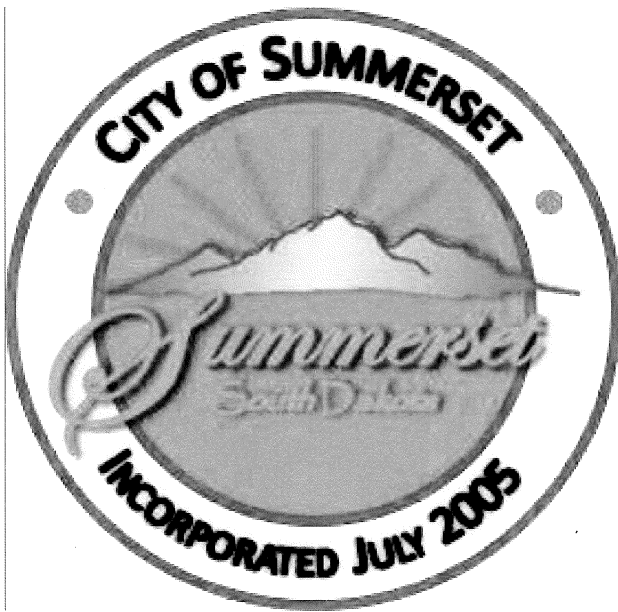


City of Summerset Personnel Handbook



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Also, add a handbook disclaimer

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POLICY 1: PURPOSE AND USE

1.1 Purpose of Policies and Procedures:

The policies and procedures for personnel administration are enacted by the City of Summerset (hereinafter "City") in order to further the following goals:

1. To provide a uniform and sound personnel administrative system throughout the City;
2. To inform employees of the general policies and procedures of the City and the benefits and obligations of employment with the City;
3. To ensure that all personnel actions are in compliance with federal and state law;
4. To serve as written documentation of the City's commitment to fair employment practices and equal employment opportunity;
5. To assist managers in carrying out sound, equitable and consistent personnel administration and in making effective use of their human resources;
6. To promote and encourage communication between the employer or supervisor and the employee;
7. To ensure that the responsibilities of both employee and employer are carried out.

1.2 Applications:

The personnel policies and procedures shall apply to all City employees except appointive officers unless specified in Policy 11 of this manual, elected officials, independent contractors and excluded classes as specified in the policy itself. Appointive officers, as defined in SDCL 9-14-1, are addressed in Policy 11 of this manual.

Commented [LS4]: 9-14-1 is repealed in Law. Suggestion is to refer to Chapter 9-14

1.3 Revision:

The City specifically reserves the right to repeal, modify or amend any of these policies at any time in its sole discretion with or without notice.

1.4 At-Will Employment:

All parties recognize that South Dakota is an employment at-will state and the intent of this City is to maintain that employment at-will status of all employees. **All employees acknowledge and understand that this manual or any edits, policies or provisions do not confer or create a contract of employment. These policies are provided as a reference of present policies and not a guarantee of employment or specific employment benefits. Any employment relationship can be terminated at any time, with or without cause by either party.**

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POLICY 2: GENERAL POLICIES

2.1 Non-Discrimination/Equal Employment Opportunity:

It is the policy of the City to provide equal employment opportunity (EEO) to all employees and applicants for employment ~~recruit, hire, train, promote, discipline and~~

Commented [LS5]: Add: Non-Discrimination

Commented [LS6]: Add: to provide equal employment opportunity (EEO) to all employees and applicants for employment

discharge all applicants and employees equally and without regard to race, religion, creed, color, national origin, sex (including gender identity, sexual orientation, and pregnancy), ancestry, genetic predisposition or carrier status, age, citizenship status, disability, political affiliation, marital or veteran status, or any other basis prohibited by state or federal law.

Commented [LS7]: Add: including gender identity, sexual orientation, and pregnancy.

Commented [LS8]: Add: ancestry, genetic predisposition or carrier status, citizenship status

NEW SECTION:

Employment decisions will be based upon qualifications, related experience, job pertinence, and relevant individual differences.

Equal opportunity applies to all terms and conditions of employment, including recruitment, hiring, placement, promotion, termination, layoff, recall, transfer leave of absence, compensations, and training.

Commented [LS9]: Add new section.

Violations of this policy by any City employee may be cause for immediate disciplinary action to include immediate termination. Any employee who feels they have been discriminated against according to this policy shall bring this concern to his/her supervisor or higher authority according to the procedure specified herein.

2.2

Sexual Harassment/Discrimination:

The City is committed to providing a work environment that is free from discrimination and harassment. Harassment or discrimination on the basis of race, religion, color, national origin, sex, age, disability or any other basis prohibited by state or federal law will not be tolerated. Harassment and discrimination may take different forms and may be verbal, non-verbal or physical in nature.

Commented [LS10]: Replace with new policy approved December 16, 2021.

Under this policy, sexual harassment is defined as behavior of a sexual nature which is unwelcome and personally offensive to its recipient. It is a form of employee misconduct which is demeaning to another person and undermines the integrity of the employment relationship. This sexual harassment policy also applies to same-sex harassment.

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1) By threat or insinuation, either explicitly or implicitly, an employee's refusal to submit to sexual advances or refusal to tolerate or participate in unwanted conduct or communication of a sexual nature will adversely affect the employee's terms and conditions of employment, including but not limited to wages, advancement, evaluation, assigned duties, shift assignment, career development, etc.
- 2) Any conduct or communication of a sexual nature has the purpose or effect of substantially interfering with work performance or of creating a hostile, intimidating, or offensive employment environment that may be considered offensive to another employee, including but not limited to:
 - repeated sexual flirtations, advances, or propositions;
 - continual or repeated verbal abuse of a sexual nature;
 - foul language;

- unwanted physical contact;
- graphic verbal commentaries about an individual's body or manner;
- sexually degrading words used to describe the individual;
- the display of sexually explicit pictures, cartoons, or other materials.

Any employee who feels he/she has been harassed or discriminated against or that his/her personal rights have been violated shall immediately report the matter to his or her immediate supervisor unless the supervisor is the offending party. If the supervisor is unavailable, or the employee believes that it would be inappropriate to contact his/her supervisor, the employee shall immediately contact human resources, the department head, mayor, or city attorney.

A supervisor or manager who becomes aware of any possible harassment shall advise human resources, the department head, the mayor, or city attorney as soon as practical. The City will make a thorough, confidential, and impartial investigation of the complaint. All employees must cooperate with any such investigation. The City will take prompt remedial measures to immediately end the offending action.

