bullying:* Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.

- *Gesture bullying*: Nonverbal threatening gestures or glances that convey threatening messages.
- *Exclusion*: Socially or physically excluding or disregarding a person in work-related activities.

Individuals should follow the guidelines found in the Harassment Free Workplace section for reporting any instances of perceived bullying.

Violence in the Workplace

The City is committed to maintaining a workplace free from violence and threats of violence, and will not tolerate such behavior. Every individual deserves the right to be treated with courtesy and respect at all times and to be free of concerns regarding violence in the workplace.

Violence includes any conduct, verbal or physical, which causes another to reasonably fear for his or her own personal safety or that of his or her family, friends, associates, or property. Conduct that threatens, intimidates or coerces another employee, customer, resident, vendor or business associate will not be tolerated. The City’s resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. The City treats threats coming from an abusive personal relationship as it does other forms of violence. Failure to comply with these policies may result in discipline up to and including termination as well as criminal prosecution.

Reporting and Responding to Workplace Violence

Employees have a “**duty to warn**” their supervisor, manager, the police or security personnel, the Human Resources Department or any other management level personnel of any suspicious workplace activity or situations or incidents they observe, hear about, or become aware of which appear to be problematic. Supervisors and managers are responsible for immediately notifying appropriate personnel (police, department heads, HR Department, etc.) of all observed, reported or suspected incidents of workplace violence. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform the HR Department of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to spouse/partner violence. The City will not retaliate against employees making good-faith reports. All reports will promptly and thoroughly be investigated. The identity of the individual making a report will be protected as much as possible. Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including discharge.

Safety – General Expectations

The safety and well-being of our employees is very important, and in order to promote a safe and healthy work environment, the City works to identify and eliminate employee exposures to avoidable hazards and conditions that can lead to injury or illness.

Safety is every City employee’s responsibility. All employees are required to remain alert and to correct hazardous conditions and unsafe acts—if it is safe to do so—and to report unsafe conditions to their

supervisor/manager. It is also the responsibility of each employee to conduct all tasks in a safe and efficient manner. Failure to follow City safety and health guidelines or engaging in conduct that places the employee, the City's residents or its property at risk can lead to employee disciplinary action up to and including termination.

Although most safety regulations are consistent throughout each department and program, each employee has the responsibility to identify and familiarize her/himself with the emergency plan for his/her working area. Each facility shall have posted an emergency plan detailing procedures in handling emergencies such as fire, weather-related events and medical crises.

It is the responsibility of the employee to complete an Incident Investigation and Exposure Form for each safety and health infraction that occurs by an employee or that the employee witnesses. Failure to report such an infraction may result in employee disciplinary action.

Accidents and Injuries

Employees who sustain work-related injuries or illness should immediately inform their immediate supervisor and complete the *Incident Investigation and Exposure Form* prior to the end of the work shift. If an employee should experience an accident but not feel there is any injury involved, such accident should still be reported as stipulated above. Oftentimes, an injury may not show itself for a day or so and untimely filing of an accident could affect the employee's ability to obtain treatment under the worker's compensation program. Supervisors are responsible for investigating the incident and documenting all findings, and forwarding all documentation to the Safety and Risk Department. No matter how minor an on-the-job injury may appear, it is important that it be reported as soon as possible. You may be required to go to an employer-chosen medical care provider for initial treatment, drug screen, and any required follow up examinations. If the chosen medical care provider and/or management determines that you need medical attention, you must comply with that decision.

Vehicle Accidents

The process for vehicular accidents is very similar to personal injury or illness listed above. For **any** vehicular accidents involving a city-owned or leased vehicle, regardless of cause of accident or the lack of any visual damage to the vehicles or individuals involved, the incident must be reported to your immediate supervisor and an *Incident Investigation and Exposure Form* must be completed and submitted to your immediate supervisor. The Safety and Risk Department must also be immediately notified. For vehicular accidents, a drug test **will** be required, especially for individuals driving under Department of Transportation regulations.

Worker's Compensation

Employees injured during the course of their employment with the City may be covered by worker's compensation, which allows for partial payment of wages when an employee is unable to work for a specified period of time. All inquiries regarding worker's compensation should be directed to the Safety and Risk Department.

Modified Duty

Employees may also be provided modified duty during the course of recovery from an on-the-job injury or illness. Modified duty, when in compliance with healthcare provider requirements and stipulations, cannot be refused by the employee without extenuating circumstances. The Safety and Risk Department will manage all modified duty assignments for work-related injuries and accidents.

Security of Employees, Others and City Property

The City desires a work environment that is free from illegal drugs, alcohol, firearms, explosives, and all other improper materials. To this end, the City prohibits the control, possession, transfer, sale, or use of such materials on its premises, except as allowed by Indiana Code 34-28-7.

Compensation and Pay Practices

Exempt/NonExempt Status

All employees are designated as either *Exempt* or *Nonexempt* under state and federal wage and hour laws.

The federal Fair Labor Standards Act (FLSA) and state minimum wage laws mandate payment of minimum wages and overtime compensation to most employees. However, such laws have provisions for excluding certain employees from the payment of minimum wages and overtime. Such employees are called “exempt”.

Nonexempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law’s requirements concerning minimum wage and overtime. As a result, any hours worked over 40 per week will result in overtime pay or compensatory time equivalent to 1 and ½ times the hourly rate of pay or time worked.

Exempt employees are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor. Hours worked over 40 per week are not required to be compensated by pay or compensatory time.

Work Week Definition

Regular workweeks and regular workdays shall be as defined by department management or collective bargaining agreements. The workweek shall typically consist of forty (40) hours to be worked in a period beginning 12:00 am on Saturday and ending at 11:59 pm on Friday. The workweek definition may vary, especially in the Police and Fire Departments. Non-emergency City offices will normally be open from 8:00 am through 5:00 pm Mondays through Fridays. The actual hours worked per day will vary based on collective bargaining agreements, employee classification and departmental needs.

Changes to the “regular workweek” or “regular workdays” are subject to modification by the appropriate department management or collective bargaining agreement. Any changes will be conveyed with a minimum of forty-eight hours notice to all affected employees.

Work Schedule

Your work schedule is determined by the department in which you work. Your supervisor/manager will give you the schedule of working hours that applies to your position. Due to changes necessitated by business, staffing needs, and general emergencies, all work schedules and hours are subject to change. Additionally, you may be required to report to another location to work or to attend mandatory meetings and/or training outside of your normally scheduled work hours.

Operational needs may also dictate that employees may be excused from work earlier than their normal ending time. Should this occur, employees must elect to use accrued vacation or personal time in order to be paid. Employees may also elect not to be paid for such time.

Recording Work Hours

The City complies with all applicable laws that require records be maintained of the hours worked by employees. To ensure that accurate records are kept of the hours employees actually work, all employees are to accurately track actual hours worked. Where available, clocking in/out on the current time keeping system is required by non-exempt (hourly) employees. When conducting personal business (i.e. doctor appointments, etc), employees are expected to clock out/in or otherwise track such time.

It is the employee's responsibility to verify that all paid and unpaid absences are appropriately recorded and to immediately report, in writing, any errors to their supervisor/manager.

Time will be paid using a rounding factor that is in compliance with the Fair Labor Standards Act.

Falsification of time keeping records for yourself or others is grounds for immediate termination.