Discrimination and harassment in the work place is prohibited by Federal and State law, whether committed by elected officials or supervisory or non-supervisory employees, and will not be tolerated. Retaliation or intimidation directed toward a complaining party is also prohibited by law and will not be tolerated by the City. A legitimate complaint of sexual harassment or discrimination will not have any bearing on the terms and conditions of employment of the complaining party, including but not limited to wages, advancement, evaluations, assigned duties, shift assignments, career development, etc.

A formal complaint of harassment or discrimination may be initiated in lieu of, during, or following this informal process as provided by State or Federal law.

Violations of the above stated policy by any employee may be cause for immediate disciplinary action.

2.3 Americans with Disabilities Act:

2.3.1 General

The Americans with Disabilities Act (ADA) and Amendments provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services and programs, and telecommunications. Title II of the ADA states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subject to discrimination" in programs or activities sponsored by a public entity.

2.3.2 Complaint Procedure

The City has adopted this procedure to provide prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the ADA or its Amendments.

Any individual who believes that (s)he or a specific class of individuals with disabilities has been subjected to unlawful discrimination on the basis of that disability by the City may, by himself or herself or by any authorized representative, file a complaint. Complaints should be delivered in writing to the City. The complaint process is as follows:

1. A complaint must be filed in writing and contain: the name and address of the individual or representative filing the complaint, a description of the alleged discriminatory action in sufficient detail to inform the entity of the nature and date of the alleged violation, and be signed by the complainant or authorized representative. Complaints filed on behalf of third parties must describe or identify the alleged victims of the discrimination.
2. The complaint must be filed within 180 days after the alleged violation occurs. This time may be extended for good cause shown.
3. The City shall promptly conduct an informal, but thorough, investigation of the complaint. All interested parties shall be afforded an opportunity to submit evidence relevant to the complaint.
4. A written determination of the validity of the complaint and a description of the resolution shall be issued and a copy forwarded to the complainant after completion of this investigation. The finding shall include: findings of fact and conclusions of law, a description of a remedy for any violation found, and a notice of the rights available to both the entity and the complainant, including the complainant's right to file a private suit.
5. The complainant may request a reconsideration of the complaint in cases where (s)he is dissatisfied with the resolution. The request for reconsideration must be made to the City Commission within 5 working days of the original finding.
6. Nothing in this procedure shall be construed as preventing an individual from pursuit of other remedies including filing the complaint with any federal agency (s)he believes is appropriate or with the U.S. Department of Justice. This procedure also does not preclude the individual's right to file a lawsuit in federal district court.

2.3.3 Disability Accommodation

The City is committed to the fair and equal employment of individuals with disabilities under the Americans with Disabilities Act (ADA) and all amendments thereto including, but not limited to, the Americans with Disabilities Act Amendments Act (ADAAA). It is the City's policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the organization. The employee or employment applicant shall inform the Finance Officer or the department and Supervisor/Department department Headhead of the need for an accommodation, and the City shall engage in an interactive process regarding the request. The City may request documentation of the functional limitations to support the request. Such documentation shall be treated as a confidential record and not kept in the personnel file. The City prohibits any harassment of, or discriminatory treatment of, employees on

Commented [LS11]: Added: and supervisor/department head

Commented [LS12]: Added: Department Head

the basis of a disability or because an employee has requested a reasonable accommodation.

2.4 Seat Belt Policy:

The City is committed to preventing injury to employees, preventing damage to property and to protecting the employees and the public from the results of accidents. The City realizes that safety belts are an important and efficient means to accomplish this goal. Thus, it is the policy that all City employees and their passengers are ~~shall be~~ required to use seat belts when driving or riding in any city owned or leased vehicle (if equipped with seat belts) or while driving or riding in their personal vehicles on official City business. Failure to comply with this policy may result in disciplinary action up to and including termination of employment.

Commented [LS13]: Added: or riding in
Added: up to and including termination of employment.

SDCL 32-38-3 Exceptions to required use of safety belts.

The provisions of § 32-38-1, do not apply to:

- (1) Any occupant of a passenger vehicle manufactured before September 1, 1973;
- (2) Any occupant of a passenger vehicle who possesses a written statement from a doctor licensed under chapter 36-4 or 36-5 that the individual is unable for medical reasons to wear a safety seat belt system;
- (3) Any occupant of a vehicle not equipped with a safety seat belt system because federal law does not require that vehicle to be so equipped; or
- (4) Any rural carrier of the United States Postal Service while serving his rural postal route or any person delivering newspapers or periodicals on an assigned home delivery route.

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Add: compliance and disciplinary action

2.5 Smoking:

It is the policy of the City to prohibit smoking (to include all electronic smoking devices and electronic nicotine delivery systems) ~~that smoking shall not be permitted in city buildings, facilities, vehicles or enclosed equipment. Smoking is only permitted in outside designated smoking areas. except in designated smoking areas.~~ Failure to comply with these provisions may result in disciplinary action up to and including termination of employment

2.6 Outside Employment:

~~Full time employees shall not accept additional outside employment except with the prior written approval of their immediate supervisor. Such approval will not be granted when additional employment will interfere, conflict with or adversely affect the employee's City duties and responsibilities. The supervisor may rescind prior approval if the additional outside employment begins to interfere with the employee's City duties. The supervisor shall provide the employee with written notification if the approval is to be rescinded.~~

Commented [LS16]: Take out section and replace with new section

REPLACE WITH:

Employees are permitted to engage in work or to hold other jobs, subject to certain restrictions as outlined. Activities and conduct away from the job must not compete with, conflict with, or compromise the City's interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for customers on non-working time that are normally performed by the City and that create a conflict of interest with the employee's position at the City. The prohibition also extends to the unauthorized use of City tools and equipment. Employees are not to solicit or conduct any outside business during paid work time. Failure to comply with these provisions may result in disciplinary action up to and including termination of employment.

Employees are cautioned to carefully consider the demands additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

Employees who are employed on a full-time basis should request prior written approval of their immediate supervisor/department head. Such approval will not be granted when additional employment will interfere with, conflict with, or adversely affect the employee's City duties and responsibilities. The supervisor/department head may rescind prior approval if the additional outside employment begins to interfere with the employee's City duties. The supervisor will provide the employee with notification if the approval is to be rescinded

2.7 Performance Evaluations:

Performance evaluations are designed to provide the employee with a record of his/her performance, to encourage professional growth and to promote communication between the supervisor/department head and employee. When conducted, the performance appraisal will be conducted by the employee's supervisor/department head. The purpose of the evaluation is to commend strengths, address weaknesses, suggest ways to improve, and discuss employee goals and objectives. If requested, Employees are required to sign their evaluations and may obtain a copy upon request. Signing does not imply agreement with the evaluation, but simply agreement that the contents have been made known or discussed with the employee.

Commented [LS17]: Require employee to sign that the contents of the evaluation are known and have been discussed.

Performance Evaluations shall be given after the ninety (90) day probationary period and thereafter annually. The employee's immediate supervisor/department head shall complete the employee's evaluation at least once each year, typically near the employee's employment anniversary date.

Commented [LS18]: Add new section: clarifying when evaluations need to be done.

Please understand that a positive performance evaluation does not guarantee an increase in salary, a promotion, or continued employment. The Board of Commissioners reserves the right and discretion to determine compensation increases and the terms and conditions of employment.

Commented [LS19]: Add new section: Board of Commissioners reserve the right.

2.8 Personnel Records:

2.8.1 Personnel File

It is the policy of the City to maintain accurate and updated information on City employees in its personnel files. The personnel file may include the following documents, but will not include any information contained in the confidential file listing (see policy 2.9):

- personal data sheet
- letters of commendation
- payroll deduction authorizations
- W-4 form
- I-9 form
- leave and absence slips
- disciplinary actions
- termination or discharge record
- previous positions held with City and rate of pay
- performance appraisals

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The Finance Officer shall be responsible for maintaining personnel records. In the absence of the Finance Officer, his/her designee shall assume responsibilities for such personnel records. Employee records are confidential. Such records shall be accessible only to the individual employee, the decision-making authority affecting the individual employee's employment status, ~~any city representatives with a demonstrated need to know,~~ or by properly served subpoena or order from a court of competent jurisdiction. The employee or his/her representative shall have reasonable access to his/her personnel records upon written request to the Finance Officer. The file will be made available to the employee's representative only upon express written authorization by the employee and copying costs paid by the employee.

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As to written disciplinary actions in the personnel file, the employee may submit a letter of rebuttal to his/her file regarding any information contained in his/her file that is in dispute.

The City's philosophy is to safeguard personal employee information in its possession to ensure the confidentiality of the information. Additionally, the City will only collect personal information that is required to pursue its operations and to comply with government reporting and disclosure requirements.

Commented [LS22]: Add new section.

2.8.2 Changes of Name, Address, Telephone and Withholding Status

It is the employee's responsibility to inform the Finance Officer of any changes in name, address, telephone number or withholding status. An employee must immediately report any of the above or other pertinent changes. Intentional failure to report such information is grounds for disciplinary action.

2.8.3 Personnel Record Retention

Personnel records are maintained in accordance with the records retention and destruction manual for cities published by the State Bureau of Administration.

2.9 Benefits, Medical and Confidential File:

The City maintains confidential file(s) on employees. The file may include:

- benefit forms (retirement, health and life insurance, etc.)
- injury reports and workers' compensation information
- necessary medical examinations and records
- harassment/discrimination investigatory documents.

Participants in City benefit plans should be aware that personal information will be shared with plan providers as required for their claims handling or record keeping needs by the Finance Officer.

Commented [LS23]: Add: shared with plan providers.

Access to this file is limited to the Finance Officer, ~~and on an absolute need to know basis only as deemed appropriate by the Finance Officer,~~ individual employee, the decision-making authority affecting the individual employee's employment status, or by properly served subpoena or order from a court of competent jurisdiction.

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2.10 Employment References:

Absent a written authorization from the employee, it is the City's policy to provide only the following information on both ~~present~~ current and ~~past~~ former employees:

- ~~if an employee has been employed with the City in City government service;~~
- dates of employment;
- current position or position at the date of separation from employment and other positions held; and
- verification of salary information.

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~~Any written information disclosed about the job performance of an employee or former employee to a prospective employer of that person at the written request of the prospective employer or the employee or former employee is presumed to be done in good faith and, unless lack of good faith is shown by clear and convincing evidence, the disclosing party and City may not be held liable for the disclosure or its consequences. Any written response to the written request shall be made available to the employee or the former employee upon written request. The City reserves the right to provide accurate and truthful information to employers regarding present and past employees.~~

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~~Providing employment references, including off the record remarks, without authorization is in violation of the above stated policy and may result in disciplinary action.~~

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The current/former employee authorizing the City to release the requested information must furnish a signed Release and Waiver Employment Reference Release Form. The City will only respond to written requests seeking more than general reference information. These requests should be mailed to the City of Summerset, Attn: Finance Office, 7055 Leisure Lane, Summerset SD 57718.

Commented [LS26]: Add new section. Draft a release and waiver employment release form that will hold the City harmless.

2.11 Executive Session - Personnel Discussion:

It is the policy of the governing board to recess into executive session to discuss personnel issues such as employee qualifications, competence, performance, and character or fitness. However, in accordance with South Dakota's open meeting law SDCL 1-25-2 no official action will be taken except in an open official meeting.

Commented [LS27]: Add correct statute.

2.12 Political Activity:

~~Employees are encouraged to exercise their right to vote in City elections, but shall not engage in or participate in any other way in said elections, except with permission of the governing body. Failure to comply with this provision may result in disciplinary action.~~

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Commented [LS28]: Strike out. Will add voting leave in later section.

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Commented [LS29]: Add: new section

To serve the best interests of employees, citizens, and the City, it the policy of the City to restrict certain types of political activity while at work, while representing the City during a work-related function, or while using City resources. The purpose is to safeguard the employee from political pressure to support any political party, political cause, candidate for office, or elected official. Also, this policy will safeguard the interests of the public, which all municipal employees must serve without political bias and without regard to political opinions or affiliations.

Active participation is allowed in political management or in political campaigns except during working hours. Employees may also hold an elective office in political clubs or organizations which does not interfere with the normal performance of job responsibilities, except as prohibited by law. Employees whose positions are partially or wholly funded by federal monies are restricted from political activity by the Hatch Act.

Neither state nor federal law prevents activity of a nonpartisan type not specifically identified with a national or state political party.

Hatch Act - State and Local Employees

Commented [LS30]: Add: Hatch Act

The Hatch Act restricts the political activity of individuals principally employed by state or local executive agencies and who work in connection with programs financed in whole or in part by federal loans or grants. Usually, employment with a state or local agency constitutes the principal employment of the employee in question. However, when an employee holds two or more jobs, principal employment is generally deemed to be that job which accounts for the most work time and the most earned income.