Pay Periods

Employees are paid on a bi-weekly basis, with 26 pay periods per year. Paydays are every other Friday, unless the payday would fall on a recognized holiday, in which case paychecks would be distributed on Thursday rather than Friday.

Direct deposit of paychecks is available to all employees and strongly encouraged. Anyone wishing to elect this option will need to fill out the required direct deposit form, available from the Human Resources Department. Please be aware that once the direct deposit application is processed, it will take one complete payroll cycle (one pay period) before the direct deposit will take effect.

If you have questions regarding your paychecks, contact your supervisor or department's Fiscal Officer or Payroll Clerk for clarification and assistance. **Paycheck concerns should be addressed immediately.** If your supervisor or the Fiscal Officer or Payroll Clerk cannot answer your question(s), your supervisor, Fiscal Officer or Payroll Clerk should contact the Payroll Department for assistance. Once the matter is investigated, that person will follow up with you as soon as possible.

Overtime and Compensatory Time Off

Non-exempt (hourly) employees working in excess of 40 hours in any work week are entitled to additional compensation or compensatory time off.

Initially, non-exempt employees working over 40 hours per week will receive compensatory time equal to 1 and ½ times the overtime hours worked, which will be placed in a compensatory bank for future use. Once the compensatory bank reaches 36 hours of overtime (24 hours of overtime x 1.5), any additional overtime will be paid at the rate of 1 ½ times the hourly rate of pay.

**** Bargaining unit members should refer to contractual agreement for specific information on overtime compensation.**

Exempt (salaried) employees working in excess of 40 hours in any work week are also entitled to compensatory time for overtime worked on a hour for hour basis, to a maximum of 160 hours in the compensatory bank.

For non-exempt employees, all time worked in excess of 40 hours **MUST** have prior approval of department/division manager.

Exempt employees must discuss any departmental policies regarding the earning of compensatory time with the department/division manager prior to working beyond forty hours per week to ensure compliance.

Meal Periods

While there are no federal or state laws requiring employers to provide meal periods, the wellbeing of our employees dictates that all employees working a shift of 8 hours or more in duration should take at least a 30-minute unpaid meal period as close to the middle of the shift as possible (to avoid giving a meal period 7 hours into the shift). Meal periods are not required for individuals working a shift of less than 7 hours, but may be provided by the employing department. To provide for the needs of the City and the continuity of departmental work, meal periods may be scheduled by the supervisor/manager. The meal period is in addition to the regular workday and is not considered time worked for pay purposes unless otherwise stipulated in a collective bargaining agreement.

Given the purpose for meal periods is to provide an opportunity for employees to take a break during the work day and allow time to eat and rest, meal periods may not be routinely granted at the end of the day for the purpose of employees departing early.

Breaks/Rest Periods

There are no federal or state laws which require breaks of any type either. However, in the best interests of the employees, periodic breaks may be made available to employees during the course of their workday. Typically breaks occur no more than two times per day and have a duration of 15 minutes or less. The availability of breaks is at the total discretion of each department manager and are based on the day-to-day operational needs of the department. Breaks are treated as part of the work day, which means employees are paid for this time. Employees covered by a collective bargaining agreement should refer to the agreement.

Employees may not stack breaks at the end of the day with the express purpose of leaving the worksite early.

Emergency Facility Closures

Emergency conditions or operational needs may dictate that employees be excused from work prior to or during a normal workday. While the City strives to be fair and reasonable determining whether employees will be compensated for closings, there is no legal obligation to reimburse employees when work is not available because of emergency conditions. The City reserves the right, therefore, to determine whether to close, whether employees will be paid, and, if so, on what basis. Employees should be prepared to elect the use of accrued vacation or compensatory time (or personal time where available), elect to be unpaid, or make arrangements with their immediate supervisor/manager to make up missed time within the affected pay period.

Payroll Deductions

As required by law, we withhold federal, state, and county income taxes and Social Security/Medicare payments according to your current W-4 specifications and current withholding laws. As a City employee, deductions for the Public Employees Retirement Fund (PERF) are automatic. Please see Retirement Benefits for further information.

Additionally, whenever enrolling in insurance coverage such as health, dental, life insurance or other optional insurance, premiums for this coverage will also be automatically deducted on a bi-weekly basis. You may also elect to contribute to United Way, contribute additional monies into the PERF plan, or participate in optional retirement plans (Nationwide 457 plan), through bi-weekly deductions.

Members of a bargaining unit will have union dues deducted each month.

Wage Assignments/Garnishments

If the City receives a court order to garnish your wages, the City must comply with that order. A garnishment will reduce your take-home pay.

Salary Adjustments

The City will conduct an annual assessment to determine the viability of pay increases based on a number of budgetary factors. Such increases, when applicable, will be communicated to employees prior to implementation.

The City reserves the right to make salary adjustments to an employee's rate of pay based on the addition or reduction of job duties and responsibilities, as well as the overall performance of each employee. Such adjustments will be placed in writing and given to the employee in advance.

Career Development

Job Vacancies

The City believes in promoting employees from within whenever possible and has established a job-posting program to give all employees an opportunity to apply for positions that they are interested in and qualified for.

Qualified internal candidates are encouraged to apply by submitting an internal job application to the HR Department.

While the posting process is intended to provide advancement opportunities for existing employees, when a posting is on the City's website, the posting is available to the general public. As a result, external candidates do have the opportunity to apply and may be interviewed along with internal candidates during the recruitment process.

Promotions/Transfers

The City strives to make the best use of every employee's skills and abilities, and encourages promotions and transfers from within whenever a position can be filled in that manner. A promotion means moving to a position in a job level that requires more skills, ability, training, or responsibility. Sometimes an employee is interested in learning new tasks or utilizing different skills and this may be accomplished through a transfer, which is a move within a similar job level.

All employees are encouraged to seek advancement opportunities and to obtain promotion and career guidance from their supervisors, department heads, and the Human Resources Department.

To be eligible to apply for a posted position, internal candidates must meet the minimum hiring specifications for the position, be capable of performing the essential functions of the job, be an employee in good standing in terms of your overall work record and generally have been in your current position for a minimum of three (3) months for non-exempt and six (6) months for exempt employees.

In the cases involving a transfer, the former department manager, new department manager, and the employee must agree upon the effective date of the change. It is customary to give the former department a minimum of two weeks' notice for non-exempt employees and four weeks' notice for exempt employees before the transfer is effective. In instances where the two departments cannot agree on a transfer date, the Human Resources Department, in consultation with the respective department heads, will decide.

A transfer to a lower graded position may occur as a result of organizational changes, employee performance deficiencies, or to pursue an alternate career path. If a transfer occurs to a lower graded position, the rate of pay will be determined based on the individual's qualifications and the assigned pay range.

An employee may be required, at the sole discretion of the City, to transfer from one position or department to another. Such a transfer may be either a temporary or a long-term transfer in order to accommodate a department's needs.

Performance Management

We are committed to developing and recognizing excellence in our employees and we believe that effective employee performance comes from regular, ongoing discussions on the job as well as a more formal evaluation process that incorporates input from you and your supervisor.

Performance management is a continuous process of providing timely feedback, coaching, and guidance to employees on work behavior and job performance. Effective two-way communication between supervisors/managers and employees is critical to creating and maintaining a productive work environment. The process consists of performance planning, performance coaching, and performance feedback.

Written performance evaluations may occur at the following times with the purpose of providing critical feedback.