Testimony

Any employee who intends to give testimony in a legislative process involving issues relevant to the City or the employee's position with the City, must get permission from their supervisor prior to providing the testimony. This does not prohibit the employee from taking leave and testifying for themselves or exercising their rights as citizens.

Employees should not have direct or indirect conversation with state or federal legislators or their staff involving policies relating to the City without knowledge of the appropriate supervisor.

2.13 Public Relations:

All employees are responsible for providing their particular City services to the public in a courteous, polite manner. Employees are expected to maintain high standards of conduct and cooperation in their duties for the City.

2.14 City Property:

~~Property owned by the City shall only be used for city business. Any use of city property for personal use may result in disciplinary action, except those uses of City vehicles inherent with an approved travel request.~~

The use of City property for personal use is prohibited, except those uses of City vehicles inherent with an approved travel request. Failure to comply with this provision may result in disciplinary action up to and including termination of employment.

Commented [LS31]: Add new section. Does the Board want verbiage – with express written consent????

City Property: Includes buildings, offices, storage locations, plants, facilities, land, equipment, motor vehicles (henceforth referred to as “vehicles”) which are owned, leased, rented, or used for City business; and parking lots owned, utilized, or leased by the City or any customer or supplier of the City. It also includes any other site at which City business is transacted, whether on or away from City-owned/leased property.

Any items received as a result of doing business as the City is the property of the City.

~~All mail or packages received at City offices may be opened by a supervisor or other appropriate person and there shall be no expectation of privacy in such matters.~~

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Employees who separate from employment shall return all City property prior to receiving their final paycheck. Where any outstanding debts for equipment loss or unauthorized charges exist, the City may consider the employee to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss. The employee hereby grants to the City the right to hold and offset any amounts due to the employee or reimbursement for any losses or damages to or failure to return City property.

2.14.1 Telephone Policy

While personal phone calls are not prohibited, their frequency, duration, and volume should not interfere with on-going work nor distract fellow employees. Excessive personal calls during the work day, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are therefore asked to make personal calls on non-work time where possible and to ensure that friends and family members are aware of the City’s policy. Flexibility will be provided in circumstances demanding immediate attention. Employees are not permitted to make personal long-distance telephone calls using the city’s telephones or telephone credit

card, except in emergencies. ~~Employees may place personal long-distance calls if they use their personal calling card or call collect.~~

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1. Personal Cellular Phones

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of City phones. The City will not be liable for the loss of personal cellular phones brought into the workplace.

2. Safety Issues for Cellular Phone Use

Employees are expected to refrain from using their phone while driving. Safety must come before all other concerns. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. (refer to Portable Communication Device Use While Driving Policy)

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Commented [LS34]: Add: Refer to policy

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2.15 Background Checks:

~~All applicants who seek employment with the City are required to submit to a limited criminal background investigation. Applicants of the police department will submit to a background investigation that is more extensive due to the nature of law enforcement.~~

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Commented [LS35]: Add: all applicants required to background check

Information obtained from checking references and investigating an applicant's background is used to:

- A. Verify the accuracy of employment, academic, and background information provided by applicants;
- B. Identify and/or verify job-related accomplishments, skills, abilities, and characteristics that help establish the applicant's qualifications for employment; and
- C. Determine, evaluate and ensure the applicant's overall suitability for the position in question.
- D. Determine the existence of any criminal history that could affect the health, safety, and welfare of the City and its residents, or subject the City to liability.

Reference and background checks normally are conducted by personal interviews, telephone contacts, electronic communications, and mail correspondence.

2.16 Safety Rules:

The City desires to conduct all of its operations in the safest manner possible. Compliance with the General Safety Rules listed below will assist us in achieving this objective. These rules are minimum and your continued awareness and cooperation in providing a safe place to work is a vital part of your job.

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1. Whenever you are involved in any accident that results in personal injury or damage to property, no matter how small, the accident must be reported. Get first aid promptly.
2. Report immediately any condition or practice you think might cause injury or damage to equipment.
3. Do not operate any equipment which, in your opinion, is not in a safe condition, and report the condition of the equipment to your supervisor.

4. All prescribed safety and personal protective equipment shall be used as required and maintained in working condition.
5. When lifting, use the approved lifting technique, i.e. bend your knees, grasp the load firmly, then raise the load keeping your back as straight as possible. Get help for heavy loads.
6. Do not horseplay; avoid distracting others; be courteous.
7. Use the right tools and equipment for the job. Use them safely and when authorized.
8. Good housekeeping should always be practiced. Return all tools, equipment, and material to their proper places.
9. The use of drugs and/or intoxicating beverages during employment and/or at the workplace is prohibited. (Refer to Personal Protective Equipment Policy)

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2.16.1 Violence, Harassment and Bullying in the Workplace Prohibited

The City condemns harassing, intimidating, threatening, bullying or assaulting behavior, speech or actions by any elected official or City employee against any employee or the public at and away from the workplace. In addition, the City will not tolerate intentional damage to City property by City employees or elected officials. Any employee who violates this policy will be subject to discipline up to, and including, discharge. Employees having knowledge of violation of this policy shall report such violation to their supervisors, or through the City's procedure(s).

2.16.2 Weapons Prohibited

For the safety of City employees and the public, no person will be permitted to bring or possess firearms, explosives, or other weapons on City property, except those individuals authorized to do so in the course of their duties with the City. Examples of prohibited weapons include, but may not be limited to:

1. All types of firearms, including rifles, shotguns, pistols.
2. Archery equipment, including arrows, hunting bows, crossbows.
3. Large hunting or weapons-style knives, including "bowie" knives, machetes, stilettos, or switchblades, etc. (This does not prohibit possession of personal, folding pocket or penknives or other bladed tools used in the course of work activities.)
4. All explosive devices or explosive materials used in such devices.
5. Other objects clearly designed or intended to be used as weapons, such as nunchucks, clubs, and brass knuckles.

Duly authorized educational programs, demonstrations, displays, dramatizations, competitions, or other similar public events as approved by the respective department may be exempted.

*Exclusion to policy: Law Enforcement is excluded from the "weapons carry" clause.

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2.17 Accident Reporting and Investigation:

All work-related accidents and injuries, no matter how minor, shall be reported to your supervisor/department head immediately. This is for your protection in case medical attention is necessary or in the event of some future complication caused by the accident.

Commented [LS38]: Does the Board want the employee to have a blood alcohol test done if in an accident?

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The city provides workers' compensation insurance for every employee. It protects you for loss of pay and time and for the cost of medical care for injuries sustained while working. For details, see the Workers' Compensation Policy in this handbook.

If you are involved in an automobile accident while working or while driving a city-owned or rented vehicle, you shall:

- Obtain all information relating to the accident in a professional manner, including the names and addresses of any witnesses.
- Do not negotiate the settlement of any claim, promise payment for any injury or damage, or admit liability.

You shall complete a written report for all accidents and injuries as soon as possible. Completed accident reports provide necessary information to allow the processing of claims with the City's or the other motorists' insurance companies. Any damage to the vehicle, no matter how slight, must be noted on the accident report.

Upon notice of an accident, an investigation may be conducted by a supervisor/department head and if done, shall be documented. An employee involved in a motor vehicle accident in a City vehicle shall also report the accident to the Police Department.

2.18 Personal Appearance:

Employees are expected to exercise discretion and good taste in the matter of dress. Cleanliness and good grooming are expected.

Departments may require City issued uniform be worn as their standard to ensure consistency and public identification. Shirts shall be short-sleeved at a minimum. Clothing items purchased with city funds shall be worn or used during work hours, and generally worn by the employee while working. Employees will be required to replace missing work clothing at their own expense if the work clothing is lost, stolen or damaged due to the employee's own negligence. Employees are expected to report to work each day in a clean shirt. When a shirt is considered unwearable, the shirt will be returned to the appropriate supervisor, who will dispose of it first removing any logos.

The wearing of suggestive attire, soiled clothing or radical departures from conventional dress is not permitted. Tank tops with large baggy, gaping armholes are not permitted.

Supervisors are authorized to develop and implement additional policies and practices which relate to the provisions of this subject which are not inconsistent with the guidelines set forth herein. Employees wearing inappropriate attire will be instructed not to wear the attire again. A second offense will result in the employees being asked to go home and change into appropriate attire. Third and subsequent offenses may result in a written further disciplinary action.

2.19 Computer and Internet Policy:

The City may provide employees access to computers, networks, ~~Internet-internet~~ and electronic mail (e-mail). Every employee has a responsibility to maintain and enhance the city's public image and to use the above listed tools in a productive, businesslike manner. To ensure this, the City has established the following policy for using computer/electronic equipment. This policy does not supersede any local, state or federal laws, or any other city policy regarding confidential information dissemination or standards of conduct. The electronic equipment listed above is city owned property, thus its access and use, except in the limited circumstances listed below, is for **OFFICIAL USE ONLY**. Employees shall have **NO EXPECTATION OF PRIVACY**, regarding their use of e-mail or the ~~Internet~~internet. All records created by ~~Internet-internet~~ use or e-mail are subject to inspection and audit by management or its representatives at any time, without notice. When using city e-mail or ~~Internet-internet~~ services, which include messages sent by home using the city's server, employees agree to allow the employer to review and monitor all messages they send, store or receive on the system or any searches they make on web sites they visit using the City's ~~Internet-internet~~ Serverserver. By use of this equipment/systems, the **employee** understands and consents to the **City's right to inspect, audit, and/or monitor**.

2.19.1 General Terms

City electronic equipment is to be used only for official City business; however, brief and occasional e-mail, browsing the ~~Internet-internet~~ and use for non-business and/or personal matters within the confines of good judgment and within the guidelines herein described will not be deemed a violation of city policy. Usage for personal and/or non-business reasons must not impede the conduct of the City business and must not cause the City to incur any direct cost. An employee assumes full risk and responsibility for the exercise and application of good judgment; and all personal usage of the City electronic equipment is subject to later review and determination by the City, on a basis which may arguably be subjective, as to whether or not the personal usage was within the confines of good judgment and not an abusive misuse of public property.

2.19.2 Discrimination/Harassment

Employees are prohibited from using electronic equipment to violate City Policy 2.2, titled SEXUAL HARASSMENT/DISCRIMINATION relating to all forms of harassment and/or discrimination.

2.19.3 Specific Rules and Prohibition

- Unless authorized, employees may not use another employee's personally assigned account, password, login, logout, ~~user-name~~username, etc., or lend use of any of these to another person.
- Employees must be aware of and comply with licensing and copyright restrictions applicable to software and data files they may access.
- Employee users must respect the privacy of others; employee users may not access private files or communications of others, even if unprotected, except by management as stipulated within this policy.

- The creation, dissemination, download, upload, installation or copying of illegal or pornographic documents or images is strictly forbidden. Certain work-related situations will exclude the Police Department Detective Division from this rule.
- Employees shall not use the electronic equipment in a manner which results in damage to any City property (hardware or software); employees shall use all City provided computer equipment in a manner which shall not knowingly result in the introduction of a computer virus or other destructive program or file to any City computer system.
- Accessing, posting, or sharing any racist, sexist, threatening, offensive, obscene or otherwise objectionable material (whether visual, textual, or auditory) via the Internet-~~internet~~ or e-mail is strictly prohibited.
- Electronic equipment will not be used for personal commercial purposes, political purposes, illegal or unauthorized purposes.

2.19.4 Monitoring, Violations, Penalties

- Violations of this policy shall be reported to the employee's supervisor.
- Monitoring individual usage of the electronic equipment by authorized individuals may occur.
- Violation of these policies may result in disciplinary action up to and including termination.

2.20 Blogging and Social Networking:

The City recognizes that Social Networking (such as personal web sites, blogs, Facebook, MySpace, Twitter, online group discussions, text messaging, message boards, chat rooms, etc.) can be used by employees for personal reasons as well as business purposes. The City also understands how the use of internet social network sites and blogs can shape the way the public views our products or services, employees, vendors, partners and clients. The City respects the right of any employee to maintain a blog or post a comment on social networking sites. However, the City is also committed to ensuring that the use of such communications serves the needs of our business by maintaining the City's identity, integrity, and reputation in a manner consistent with our values and policies. Therefore, the City has established the following rules and guidelines for communicating City-related information via Social Networking forums whether used in or outside the workplace:

2.20.1 Personal Blogging or Social Networking on City Time

Employees may not post on a personal blog or web page or participate in a personal social networking site during working time or at any time with City equipment or property, unless updating the City's Facebook Page. Working time is your scheduled time of work not including lunch time, breaks or time prior to or after your shift.

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2.20.2 Disclaimer

If from your post in a blog or elsewhere in social media it is clear you are a City employee, or if you mention the City, or it is reasonably clear you are referring to the

City or a position taken by the City, and also express a political opinion or an opinion regarding the City's positions or actions, the post must specifically note that the opinion expressed is your personal opinion and not the City's position. This is necessary to preserve the City's good will in the marketplace.