- Introductory period
- Annually
- Following a transfer or promotion
- Other times as deemed necessary

A typical performance process would include the following:

Performance Planning – At or near the beginning of the performance year, the employee and supervisor will establish goals, objectives, and/or expectations for performance for the coming year.

Performance Coaching – During the year, the employee works to accomplish the established responsibilities or goals. The line of communication should remain open in order to ensure coaching and feedback.

Performance Evaluation – Employees must maintain an overall level of performance that meets or exceeds agreed upon goals. If areas of performance need improvement, the employee should be encouraged and assisted by supervisors/managers to improve. These efforts should include formal counseling prior to issuing a formal performance rating that signifies a performance that does not meet expectations. Upon issuing a deficient performance evaluation, a date should be scheduled for a re-evaluation (generally 1-3 months). At any time during this process, a performance improvement plan (PIP) may be implemented. The PIP must define specific standards, expectation, and objectives and must be reviewed by the Human Resources Department prior to issuance.

Corrective Action

The City hopes that your working relationship with us will be mutually satisfactory. It is expected that all employees will follow the City's established policies, procedures, and rules, and to act in a professional manner at all times. It is also expected that employees will perform their duties in an efficient, effective, and competent manner. Each and every position is critical to the overall success of the City. It does not matter what the job title or the level of overall responsibility for each position – each is as important as the other in our success!! Unfortunately, when there is unsatisfactory performance, inappropriate behavior, or a policy violation, it can affect everyone. When such situations arise, the City will try, when it is deemed appropriate, to provide reasonable opportunities for employees to correct deficiencies.

The City may choose, in certain cases, to use forms of corrective action that are less severe than termination. Examples of such corrective action include counseling, performance improvement plans, written warnings, suspensions, final warnings, or administrative leaves. The City retains full discretion to determine the appropriateness and type of corrective action in each instance based on an assessment of the circumstances. Because circumstances vary in each case involving possible corrective action, each situation will be handled on an individual basis with the severity and frequency of the conduct taken into consideration. Additionally, you may be placed on investigatory leave to allow for time to fully review the circumstances related to a potential disciplinary matter. Whenever a corrective action is documented, employees will be asked to acknowledge, in writing, that they have reviewed the documentation and have been given a copy of the document(s). Your signature will not signify your agreement with the contents, but simply the acknowledgement that you have been made aware of the situation. All corrective action documentation will be maintained in the appropriate personnel file maintained by the Human Resources Department. Employees have the right to review their file as stipulated in the section titled "Employee Personnel Files".

TIME OFF/LEAVES OF ABSENCE

Holidays

Full-time employees are eligible for paid holidays. The City observes ten holidays each year; nine (9) are designated by the City, and one (1) is elected by the employee. **Employees must work the scheduled day before and the scheduled day after a holiday or have an approved absence (vacation, etc) to qualify for a paid holiday. An absence due to illness may require supporting documentation, such as a physician's statement, to qualify for holiday pay.**

Each year, the Board of Public Works determines paid holidays for the upcoming calendar year. The current listing is as follows:

New Year's Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Independence Day	Christmas Day
Labor Day	1 Floating Holiday

Each employee, except bargaining unit members, shall be paid for eight (8) hours straight time for each holiday. Employees within bargaining units shall be covered by their respective bargaining agreement. Employees who work a seven (7) day week and/or 24 hours a day operation may have a separate holiday schedule. Your department manager or designee will review vacation schedules available to you.

For those employees scheduled to work a typical Monday – Friday schedule, should a holiday fall on a weekend, the holiday will be observed on the work day closest to the holiday. For individuals that are regularly scheduled to work weekends or are required to work a holiday, a replacement day off with pay will be given, preferably within the same period or the employee can elect to be paid the 8 hours of straight time pay.

**** Floating holidays must be used prior to year-end.**

Vacation

All full-time employees are eligible for vacation leave benefits. Vacation is accrued during the first calendar year of employment but cannot be used until one full year of employment is completed (unless other arrangements have been approved).

New hires will begin accruing vacation upon date of hire – according to the month in which they are hired. The first deposit into the vacation bank will occur on their first anniversary of employment but will only include accrued time earned between January 1 and December 31 of the year in which they were hired. In all subsequent years, vacation accruals will be based on a full year (January 1 – December 31) and will be placed in the employee's bank in the first week of the following year.

Once the accrual is placed into the “bank” it is then available for use. Vacation is accrued according to the schedule listed below. Vacation leave will not be earned during an unpaid leave of absence.

New Hire Vacation Accrual Schedule

Month of Hire	Non-Bargaining	Teamsters		Month of Hire	Non-Bargaining	Teamsters
January	80 Hours	72 Hours		July	40 Hours	32 Hours
February	72 Hours	64 Hours		August	32 Hours	24 Hours
March	64 Hours	56 Hours		September	24 Hours	16 Hours
April	56 Hours	48 Hours		October	16 Hours	8 Hours
May	48 Hours	40 Hours		November	8 Hours	8 Hours
June	40 Hours	32 Hours		December	0 Hours	0 Hours

Non-Bargaining Vacation Accrual Schedule

The following vacation schedule applies to non-bargaining employees who were employed by the City on or after January 1, 1987.

Completed Years of Service	Days of Vacation
1 -4	10 Days (80 Hours)
5 - 10	15 Days (120 Hours)
11 - 15	16 Days (128 Hours)
16 - 19	17 Days (136 Hours)
20 – 24	20 Days (160 Hours)
25 or more	22 Days (176 Hours)

The following vacation schedule applies to non-bargaining employees who were employed by the City on or before December 31, 1986.

Completed Years of Service	Days of Vacation
8 but less than 12	15 Days (120 Hours)
12 but less than 16	18 Days (144 Hours)
16 but less than 20	20 Days (160 Hours)
20 but less than 25	26 Days (208 Hours)
25 or more	28 Days (224 Hours)

**** Non-bargaining unit employees are permitted to roll over up to 160 hours of vacation time each year.**

Bargaining Members (Teamsters) Vacation Accrual Schedule

The following vacation schedule applies to bargaining members (Teamsters) who were employed by the City **on or after January 1, 1987.**

Completed Years of Service	Days of Vacation
1 - 2	9 Days (72 Hours)
3 - 4	11 Days (88 Hours)
5 - 10	15 Days (120 Hours)
11 - 15	16 Days (128 Hours)
16 - 19	17 Days (136 Hours)
20 - 24	20 Days (160 Hours)
25 or more	22 Days (176 Hours)

The following vacation schedule applies to bargaining members (Teamsters) who were employed by the City **on or before December 31, 1986.**

Completed Years of Service	Days of Vacation
12 but less than 16	18 Days (144 Hours)
16 but less than 20	20 Days (160 Hours)
20 but less than 25	26 Days (208 Hours)
25 or more	28 Days (224 Hours)

**** Employees belonging to the Teamsters are not permitted to roll over up vacation time from year to year.**

Scheduling vacation time

To schedule vacation time, employees should submit a request for time off to his/her supervisor in the manner required by each individual department (paper form or through the ExecuTime time keeping system). Each department has the right to establish the length of prior notification needed for vacation requests based on the operational needs of the department. Employees covered by a collective bargaining agreement (duty manual) should refer to the agreement/manual for specific guidance on the use and scheduling of vacation time

Employees must ensure that they have enough accrued leave available to cover the dates requested. Requests will be approved based on a number of factors, including the operational needs of the department. **Supervisors (or a designee) must respond to such requests within 5 business days** to avoid unnecessary delays. If the supervisor needs additional time to determine adequate levels of coverage, he/she may inform the employee, in writing, when a final determination will be made. Any vacation requests denied will be accompanied by an explanation.