2.20.3 Restriction on Customers, Clients, Vendors, Products and Services

Employees are prohibited from soliciting City customers, vendors, or clients to be "friends" or contacts on any social or professional networking site except when the contact has also been divulged to the City or in cases where there is a pre-established relationship outside the City which has been disclosed to and approved by the department head at the time of employment or institution of this policy. Employees are not to advertise or sell any of the City's products or services on any website or social network.

2.20.4 Right to Monitor

The City reserves the right to monitor all public blogs and social networking forums for the purpose of protecting its interests and monitoring compliance with City policies. The City reserves the right to access any City computers and electronic communication devices to monitor blogs and on-line websites. Employees should not maintain any expectation of privacy with respect to information transmitted over, received by, or posted on such sites.

2.20.5 Reporting

If an employee believes that a blog or other online communication violates any City policy, the employee should immediately report the blog or online communication to his or her supervisor. The City will investigate the matter, determine whether such blog, posting, website, or communication violates City policies, and take appropriate action.

2.20.6 Employee Rights

This policy is not intended to restrict an employee's rights to discuss wages and working conditions with co-workers or in any way limit employees' rights under the National Labor Relations Act.

2.21 Non-solicitation:

Solicitation on city property is not allowed.

2.22 Inclement Weather Policy:

~~In the event weather, or other conditions, makes work unsafe or impossible the Mayor or Public Works official may declare an emergency day for the affected department(s). In that event, affected personnel may either elect to take personal emergency leave or unpaid leave, and shall so notify the City at that time.~~

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It is the policy of the City of Summerset to remain open during inclement weather except under the most extreme conditions. In such event, the Mayor or their designee may recommend closure due to traffic safety considerations.

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Employees must account for any work time lost due to adverse weather:

• Applicable leave (vacation, personal emergency leave or unpaid leave) may be charged, subject to supervisory approval

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• If lost time is not made up (worked) within the workweek of the occurrence, it must be charged as leave.

During the workday, if conditions develop which require city offices to close, employees will be informed through administrative channels.

When catastrophic or life-threatening conditions, such as tornadoes, floods, or other disastrous circumstances, require evacuation of the workplace, employees are not required to make up time lost during the period declared hazardous. Employees who are required to remain at work during hazardous times may be relieved of duties for the period of time necessary to assure safety of their families.

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An hourly employee who does not receive notice of such closure and reports to work and is then released shall be guaranteed a minimum of two (2) hours pay.

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2.23 City Garage Uses:

Summerset Police are authorized to park private vehicles that are licensed, and insured in the city garage while on duty. Any other use of the City Garage area will require authorization by the Mayor or be under an established contract approved by the commission.

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2.24 City Credit Card Policy:

City Credit Cards issued to various City Employees are to be used for City business purposes only. A receipt must be turned in to the Finance office to match up with all credit card bills. If there is no receipt available for each transaction, the transaction may be charged back to the employee or individual making the transaction. The City reserves the right to collect said charges by offsetting any amounts against any payments due to the employee.

Commented [LS43]: We need to make all employees aware of credit card policy and turning in receipts in a timely manner.

Regular, full-time employees who travel frequently in the course of his/her duties, purchase significant volumes of goods and services for use by the City or incur other regular frequent expenses of a kind appropriately paid by a credit card may be authorized to have a credit card but must obtain prior, written approval from their supervisor/department head. The city credit card cannot be used to obtain cash advances, bank checks, traveler's checks, or electronic cash transfers or for personal expenses. Misuses of the card will result in cancellation of the card and withdrawal of credit card

MISSION STATEMENT – EXAMPLES

THE CITY OF SUMMERSET PROUDLY PROMOTES A HEALTHY, SAFE AND VIBRANT COMMUNITY. WE ARE DEDICATED TO DELIVERING EXCELLENT SERVICES AND ENGAGING MEANINGFUL PUBLIC PARTICIPATION.

THE CITY OF SUMMERSET IS DEDICATED TO THE PRESERVING OF A SUPERIOR PLACE IN WHICH TO LIVE, WORK AND THRIVE.

THE MISSION OF THE CITY OF SUMMERSET IS TO CREATE AND MAINTAIN A COMMUNITY WHERE PEOPLE LIVE, WORK AND PLAY IN AN ENVIRONMENT THAT IS SAFE, VIBRANT AND AESTHETICALLY PLEASING.

SUMMERSET CITY STRIVES TO ACHIEVE A HIGH STANDARD OF LIFE BY MAINTAINING A SAFE COMMUNITY, PROVIDING HIGH QUALITY SERVICES IN A FISCALLY RESPONSIBLE MANNER, AND BY CONTINUOUSLY PROVIDING EXCEPTIONAL CUSTOMER SERVICE.

THE MISSION OF THE CITY OF SUMMERSET IS TO ASSURE A SENSE OF COMMUNITY, SAFETY AND NEIGHBORHOOD INTEGRITY BY PROVIDING NEEDED MUNICIPAL SERVICES, FISCAL RESPONSIBILITY AND A PROGRESSION, QUALITY ATMOSPHERE IN WHICH TO WORK AND PLAY, WITH AN EMPHASIS ON BALANCED, EQUITABLE GROWTH IN WHICH THE CITY PROMOTES A BELIEF IN OPEN AND ACCESSIBLE GOVERNMENT FOR ALL CITIZENS.

Handbook Disclaimer

This handbook is intended to provide general information to the City of Summerset employees. The policies and information described in this handbook are not conditions of employment, and the language is not intended to, nor does it, create a contract between the City of Summerset and the employee. The City of Summerset reserves the right to change or eliminate any of the policies or information in this manual at its discretion with or without notice. Also, some of the statements in this handbook are general in nature and should not be read as including all the details on the subject discussed.

Any employee handbook or manuals previously distributed by the City of Summerset are revoked and rescinded, and the provisions are null and void.

This handbook is not a list of all employee obligations. In addition to the handbook, employees must also abide by federal and state laws, regulations, and administrative rules as well as internal agency orders, policies, guidelines, directives, and instructions.

If you have questions about the employee handbook or this disclaimer, please contact your human resource representative.

Sexual Harassment

It is the policy of the City of Summerset to provide a work environment free from sexual harassment. Sexual harassment is unwelcome conduct of a sexual nature that is persistent or offensive and interferes with an employee's job performance or creates an intimidating, hostile, or offensive work environment. Sexual harassment is defined by the federal Equal Employment Opportunity Commission as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (c) such conduct has the purpose of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment can be physical and/or psychological in nature. An aggregation of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing. Sexual harassment may involve individuals of the same or different genders.