Vacation will be paid at the employee's base rate at the time the leave is taken. Vacation pay is not included in overtime calculation and does not include any special forms of compensation such as

incentives, commissions, bonuses or shift differentials. If a holiday falls during the employee's vacation, the day will be charged to holiday pay rather than to vacation pay.

Leave taken beyond an employee's available vacation balance will be unpaid unless otherwise required under state or federal law.

If employment is terminated, "banked" vacation leave will be paid out at the employee's base rate of pay at time of termination. Accrued leave will be paid out based on full months worked. Payment for unused and accrued vacation will occur on the final paycheck – which is generally the next pay check following date of termination.

Sick Leave

Bargaining unit members should refer to their collective bargaining agreement or contact the HR Department for more information regarding sick leave accrual, usage, and notice and verification requirements.

Accrual of Paid Sick Leave

Sick leave with pay is a privilege. Most full time employees earn 64 hours of paid sick leave per year. Unused sick leave may be accumulated from year to year up to a maximum of 520 hours.

Sick Leave without Pay

Leave taken beyond an employee's available balance will be unpaid unless otherwise required under state or federal law. Employees utilizing sick time beyond banked hours could be subject to disciplinary action unless such time is required under state or federal law.

Use of Sick Leave

Sick leave may be used for the reasons set forth in this Handbook or in the applicable collective bargaining agreements or other applicable laws. Misuse of sick leave is grounds for discipline, up to and including termination.

The following are examples of proper uses of sick leave:

- Inability to work due to illness or disability;
- Medical and dental appointments;
- Absence due to pregnancy or convalescence period following childbirth;
- Absence due to illness or medical appointment of a dependent child, parent, or spouse;
- Leave to care for a spouse, parent, child (including an adult child) or next of kin with a serious injury or illness related to active military service;
- Paid parental leave; or
- To supplement Workers' Compensation or Disability Insurance ("SDI") benefits.

The following are some examples of improper uses of sick leave:

- Calling in sick to extend an approved vacation;
- Using sick leave when your arrival at work is delayed by traffic or car trouble;
- Claiming you cannot work due to illness, when you are not ill; and
- Using sick leave to cover a period of incarceration.

Please contact the HR Department if you have any questions regarding the appropriate use of sick leave.

Notice and Verification Requirements

It is your responsibility to notify your supervisor within the time frame specified by your department's policies and procedures whenever you are unable to report for work due to illness. In the absence of such policies and procedures, you must report your absence at least 30 minutes before your scheduled start time. You must keep your supervisor informed throughout your absence and notify your supervisor of your expected date of return to work. If you are absent from your job for more than three consecutive working days, you must submit to your supervisor a note releasing you to return to work which identifies the duration of your illness, signed by an acceptable healthcare provider.

Under certain conditions, your department, in consultation with the HR Department, may require you to furnish a doctor's certification for any amount of absence due to illness.

Shared Leave Program

A shared leave program allows employees to donate vacation time into a bank of time managed by the HR Department. The purpose of the program is to offer financial assistance to employees that suffer catastrophic situations that would force that person into an unpaid leave status due to issues such as the serious health condition of the employee, spouse or minor child. Please contact the HR Department for further information.

Family and Medical Leave

The City provides leave under the Family and Medical Leave Act of 1993 (FMLA). This Act provides job-protected, unpaid leave to eligible employees to care for an employee's own health condition or that of an eligible family member, to care for a new child, or when there is a call to military active duty.

Leave Entitlement

You may have a right to take leave under FMLA if you have at least 12 months of service with the City and have worked at least 1250 hours in the 12-month period prior to the date you begin your leave. FMLA allows for a 12-week leave in a 12-month period for any of the following reasons:

- Incapacity due to pregnancy, prenatal medical care or child birth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your child, parent, or spouse who has a serious health condition;
- Your own serious health condition; or
- Qualifying exigencies arising out of the fact that your child, parent, or spouse is on active duty or called to active duty status as a member of the National Guard or Reserves in support of a contingency operation (e.g., addressing certain financial and legal arrangements, arranging for alternative childcare, etc.).

You may also have a right to take special leave under FMLA for up to 26 weeks during a single 12-month period to care for a child, parent, or spouse who is a current member of the Armed Forces (including a member of the National Guard or Reserves) who has a serious injury or illness incurred in the line of duty while on active duty.

Requirements

If you need to take FMLA leave, you must complete the required forms, which are available from the HR Department. If the need for the leave is foreseeable, you must request such leave in writing at least 30 days in advance or as soon as practicable – within 1-2 days of learning of the need for leave. If the FMLA leave is for your own serious health condition or that of an immediate family member, you must provide certification from the primary health care provider of your need for the leave. If you do not apply for FMLA leave, but you take leave for reasons that qualify for FMLA leave, the Human Resources Department may designate your leave as FMLA leave and count the time against your entitlement.

Leave can be taken intermittently or on a reduced leave schedule when medically necessary or to address a qualifying exigency arising out of the fact that a family member is a member of the National Guard or Reserves on active duty or call to active duty status as described above. If you request intermittent leave, you must meet with your supervisor or other designated individuals in your department, in conjunction with the Human Resources Department, to work out a schedule and to discuss other issues related to your request. You may be temporarily reassigned during the period of your intermittent leave.

Pay During Family and Medical Leave

FMLA leave is unpaid; however, depending on the reason for the leave, you must use certain types of accrued paid time (such as sick leave, vacation, or floating holidays) in order to receive pay during your leave.

If you are in a job classification that participates in the City’s disability program, you may also be eligible to receive disability benefits during applicable leaves after all paid time off is exhausted. **See the section under Health, Dental, and Disability Insurance Coverage for more information.**

Family Care Leave

If your leave to care for a newborn, newly adopted child or sick family member extends beyond the 12-week FMLA leave maximum, or if you are not eligible for FMLA leave, you may seek additional unpaid leave of up to 30 days. This type of leave is available to regular employees who have completed at least one year of service and have worked at least 1250 in that 12 month period, and is at the discretion of your department head and the Human Resources Department.

How to Request Family/Medical or Family Care Leave

If possible, you must provide at least 30 calendar days advance notice for foreseeable events (such as the expected birth of a child or a planned medical treatment). For events that are unforeseeable, notify your supervisor or Human Resources Department, at least verbally, as soon as you learn of the need for the leave. If you need to take a leave, you must fill out the form entitled “Family Care and Medical Leave of Absence Request.”

Before you begin your leave (if foreseeable), or as soon as possible after (if not foreseeable), you must submit a certification from your health care provider, or that of the family member requiring your care, on the “Certification of Health Care Provider” form, stating that the leave is medically necessary. Failure to comply with these requirements may result in denial of requested leave. Incomplete certifications will be returned to the healthcare provider for complete information.

Other Requirements

All requests for leave are subject to review and approval by the Human Resources Department. Additional information may be requested from the employee, healthcare provider or other individuals to ascertain specifics of the need for leave. Additional information, including periodic re-certifications, may also be requested during the course of the leave.

An employee may continue coverage during FMLA Leave by continuing to pay his or her share of the insurance premium for coverage. The employee's share will be withheld from any wages due him or her during FMLA Leave. The employee must remit his or her share of the insurance premium to the City as it comes due.

Accruals of sick and vacation time will cease during FMLA and holidays will not be paid during the leave.

FMLA leave is limited to 12 weeks total. Should two employees request FMLA leave for the birth, adoption or foster care placement of a child, the total amount of leave time combined will be limited to 12 weeks.

Anyone unable to return to work after the 12 weeks of job-protected leave may be granted a personal leave (unpaid) for an additional 30 calendar days. Personal leaves must be requested in writing and submitted to the HR Department **before** the 12 weeks FMLA leave is exhausted. The HR Department may require additional supporting medical documentation in order to make a determination. The HR Department will review the request, and in conjunction with the department head, will render a decision based on a number of factors such as departmental needs and supporting medical documentation. If approved, the employee will be required to pay the employee cost of any and all health and welfare benefits. If the employee is unable to return at the end of the extended leave, the employee will be terminated from employment and will need to elect COBRA coverage to retain certain benefits such as health insurance.

The use of FMLA Leave will not result in the loss of any employment benefits that accrued prior to the start of the FMLA Leave.

Employees taking Family and Medical Leave are able to return to the same job or job of equivalent status or pay.

SPECIAL CASES

1) "Key" Employees

The City may deny restoration of a "key" employee to his or her position if necessary to prevent substantial and grievous economic injury to the City's operation. A "key" employee is a salaried "eligible" employee who is among the highest paid ten percent of employees.

2) Married Employees

Spouses who are eligible for FMLA Leave and who are employed by the City are limited to a total of 12 weeks of leave. However, a husband/wife who are eligible for FMLA Leave and who are both employed by the City, each shall be entitled to 12 weeks if a spouse or a child is seriously ill.

If any employee fails to return to work after the employee's FMLA Leave entitlement has expired, the City may recover health insurance premiums that were paid for maintaining the employee's health insurance benefits during any period of unpaid FMLA Leave.

Military Leave – Active Duty

If you have a military obligation, you may be eligible for military leave. Employees on approved military leave may be compensated for some or all of their leave. Consult with the HR Department for more information or to request military leave.

The City is committed to protecting the job rights of employees absent on military leave. In accordance with federal, state and local law, it is the City's policy that no employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or this policy.

If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should immediately contact the HR Department.

Military Leave – Training

Employees required to attend annual military training are entitled to up to 15 work days of leave per year, subject to review and approval by the HR Department. Documentation to support the leave is required. The City will cover any loss of pay experienced due to the training, to a maximum of the employee's rate of pay with the City during that period.

Modified Duty – Personal Injury or Illness

Employees suffering from a personal illness or injury that affects their ability to compete the essential functions of their job with the City should contact the HR Department immediately. Based on the injury/illness and type of accommodation, the department may be able to accommodate the needs of the employee. However, the City is not obligated to create a new position for the employee unless the illness/injury qualifies under the Americans with Disabilities Act and the necessary accommodation is determined to be reasonable.

Personal Leaves of Absence

Personal leaves of absence may be available to employees for certain personal, family, and medical reasons, when all other forms of leave have been exhausted or otherwise not available. Requests for leaves are to be submitted to the HR Department.

Each case will be decided on its own merits and must be approved by the division Director/Manager and the HR Director or as directed in the collective bargaining agreements or the Board of Public Safety (for sworn public safety officers).

Vacation, personal days, and accrued compensatory time must be used prior to the start of a leave. Employees who are enrolled in the City's insurance plans will be covered during the initial leave of absence, but benefit time, such as vacation and sick time, will not accrue during this period. While every effort will be made to retain employment opportunities for an individual during this time, there is no guarantee of employment at the completion of a personal leave of absence.

A leave of absence may not exceed thirty (30) calendar days. However, an employee facing exceptional circumstances may seek additional thirty (30) calendar day leaves of absence, such to approval by the employing department and the HR Department

Employees may not engage in other work or activities that are inconsistent with their qualifying reasons while on leave. Employees abusing leave may lose their entitlement to leave and will also be subject to discipline, up to and including termination.

Bereavement Leave

You may use up to five days of paid bereavement leave in the event of the death of a very immediate family member (i.e., spouse, child [including step-child, adopted child, or other child for whom you have parenting responsibilities] or parent [including legal guardian and step-parent].

You may use up to three days of paid bereavement leave for other immediate family, including parents-in-law, siblings, and children-in-law.

You may use one day of paid bereavement leave in the event of the death of other family members such as grandparents, grandparents-in-law, step or siblings-in-law.

Up to four (4) hours of paid bereavement leave will be available for more distant family members including aunt, uncle, or cousin.

Additional bereavement leave may be requested for the loss of an individual that has filled the role of a very immediate family member, such as an aunt or grandparent that had parental responsibilities. Such requests should be submitted to your department, and will be subject to review and approval by your department and the HR Department.

Paid time to attend services for any other person to whom you reasonably owe respect may be approved, subject to review and approval by your department manager and the HR Department.

Additional unpaid leave may be available at the discretion of your department manager and the HR Department.

Leave for Spouse during Leave from Deployment of a Qualified Member

If your spouse is a qualified member of the Armed Forces, National Guard or Reserves, you may be eligible to take up to 10 days of unpaid leave during a period of his or her leave from deployment. Please consult with the HR Department for more information.

Jury Duty Leave

You must notify your supervisor as soon as you receive a jury summons. If you are required to report for jury duty during your working hours, you will be excused from work on the work day you perform jury service, provided you give prior notification to your supervisor. If you report for jury duty and are not selected as a juror, or if the court dismisses the proceedings early for the day, you must return to work as soon as possible.

Work Schedule While on Jury Duty

Alternative Work Schedule. If you have an alternative work schedule and perform jury service for an extended period, your work schedule will revert to a regular Monday through Friday work schedule for compensation purposes for the duration of the jury service.

Swing and Night Shift. If you are required to perform jury service while you are scheduled to work a swing or night shift, you will not be required to work a swing or night shift on the day(s) of the jury duty and you will be paid your regular shift earnings.

Compensation While on Jury Duty

As a guiding principal, you are required to work or perform jury service for the number of hours for which you are paid during that workweek. For example, if you are regularly on an alternative workweek schedule working 10-hour workdays Monday through Thursday with Friday off and you are required to serve jury duty on a Monday through Thursday, you must work a regular workday on Friday, or use personal leave to compensate for the eight hour balance. However, you and your supervisor may agree to maintain the alternative schedule, whereby you would return to the workplace to work the remaining two hours each day and continue to take Friday off. You are not entitled to a per diem pay for jury duty served, as the City already provides regular compensation and benefits to you while performing jury service. Such pay must be submitted to your immediate supervisor for submission to the Payroll Department. You must notify the jury staff that you are a government employee when reporting for jury service.

Witness Duty

If you are summoned as a witness on behalf of the City you are entitled to be paid your regular wages for any time that you are required to serve in that capacity. If you are summoned to serve as a witness in a case involving outside employment or personal business affairs, you will be placed on leave without pay unless vacation leave or compensatory time is requested and granted. Payment received for acting as a witness may need to be submitted to the City to avoid duplicate compensation. Please contact the HR Department should this situation occur.

Crime Victim Leave

You may take leave from work in order to attend judicial proceedings related to a crime in which you or an immediate family member were a victim. You must give your supervisor advance notice if feasible. You may be required to provide certification of the legal proceedings. Such time will be unpaid, unless you elect to use vacation or compensatory time. Any records regarding your absence from work under this provision will remain confidential as allowable by law.