Sexual harassment may include a range of behaviors to include unwanted sexual advances or requests for sexual favors; sexual jokes or innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual ability, or deficiencies; whistling or touching; insulting or obscene comments or gestures; displays in the workplace of sexually suggestive objects or pictures; and other physical, verbal, or visual conduct of a sexual nature.

All employees are expected to avoid any behavior or conduct that could be interpreted as unlawful harassment. All employees should also understand the importance of informing an individual whenever that individual's behavior is unwelcome, offensive, in poor taste, or inappropriate.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your supervisor unless the supervisor is the offending party. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the HR Director.

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge.

Discrimination and harassment of any kind in the workplace is prohibited by federal and state law, whether committed by elected officials or supervisory or non-supervisory employees and will not be tolerated. Retaliation or intimidation directed toward a complaining party is also prohibited by law and will not be tolerated by the City under any circumstance. A legitimate complaint of discrimination or harassment will not have any bearing on the terms and conditions of employment on the complaining party, including but not limited to wages, advancement, evaluations, assigned duties, shift assignments, career development, etc.

All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the City of Summerset will not allow any form of retaliation against individuals who report unwelcome conduct or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge.

Adopted this 16th day of December 2021.

APPROVED:

ATTEST:

BY: Melanie Torno, Mayor

BY: Candace Sealey, Finance Officer

(Name & Title)

(Name & Title)

I have read and I understand the City of Summerset's Sexual Harassment Policy.

Employee's Printed Name: _____ Position: _____

Employee's Signature: _____ Date: _____

The signed original copy of this receipt should be given to the Human Resources Office - it will be filed in your personnel file.

TIME OFF REQUEST FORM

Your request for time off must be submitted and approved by supervisor in advance.

EMPLOYEE INFORMATION

NAME:

TODAY'S DATE:

DEPARTMENT:

TOTAL VACATION HOURS AVAILABLE:

TOTAL SICK LEAVE HOURS AVAILABLE:

TOTAL AMOUNT REQUESTED: ☐ HOURS ☐ DAYS

STARTING ON:

ENDING ON:

I WILL RETURN TO WORK ON

TYPE OF REQUEST

☐ VACATION

☐ MILITARY LEAVE

☐ PERSONAL LEAVE

☐ FAMILY AND MEDICAL LEAVE

☐ BEREAVEMENT LEAVE

☐ SICK TIME

☐ JURY DUTY

☐ TIME OFF TO VOTE

COMMENTS

EMPLOYEE CERTIFICATION

I understand that time away from work is subject to supervisor's approval and city policies.

Employee Signature: _____ Date: _____

APPROVAL

APPROVED: ☐ YES ☐ NO

Supervisor/Manager Approval: _____ Date: _____

Printed Name: _____ Title: _____

Payroll Input: _____ Date: _____

Employee Time-Off Request Form

Today's Date: _____ Employee's Name: _____

Time-Off Requested: _____ ☐ Days _____ ☐ Hours Start Date: _____ End Date: _____

Reason for Request

- ☐ - Vacation ☐ - Personal Leave ☐ - Funeral / Bereavement
☐ - Jury Duty ☐ - Family Reasons ☐ - Medical Leave
☐ - To Vote ☐ - Other: _____

I understand that this request is subject to approval by my supervisor.

Employee's Signature: _____ Date: _____

Supervisor's Decision

☐ - Approved ☐ - Rejected

Supervisor's Signature: _____ Date: _____

Commissioner's Signature: _____ Date: _____

Payroll Initials: _____ Date: _____

Employee Time-Off Request Form

Today's Date: _____ Employee's Name: _____

Time-Off Requested: _____ ☐ Days _____ ☐ Hours Start Date: _____ End Date: _____

Reason for Request

- ☐ - Vacation ☐ - Personal Leave ☐ - Funeral / Bereavement
☐ - Jury Duty ☐ - Family Reasons ☐ - Medical Leave
☐ - To Vote ☐ - Other: _____

I understand that this request is subject to approval by my supervisor.

Employee's Signature: _____ Date: _____

Supervisor's Decision

☐ - Approved ☐ - Rejected

Supervisor's Signature: _____ Date: _____

Commissioner's Signature: _____ Date: _____

Payroll Initials: _____ Date: _____

Safety Manual

3. Sizing of overcurrent protective devices.
4. Replacing wiring that has been deemed non-serviceable.
5. Replacing 480-volt circuit breakers.
6. Adjusting values of overcurrent protective devices.
7. Working on live voltages.

* It should be understood that the definition of "Electrical Construction" means designing and installing new equipment such as, but not limited to, new disconnects, conduit runs, overcurrent protective devices and other equipment where improper installation or design characteristics could result in an injury, fatality, or loss of property.

Any individual contracted by the City of Summerset to perform electrical work, must be insured and licensed by the State. Proof of insurance and license must be available for review.

PART 10: OFFICE SAFETY RULES

Furniture will be adjustable, positioned and arranged to minimize strain on parts of the body. The glare of a computer screen will be minimized by the use of a glare screen if needed to prevent eyestrain. Do not open two or more file cabinet drawers at one time. Store supplies inside cabinets with heavy items on lower shelves. All chair legs shall remain on the floor at all times. Watch fingers when using a paper cutter - keep the cutter closed when it is not being used.

PART 11: VEHICLE OPERATIONS

Motor vehicle operation represents one of the largest liability exposures. Safe driving practices protect the employee, fellow employees and citizens of the community. The employee, fellow employees and citizens of the community may be affected anytime if an employee operates a private or public vehicle to conduct public entity business. This policy will ensure that employees meet an acceptable standard of performance and safety while operating their private or public vehicles to conduct City of Summerset business. This policy applies to all City of Summerset employees who regularly operate motor vehicles.

1. Personal vehicles may be used for official public entity business with prior approval.
2. Seat belts shall be worn by all drivers and passengers using City of Summerset vehicles/equipment and/or driving personal vehicles on City business unless the vehicle or equipment is not equipped with seat belts.

SDCL 32-38-3 Exceptions to required use of safety belts. The provisions of § 32-38-1 do not apply to:

- (1) Any occupant of a passenger vehicle manufactured before September 1, 1973;
- (2) Any occupant of a passenger vehicle who possesses a written statement from a doctor licensed under chapter 36-4 or 36-5 that the individual is unable for medical reasons to wear a safety seat belt system;

- (3) Any occupant of a vehicle not equipped with a safety seat belt system because federal law does not require that vehicle to be so equipped; or
- (4) Any rural carrier of the United States Postal Service while serving his rural postal route or any person delivering newspapers or periodicals on an assigned home delivery route.