Domestic Violence or Sexual Assault Leave

If you are a victim of domestic violence or sexual assault, you may take leave in order to: seek medical attention for injuries caused by domestic violence or sexual assault; obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence or sexual assault; obtain psychological counseling related to an experience of domestic violence or sexual assault; and participate in safety planning and take other actions to increase safety from future domestic violence or sexual assault, including temporary or permanent relocation. You may also take leave in order to obtain or attempt to obtain relief to help ensure the health, safety, or welfare of yourself or your child, including but not limited to a temporary restraining order, restraining order or other injunctive relief. Such time will be unpaid, unless you elect to use vacation time, compensatory time, paid sick leave or other accrued paid leave available to you. You must give your supervisor reasonable advance notice of your intent to take time off, if feasible, and provide certification that you have been a victim. This information will be kept confidential as allowable by law.

Break Time for Nursing Mothers

Under the Patient Protection and Affordable Care Act (PPACA), employers are required to provide reasonable break time for non-exempt employees to express breast milk for nursing children for up to one (1) year after the child's birth. For those breaks that are 15 minutes or less in duration, and occur no more than four (4) times per day, the time will be considered paid break time. Employers are also required to provide a location, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public. If the space is not dedicated to the nursing mother's use, it must be available when needed in order to meet the statutory requirement.

It is the City's position to offer reasonable breaks to all employees, regardless of whether or not the employee is exempt or non-exempt as specified by the Fair Labor Standards Act (FLSA).

Questions regarding this topic may directed to the HR Department.

BENEFITS

Eligible employees are offered a selection of benefits such as health, dental, life, vision, flexible spending accounts, and retirement. The City makes a significant contribution to the cost of such benefits as well as providing for short- and long-term disability. Employee premium contributions are paid through bi-weekly payroll deductions, and may be adjusted as determined necessary based on overall cost factors.

Medical and Dental/Vision Insurance

Eligibility: Employees must be classified as either Full-Time or 30 Hour to be eligible for medical insurance for themselves and eligible dependents. Only Full-Time employees and eligible dependents are eligible for dental/vision insurance.

Eligible employees and eligible dependents are covered by the plan on the first day following the 30-day eligibility period. New hires have up to 30 days from their date of hire to make plan elections.

Mid-Year Benefit Changes: Once made, elections are fixed for the remainder of the plan year. However, qualifying life events such as marriage, birth, spousal change in employment and/or a loss/gain of insurance may qualify for a mid-year change of benefits. Please contact the Human Resource Department to determine if a family status change qualifies under the plan document and IRS regulations.

The City will offer an open enrollment period every year to allow employees the opportunity to review their current benefit package and make changes to medical and dental elections, enroll in the flexible spending accounts, adjust life insurance coverage, etc. Changes made during the open enrollment period will become effective the beginning of the next calendar year.

The HR Department is available to answer benefits plan questions and assist in enrollment as needed.

Flexible Spending Account

A Flexible Spending Account (FSA) allows employees to set aside pre-tax wages for healthcare (maximum of \$2400.00 annually) or dependent care expenses (maximum of \$5000.00 annually), as permitted by federal IRS regulations. These amounts are subject to change based on IRS regulations.

To be eligible, the employee must have been hired as a full time employee on or before October 1st of the preceding plan year to begin contributing for the current calendar year. New employees will have 30 calendar days from date of hire to complete the enrollment for FSA. All other employees will need to make their election during open enrollment. Anyone wishing to participate will need to complete an enrollment application designating the amount of the payroll deduction to be taken, on a pre-tax basis, from the employee's paycheck. This contribution is deposited into the employee's individual FSA account(s). The employee must then submit claims for qualified expenses, and will be reimbursed from the money in the employee's FSA account, subject to plan administrator approval.

Enrollment in FSA does not carry over from year to year, but requires a new application be completed every year during the open enrollment period.

Please note: Per IRS rules, any funds remaining in an employee's FSA account at the end of the annual claims filing period are forfeited and cannot be refunded. Participation in an FSA requires re-enrollment on an annual basis.

Life Insurance

The City provides each eligible full-time active employee with term life insurance and accidental death and dismemberment insurance at no cost to you. The amount of your life insurance benefit is equal to the amount of your annual base salary rounded up to the next highest \$1,000. If you die as a result of an accidental injury, the plan pays double this amount. Eligible employees are covered by the plan on the first day following the 60-day eligibility period.

Optional voluntary term life insurance, whole life insurance, cancer insurance, accidental insurance, and additional short-term disability is also available to eligible employees at affordable group rates. Eligible employees may apply for up to \$200,000 in optional term insurance and may also apply for coverage on spouse and dependent children. Some restrictions, such as age limitations may apply, including the need to show evidence of insurability.

Short-Term Disability Benefits

The Short-Term Disability Plan, provided at no cost to you, is intended to help replace a portion of your lost income in the event you are unable to work due to a non-work related illness or injury. Benefit eligibility begins 21 calendar days after start date of disability. The weekly benefit is \$250 per week for Teamsters and eligible non-bargaining employees. The maximum benefit period is 20 weeks. Claims for short-term disability benefits should be submitted through the Human Resources Department. Employees may use accrued sick, vacation, or compensatory time during short term disability to cover any loss of pay experienced due to the disability. Use of such time cannot result in payment in excess of an employee's normal weekly/bi-weekly rate of pay.

Long-Term Disability Benefits

Long-term disability insurance pays you a portion of your earnings if you cannot work due to a long-term disabling illness or injury. This benefit is provided by the City at no cost to you. Benefits begin after you have been disabled for 180 days. The monthly benefit is 60% of your regular monthly earnings to a maximum benefit of \$5,000 per month. Benefits will be reduced by other income, including Social Security benefits. Benefits will be paid until age 65, provided you remain disabled as defined by the policy. Claims for long-term disability benefits should be submitted through the Human Resources Department.

Rebate

All eligible employees who may be covered under another medical plan outside of the City's plan, and want to continue medical coverage with that outside plan, may elect to waive participation in the City's medical plan. The City will pay an employee for not participating in the City's medical plan. However, certification of other coverage must be provided to be eligible.

Retirement Plans

Public Employee's Retirement Fund

The City of South Bend participates in the State of Indiana's retirement program known as the Public Employee's Retirement Fund "PERF" which covers most municipal employees.

PERF is available to all full time employees except those who are part of an emergency service, part-time employees, seasonal employees, or in a fee paid position (independent contractors or outside employment agencies) with the City. All full time employees are required to participate upon employment. The employee's share is three per cent (3%) of his or her gross pay. This amount is deducted each payroll period. The City contributes to the retirement fund at a rate established by the State of Indiana and may vary from year to year. PERF members are eligible for early retirement with full benefits:

- 1) at age 60 with 15 or more years of creditable service,
- 2) at age 55 with member's age plus years of creditable service equal to 85 or more, or
- 3) at age 65 with 10 or more years of creditable service.

PERF members with 15 or more years of creditable service are eligible for early retirement at age 50 with reduced benefits.

The amount of benefits at retirement is affected by such factors as:

- | | |
|-----------------------|---------------------|
| a) service credit | e) military service |
| b) prior service | f) leave of absence |
| c) membership service | g) average salary |
| d) age at retirement | |

Deferred Compensation Program

The City provides a voluntary Deferred Compensation Program (IRS section 457 plan) for eligible employees. This plan allows for voluntary, pre-tax contributions to be deducted directly from the employee's bi-weekly pay and deposited directly into the deferred compensation program. The IRS determines that maximum annual amount that can be contributed in any given year.

Employee Assistance Program (EAP)

The City offers eligible employees and their immediate family members living in the household an Employee Assistance Program (EAP). EAP offers confidential counseling through a network of licensed providers. Trained professionals are available to assist in problem assessment, short-term counseling and referral to appropriate community and private services.

The EAP is strictly confidential and is designed to safeguard an employee's privacy and rights. Information given to the EAP counselor may only be released if requested by the employee in writing. There is no cost for an employee to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

Statutory Benefits

Statutory benefits are benefits that are mandated by federal or state laws, such as Social Security, unemployment insurance and workers' compensation. In accordance with applicable law, the following benefits are provided to all employees:

Social Security & Medicare (FICA taxes) – Social Security is a mandatory retirement plan. Both employers and employees are required to pay taxes to help fund Social Security and Medicare through FICA taxes. Your share of these taxes are deducted from your paycheck, matched dollar-for-dollar by the City and paid directly to the Social Security Administration on your behalf. These funds help provide a minimal level of retirement income for you and your spouse, as well as funding Medicare, disability benefits and survivor income for your spouse and dependent children.

Unemployment Insurance – Unemployment Insurance is a mandated insurance coverage for all employees of the City. This insurance provides eligible employees unemployment pay in the event they are separated from employment for reasons deemed eligible by the State of Indiana. The City is responsible for funding unemployment payments.

Workers' Compensation – WC covers employees in the event of an on-the-job accident or job related illness.

Separation Procedures

All separations must be coordinated through the Human Resources Department.

Resignation

If you intend to resign, please provide your department with written notice at least ten working days before your planned departure.

Automatic Resignation

If you are absent from your job for three or more work days without proper authorization, you will be considered to have resigned. If you fail to return from an approved leave, your absence will be deemed an automatic resignation. Anyone deemed to have automatically resigned may be subject to loss of accrued vacation.

Workforce Reduction

From time to time, budgetary concerns, lack of work, or a reorganization may result in a workforce reduction. In the event of a reduction in force, the affected department(s) will be responsible for determining departmental requirements and essential job functions. Employees will then be assessed on the departmental requirements, essential job duties, and performance.

Any reduction in force must have the approval of the department leader and the Director of Human Resources.

Involuntary Separation

All involuntary separations must be coordinated through the Human Resources Department prior to implementation.

Employment is at the mutual consent of the employee and the City. Consequently, either the employee or the City can terminate the employment relationship at any time. Should the City exercise its right to terminate employment, there are no appeal procedures for non-bargaining unit employees.

There are some offenses that are so serious in nature that an employee may be subject to immediate termination. Such offenses include, but are not limited to, conduct involving misappropriation of public funds or property, misuse or destruction of public property, mistreatment of persons, and acts which present an immediate danger to the public health and safety.

Some represented employees may be entitled to due process protections pursuant to the terms of their collective bargaining agreement. For more information, contact the Human Resources Department or labor representative.

Separation Pay

When the employment relationship terminates, it is the City’s policy to pay out any unused accrued vacation time. The City does not compensate for any unused sick or compensatory time, unless required to do so pursuant to the Fair Labor Standards Act.

Return of City Property

Before you leave your employment with the City, you must return all supplies, keys, identification cards, access cards and all other City property. Any materials, files, documents, or other items collected or created by you in connection with your employment remain the property of the City. You may not take any such materials, or copies of those materials, with you when you depart. Near the time of your departure, you may be asked to meet with the Human Resources Department to review separation procedures, ensure that all property has been returned and receive information about health and welfare benefits. You will have an opportunity to ask questions regarding procedures and benefits at that time.

In addition, if you terminate employment with the City, you must return all company possessions, including but not limited to, keys, documents, files, records, manuals, information stored on a personal computer or storage device, pagers, cell phones, supplies and equipment or office supplies.



CITY OF SOUTH BEND

PETE BUTTIGIEG, MAYOR

OFFICE OF THE MAYOR

EXECUTIVE ORDER 1-2014

City of South Bend Ethics Code of January 1, 2012

As Amended April 19, 2013 and February 24, 2014

An executive order establishing an Ethics Code for the City of South Bend Indiana (the City) having been issued on January 1, 2012 and amended on April 19, 2013, this Executive Order hereby amends the Ethics Code and is made effective this 24th day of February, 2014.

The Ethics Code exists for the benefit of City residents. The Ethics Code as amended applies to the Mayor, appointees, employees, and officials of the City of South Bend and serves to ensure City residents that the Mayor, appointees, employees, and officials will adhere to an ethical standard that is consistent, transparent, understood, and most importantly, followed, in the Mayor's office and in the boards, commissions, departments, and offices throughout the City. New City appointees, employees, and officials are expected to read and acknowledge this Code prior to accepting the appointment or during the hiring process.

Definitions

"Confidential information" includes any and all data and information, whether in written, electronic or spoken form, to which an appointee, employee, or official has access by reason of his or her employment and which is not generally known to or readily ascertainable by others or otherwise subject to public access or disclosure by law. Any and all records, copies of records, and other property containing such confidential information are and shall remain the property of the City and must be returned promptly to the applicable board, commission, department, or office of the City upon any termination of appointment, employment or engagement of the appointee, employee, or official.

"Relative" means any person related as grandfather, grandmother, father, mother, stepfather, stepmother, brother, sister, stepbrother, stepsister, uncle, aunt, husband, wife, son, daughter, stepchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandchild, step-grandchild, niece, or nephew.

“Honorarium” means a voluntary payment that is given to a person for services for which fees are not traditionally required.

The Gift Rule

1. An appointee, employee, or official shall not knowingly solicit, accept, or receive a gift, favor, service, entertainment, food, drink, travel expense, or registration fee (collectively, “gifts”) for personal benefit from a person who:
 - a. has or seeks a business relationship with the appointee’s, employee’s, or official’s board, commission, department, or office;
 - b. is seeking to influence an action by the appointee, employee, or official in his/her official capacity; or
 - c. is regulated by the appointee’s, employee’s, or official’s board, commission, department, or office.

Exceptions to the Gift Rule

2. Employees may solicit donations to the City on behalf of the City for specified purposes authorized by the Mayor, determined to be consistent with the public interest by the Corporation Counsel.
3. Notwithstanding Section 1, an appointee, employee, or official may accept:
 - a. Any gift, favor, service, entertainment, food, drink, travel expense, or registration fee that has a value of less than Fifty Dollars (\$50.00), provided that the appointee, employee, or official does not knowingly solicit, accept, or receive gifts, favors, services, entertainment, food, drink, travel expenses, or registration fees from the same person or his or her employer that has a cumulative value of more than fifty dollars (\$50.00) in any calendar year;
 - b. Gifts, favors, services, entertainment, food, drink, travel expenses, or registration fees from public agencies or public institutions; however, such gifts, favors, services, entertainment, food, drink, travel expense, or registration fees shall be utilized for the benefit of the City, and not solely for the benefit of one's self or relatives;
 - c. Modest refreshments (such as coffee and donuts), greeting cards, plaques, and other similar items of little intrinsic value and items of nominal value received at public ceremonies or commemorating City business;
 - d. Food or drink consumed at an event or gathering if:
 - (i) The event or gathering is not arranged to solicit government procurement of goods or services from anyone who holds a public office at the federal, state, or local level; or