3. Employees whose job responsibilities include regular or occasional driving of vehicles/machinery while conducting business for the City of Summerset must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal digital assistants, while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD. Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call.

Safety must come before all other concerns. City of Summerset employees may:

- 1) Use hands-free equipment to make or answer calls while driving;
- 2) Proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call;

without violating this policy

Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions. Texting and/or e-mailing while driving is prohibited in all circumstances.

32-26-47.1. Use of mobile electronic device--Prohibitions--Violation as misdemeanor--Exceptions.

No person may operate a motor vehicle while using a mobile electronic device. A violation of this section is a Class 2 misdemeanor.

This section does not apply to:

- (1) A law enforcement officer, firefighter, emergency medical technician, paramedic, operator of an authorized emergency vehicle, or similarly engaged paid or volunteer public safety first responder during the performance of that person's official duties, and a public utility employee or contractor acting within the scope of that person's employment;
- (2) The use of a mobile electronic device for emergency purposes, including a text messaging device to contact a 911 system, an emergency call to a law enforcement agency, health care provider, fire department, or other emergency services agency or entity, or to report to appropriate authorities a fire, traffic accident, serious road hazard, or medical or hazardous materials emergency, or to report the operator of another motor vehicle who is driving in a reckless or otherwise unsafe manner or who appears to be driving under the influence of alcohol or drugs, or to report a crime;

- (3) The use of a global positioning or navigation system feature of a mobile electronic device, but does apply to manually entering information into the global positioning or navigation system feature of the device;
- (4) Reading, selecting, or entering a telephone number or name in a mobile electronic device for the purpose of making or receiving a telephone call and using the device for the call, or if a person otherwise activates or deactivates a feature or function of a mobile electronic device; or
- (5) The use of a mobile electronic device in a voice-operated or hands-free mode if the operator of the motor vehicle does not use the operator's hands to operate the device, except to activate or deactivate a feature or function of the device.

32-26-47.2 . Social networking sites--Prohibition--Violation as misdemeanor.

No person may access, read, or post to a social networking site while operating a motor vehicle. A violation of this section is a Class 2 misdemeanor.

4. All employees whose duties require the operation of a public entity-owned motor vehicle or who operate a privately owned motor vehicle while conducting public entity business, as a part of their employment must possess a valid SD driver's license of the appropriate type. Any employee performing work, which requires the operation of a *City* vehicle or private vehicle on *City* business, is required to immediately report to the employee's Supervisor if his or her license is allowed to expire, is suspended, or revoked. Any employee who fails to report such information is subject to disciplinary action in accordance with *City* policy.
5. Employees who regularly operate vehicles on public entity business shall submit to a motor vehicle record (MVR) review prior to employment and thereafter on a yearly basis. If the MVR review indicates violations in excess of the recommended guidelines while using their private vehicle or a *City*-owned vehicle, the applicant or employee may be denied employment, have jobs duties adjusted, be reassigned, or be required (at the *City's* discretion) to complete defensive driving training based on the seriousness of the violations. If a disability or health-related reason caused the adverse driving record, the employer will consider such information and may use such information in making reasonable accommodation decisions.

Motor Vehicle Records Review (MVR) Guidelines

1. No more than two convictions for moving traffic violations within any 12-month period.
2. No more than two moving traffic violations that contribute to accidents within any 12-month period.
3. Conviction of any Class 1 misdemeanor traffic violation.
4. No driving while intoxicated convictions within the last five years.
5. Employees performing work which requires the operation of a *City* vehicle or private vehicle on *City* business who are convicted for moving traffic violations equal to or exceeding the recommended guidelines, may be subject to personnel action, which may include defensive driving courses or suspension of the *City's* driving authorization or more severe disciplinary action. Employees operating *City*-owned vehicles or privately owned vehicles while conducting official *City* business shall observe all traffic laws, rules and regulations, in addition to using common sense and good judgment. If during the course of employment an

- employee exhibits a disregard for safe driving procedures, the City may deny future authorization to operate a vehicle while representing the City.
6. Any employee who regularly operates a privately owned vehicle to conduct City business is required to maintain automobile liability insurance coverage on their privately owned vehicle. Employees who do not maintain automobile liability insurance coverage will not be allowed to use their privately owned vehicles for City business. The insurance information must be current and submitted to the Public Works Manager/ City Administrator.
 7. Any employee performing work which requires the operation of a City vehicle or private vehicle on City business is required to report to the employee's Supervisor if convicted of a Class 1 misdemeanor driving offense.
 8. Only authorized personnel may operate City vehicles.
 9. All drivers and passengers using City vehicles, equipment or personal vehicles will wear seat belts, if equipped. *see Summerset seatbelt policy.
 10. Vehicles will be maintained in safe and operable condition.
 11. Operators will make a daily visual inspection of vehicles/equipment at the start of their shift and they shall report all unsafe or defective equipment they observe to supervisors.
 12. Departments shall perform monthly documented inspections on lights, brakes, horns, turn signals, and tires.
 13. City vehicles with gas engines shall be refueled only when the engine is off.
 14. City vehicles will be parked with the motor stopped and key removed. No vehicle should be left running while unattended.
 15. Slow-moving vehicles shall be equipped with the appropriate signs.
 16. Not more than 3 persons should ride in the front seat of any vehicle, or one person for each seat belt.
 17. No person shall ride on any portion of a motor grader, tractor, or similar equipment except as the driver, operator, or trainer.
 18. No person shall ride on the outside of a truck or in the bed or box.
 19. Drivers should not permit vehicles to be loaded beyond the capacity of the unit.
 20. Equipment and tools carried on or in a vehicle should be placed securely in compartments or fastened down.
 21. Drivers should be particularly cautious when driving near children.
 22. Children should be kept from playing on or around City-owned vehicles and/or equipment.
 23. When moving vehicles onto, out of, or near buildings, such movement should be done slowly and with caution.
 24. Employees shall not jump on or off vehicles while in motion and should also maintain "3 Points of Contact" when entering or exiting trucks and/or equipment.
 25. Backing operations:
 - A. Backing should be avoided unless absolutely necessary.
 - B. Backing should be done only after the driver has made certain their vehicle has adequate clearance on all sides.
 - C. Backing should be done very slowly and with extreme caution.
 - D. Both sides should also be observed during backing operations.
 - E. When possible, backing should be done with the use of a spotter.
 - F. Report any alarms that are non-functional immediately.