- (ii) The appointee, employee, or official is giving a speech or participating in a presentation in his or her official capacity; or
 - (iii) The event or gathering has a formal educational program that the appointee, employee, or official is attending to assist him or her in performing official duties;
- e. Food, drink, entertainment, travel expenses, or registration fees accepted in furtherance of activities to benefit the City or region related to an economic development effort, including job retention, expansion or attraction, reduction of blight, and securing convention and visitor business, approved in advance by the Mayor or his or her Director of Community Investment;
- f. Gifts, favors, services, entertainment, food, or drinks from relatives, or a person with whom the individual has an ongoing social relationship that existed before appointee, employee, or official was appointed or employed by the City, so long as:
 - (i) The gifts or other items of value are paid for personally by the giver, rather than a business entity, and not deducted as a business expense; and
 - (ii) The giver is not seeking to influence action or inaction by the individual in that person's official capacity;
- g. Gifts of free attendance at certain events or gatherings and food or refreshments served at such events or gatherings, provided that the Corporation Counsel has determined that the attendance is consistent with the public interest;
- h. Discounts available to the public or to all City employees;
- i. Rewards or prizes connected with competitions open to the general public or open to all persons at events or gatherings under subparts (d) or (g) above.
- j. Property or honorarium accepted as a gift to the City logged by the Corporation Counsel; and
- k. Any item of value for which face value or reasonable fair market value is promptly paid and for which a record of the transaction is filed with the Corporation Counsel;

Waiver

- 4. The Corporation Counsel may waive application of Section 1 of this rule in individual cases when consistent with the public interest. The waiver shall be in writing, shall be made available to the public, and include:
 - a. The name of the appointee, employee, or official;
 - b. The nature and estimated value of that which is being provided and by whom; and
 - c. An explanation of why acceptance is consistent with the public interest.

Political Activity

5. No appointee, employee, or official shall engage in political activity while at work. Any appointee, employee, or official who is either a candidate for public office or engaging in activities on behalf of a candidate for public office shall abide by all state and federal laws pertaining to campaign financing and activities. This Ethics Code should not be construed to prevent lawful campaign activities.

Conflicts of Interest

6. Any civilian full-time City appointee, employee, or official who is considering entering an agreement to work or consult, in addition to his or her City duties, for financial compensation will seek approval from Corporation Counsel prior to entering into a financial agreement. If Corporation Counsel determines that the additional work would not be a conflict of interest, he or she will issue a letter to this effect and maintain a record of the name of the person or entity compensating the individual and the annual amount paid. If Corporation Counsel determines that the additional work is or might be a conflict of interest, he or she will issue a letter that describes the conflict or potential conflict and directs the appointee, employee, or official regarding actions that should and/or should not be taken to avoid actual conflict.
7. An appointee, employee, or official may not solicit or receive compensation:
 - a. For the sale or lease of any property or service to a person with a business relationship with the appointee, employee, or official or an appointee's, employee's or official's board, commission, department, or office that substantially exceeds the amount that the appointee, employee, or official would charge in the ordinary course of business; or
 - b. For the performance of official duties other than as provided by law.
8. A current or former appointee, employee, or official shall not disclose or materially benefit from confidential information, as defined in the City's Ethics Code, and shall use such confidential information only in the course of his or her performance of official City responsibilities.
9. An appointee, employee, or official or a member of an appointee's, employee's, or official's immediate family, may not knowingly have a financial interest in a contract made by that appointee's, employee's, or official's board, commission, department, or office. This prohibition does not apply to:
 - a. An appointee, employee, or official who does not participate in or have official responsibility for any of the activities of the contracting board, commission, department, or office, if:
 - (i) The contract is made after public notice or, where applicable, through competitive bidding;

- (ii) The appointee, employee, or official files with the Corporation Counsel a statement making full disclosure of all related financial interests in the contract;
 - (iii) The contract can be performed without compromising the performance of the official duties and responsibilities of the appointee, employee, or official; and
 - (iv) In the case of a contract for professional services, the head of the contracting board, commission, department, or office makes and files a written certification with the office of Corporation Counsel that no other appointee, employee, or official of that board, commission, department, or office is available to perform those services as part of his or her regular duties; or
- b. An appointee, employee, or official who, acting in good faith, learns of an actual or prospective violation of the prohibition in Section 9, provided that, not later than thirty (30) days after learning of the actual or prospective violation, the appointee, employee, or official makes a full written disclosure of any financial interests to the contracting board, commission, department, or office and the office of Corporation Counsel, and terminates the financial interest.
10. A relative, as defined in the City's Ethics Code, of an appointee, employee, or official shall not be employed in the same board, commission, department, or office as the appointee, employee, or official, if the relative would be hired by or supervised by, or would directly supervise, the appointee, employee, or official.

Approved and signed by me on the 24th day of February, 2014, at 9 o'clock a.m.



Mayor, City of South Bend, Indiana

Attest:


Clerk, City of South Bend, Indiana



**REQUEST FOR PERMISSION TO
WORK, CONSULT OR CONDUCT
BUSINESS FOR FINANCIAL COMPENSATION**

The **City of South Bend Ethics Code** requires that every civilian full-time City appointee, employee, or official who is considering entering into an agreement to work or consult, in addition to his or her City duties, for financial compensation will seek approval from Corporation Counsel prior to entering into a financial agreement. Executive Order 1-2014.

The following information is required to make this determination, and Employee may be required to furnish additional information upon request:

1. Name of Employee: _____
2. Employee's Department or Division: _____
3. Employee's current salary or rate of pay at City: _____
4. Employee's job title and general job duties within City: _____

5. Name of potential outside Employer, Client, or Customer and Address: _____

6. Type of work Employee will perform or is expected to perform: _____

7. Employee's job schedule within City: _____
8. Days, times and hours when Employee expects to perform outside employment: _____

9. Does Employee have or expect to have employment or consulting contract with outside Employer, Client, or Customer?

_____ Yes _____ No If so, attach copy, please.

10. Compensation to be received from outside Employer, Client, or Customer:

\$ _____ / hour or

_____ (other method of compensation)

11. Will any information acquired by virtue of your work with the City be used in any way in your work with the outside Employer, Client, or Customer? _____ Yes _____ No

If yes, explain below:

I certify that the above information is true, complete and accurate.

Dated: _____

Signature

Printed Name

Received:

Corporation Counsel or Designee

Date

Acknowledgment and Receipt

I have received a copy of the Employee Handbook last revised on March 1, 2015, the Ethics Policy last amended on February 24, 2014, and the Request for Permission to Work, Consult or Conduct Business for Financial Compensation (to be completed if I have or expect to have secondary employment).

The employee handbook describes important information about the City of South Bend and I understand that I should consult my manager (or appropriate title within my chain of command) or the Human Resources Department regarding any questions not answered in the handbook.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with the City. By distributing this handbook, the City expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein. **The Employee Handbook is superseded by any and all current collective bargaining agreements and duty manuals and will only apply if the contractual agreement and/or duty manual is silent. Such revocation does not affect the terms and conditions specified in current collective bargaining agreements or duty manuals.**

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by the City. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. **Such changes will not impact any current collective bargaining agreements or duty manuals.**

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Name (Print)

Employee's Signature

Date

Please return this completed form to the HR Department within seven (7) calendar days of receipt of the above listed documents.

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE