

ORDINANCE NO 10-008

AN ORDINANCE ADOPTING REVISIONS TO THE CITY OF GEORGETOWN EMPLOYEE HANDBOOK AND MANUAL

WHEREAS, the City's current Employee Handbook and Manuals are in need of periodic review and revisions

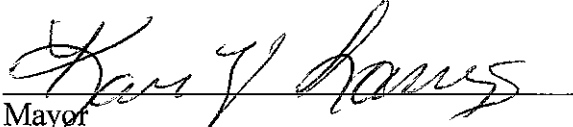
NOW THEREFORE BE IT ENACTED BY THE CITY OF GEORGETOWN CITY COUNCIL THAT THE ATTACHED ADDENDUM BE ADDED TO EMPLOYEE HANDBOOK AND SHALL BE ADOPTED FOR THE CITY OF GEORGETOWN.

Any terms of any existing policy, procedure or manual to the contrary are repealed.

The foregoing Ordinance was introduced and read for the first time at the Council's regular meeting of February 22, 2010, read for the second time, adopted and approved, at its regular meeting March 8, 2010.

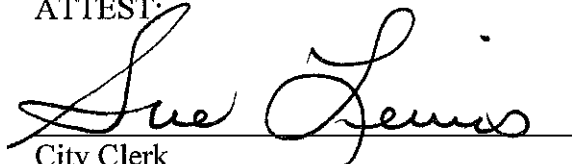
This Ordinance shall take effect upon passage and publication.

APPROVED:



Mayor

ATTEST:



City Clerk

**ADDENDUM TO
CITY OF GEORGETOWN
EMPLOYEE HANDBOOK**

**Revising Select Sections of
Employee Handbook Adopted November 16, 2009**

Probation Period

Travel Expenses

Internet Policy

Classifications of Employment and Pay Grades

Work Hours

Recording Work Hours

Regular Pay Procedures

Overtime Pay Procedures

Compensatory Time Off

Job Vacancies

Paid Holidays

Paid Annual Vacation Leave

Paid Sick Leave

Donation of Time

Military Leave

Exposure Protection Plan

Fleet Policy and Procedures

Guidelines for Appropriate Conduct

Adopted March 8, 2010

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employee or any employee deemed to be in a confidential employment position to the Mayor.

Room and Meals Expense

Room expenses (standard accommodations unless otherwise approved) will be paid directly by the City to the hotel when a trip involves official business more than 50 miles from either the official work station or the residence of the employee, whichever is closer, or where the trip involves official business for a length of time that it would be unreasonable to expect the employee to return that evening.

For approved overnight travel on City business, the City will reimburse meal expenses as follows:

1. Breakfast: The City will reimburse breakfast expenses (a) on the day of departure if departure is before 7:00 a.m.; and (b) on the day of return.
2. Lunch: The City will reimburse lunch expenses (a) on the day of departure if departure is before 11:00 a.m.; and (b) on the day of return if return is after 11:00 a.m.
3. Dinner: The City will reimburse dinner expenses (a) on the day of departure if departure is before 7:00 p.m.; and (b) on the day of return if return is after 7:00 p.m.

For such meal expenses, the City will pay per diem amounts, regardless of actual expenses incurred by the employee, according to rates established by the City. The City will publish per diem rates periodically through Human Resources and update the rates as needed.

Other Travel Expenses

Registration fees in the amount necessary to qualify individuals to attend approved meetings will be reimbursed. Receipts are required.

Road tolls are reimbursed, but receipts are not required.

Failure to follow the provisions of this policy may be cause for disciplinary action up to and including termination.

4. Employees are cautioned that downloading material from the Internet might be considered making a copy of it under the copyright laws and, therefore, if the material is copyrighted, that would be an infringement of the law. All employees should be sensitive to this concern and, if there is any doubt as to whether or not something can be downloaded, speak with your department director in advance.
5. Employees have no privacy rights nor any expectation of privacy in the use of their City computer or any City computer, including Internet usage and access. Employee Internet access and use, as well as e-mail use, may be monitored and/or audited from time-to-time and all employees who use City computers are deemed to have consented that the City has the right to do this.
6. Employees shall not use City computers to access social networking sites (e.g., Facebook, MySpace, LinkedIn) unless such access is required to perform a legitimate work task, and in such cases, only to the extent needed to perform that task.
7. Any employee who becomes aware of a violation of this Internet policy should immediately report the violation to his or her supervisor, department director, or Human Resources.

Non-Exempt

A non-exempt employee is required to be paid overtime under applicable federal and state laws. Non-exempt employees are paid one and one-half times their regular hourly pay rate for (1) actual hours of work in excess of forty hours per week, or (2) each hour of work on the seventh consecutive workday of any **workweek**, unless (a) the employee did not work more than forty (40) hours during the workweek, or (b) the employee's duties are principally limited to directing or supervision other employees. For this purpose, the workweek is deemed to begin at 12:01 a.m. each Saturday.

You will be informed of your initial employment classification and of your status as an exempt or non-exempt employee during your orientation session. If, your position is reclassified pursuant to the Fair Labor Standards Act, you will be informed by the Human Resources Department of any change in your exemption status.

An employee who believes that he is incorrectly assigned to an exempt/non-exempt status may request a review of that status. All such inquires should be directed to Human Resources.

Alterations in Schedules

Daily and weekly work schedules may be changed from time to time to meet the City's varying needs. Examples include, but are not limited to, weather-related emergencies such as snow, flood, wind, severe ice and other emergencies as declared by the Mayor.

Overtime

Overtime will be necessary on occasion for non-exempt employees but must always have the prior approval of a department director.

REGULAR PAY PROCEDURES

Frequency

City employees are paid biweekly, on Friday. If a scheduled pay day falls on a holiday, employees will usually be paid on the day preceding the holiday.

Deductions

All required deductions, such as those for federal, state and local taxes, and all authorized voluntary deductions, such as for United Way contributions, etc., will be withheld automatically from employees' paychecks. Employees must complete the necessary forms to authorize these deductions.

It is your responsibility to review your paycheck for errors. If you find a mistake, you should report it to your supervisor immediately. Your supervisor will assist you in taking the necessary steps to correct the problem.

Direct Deposit

New employees must complete an authorization form for direct deposit to their checking or savings account at a financial institution upon initial employment. Direct Deposit must be maintained throughout employment with the City of Georgetown. The Human Resources Department will provide direct deposit forms upon initial employment.

COMPENSATORY TIME OFF

Exempt employees may begin to accrue compensatory time immediately upon employment. Employees accrue one hour of compensatory time for each hour worked in excess of their regular work week. A maximum of two hundred (200) hours of compensatory time off may be accrued and continued from year to year.

Employees who have accumulated compensatory time off may schedule such time off with the advance approval of their department director or the Mayor, as the case may be. Compensatory time off is subject to the same rules on scheduling and approval as vacation. The City also reserves the right to require employees to use accrued compensatory time off. All compensatory leave time must be used prior to termination of employment or it will be lost. The City will not pay for unused compensatory time.

4. Prior to seeking applicants for job vacancies, the department head and Human Resources will review the job description and other appropriate material to establish the qualifications for the position. Once applications have been received, the department head and Human Resources will identify a sufficient number of the best qualified applicants to proceed with the selection process appropriate to the position.
 - a. In all cases, the City is the sole judge of an employee's or applicant's qualification for a job opening.
 - i. To be considered for a position, an employee or an outside applicant must be certified as qualified by Human Resources. To be qualified, the employee or outside applicant must possess the minimum qualifications required by the applicable job classification. Human Resource's decision on an employee's or outside applicant's qualifications is final. Human Resources, however, shall review its determination concerning qualifications in the event a reasonable question or objection is made.
 - b. If a suitable candidate for the position is not selected from the original group, the department head and Human Resources will review the remaining qualified applications and identify additional individuals to proceed with the selection process.
 - c. After the position is filled, the remaining qualified applications will be held for 6 months or until the individual installed in the position has successfully completed the introductory period, which ever comes first.
 - i. If the position becomes vacant during this period, the retained applications will be reviewed and the selection process will proceed.
5. Notices of job openings which are to be posted internally will be made for 5 working days. Temporary and part time employees with at least 1000 hours of service with the City in the previous 12 months may apply for internal postings.

PAID HOLIDAYS

The City Council will set a schedule of paid holidays each fiscal year.

Except as otherwise stated below, holiday pay is paid as follows: seven (7) hours pay per holiday for employees who work a regular schedule of 35 hours per week; eight (8) hours pay per holiday for employees who work a regular schedule of forty (40) hours per week and 11.2 hours pay for firefighters.

Some police, fire, and telecommunications department employees will be required to work on holidays. From time to time, department directors may require other employees to work on holidays as well. Non-exempt employees who are required to work on a holiday will receive their regular rate of pay for actual hours worked on a holiday plus a full day's pay as holiday pay. Exempt employees will receive compensatory leave credit (hour for hour) plus a paid holiday's pay. Part-time and temporary employees will be paid for actual hours worked on a holiday.

Employees who are off work due to disability, whether or not the reason for the disability is work-related, shall not receive holiday pay, but only the regular compensation due to the employee under disability or workers compensation benefits. Employees who do not work on the holiday but are on sick leave shall receive their holiday pay only for that day. Employees who do not work on the holiday but are on vacation shall receive their holiday pay only for that day.

Sworn officers in the Police Department receive holiday pay of eight (8) hours for each designated holiday. These officers work ten (10) hour days. A sworn police officer who is sick or on vacation on a designated holiday shall receive eight (8) hours of holiday pay plus two (2) hours of either vacation or sick pay, whichever is applicable.

All Fire Department personnel receive holiday pay of eleven and two-tenths (11.2) hours for each designated holiday. The work schedule for these officers is twenty-four (24) hours on duty then forty-eight (48) hours off duty. A firefighter who is sick or on vacation on a designated holiday shall receive eleven and two-tenths (11.2) hours of holiday pay plus twelve and eight-tenths (12.8) hours of either vacation or sick pay, whichever is applicable.

PAID ANNUAL VACATION LEAVE

Eligibility

Because the City recognizes the importance of vacation time for rest, recreation and personal activities, it grants annual paid vacations to its full-time, regular employees. New employees are eligible for vacation after completing the probation period. However, employees on probation as a result of promotion, demotion or transfer may still take accrued vacation leave. Part-time and temporary employees are not eligible for vacation. Annual vacation is at full pay at the employee's current salary or rate of pay.

Amount

Length of service and scheduled hours worked per week determine the amount of vacation leave available each year. Vacation leave will be granted according to the following schedule:

- ! Employees who work thirty-five (35) hours per workweek will be granted:
 - Twelve work days (84 hours) each year during the first four years of unbroken service;
 - Fifteen work days (105 hours) each year during the fifth through ninth years of unbroken service;
 - Eighteen work days (126 hours) each year during the tenth through the fourteenth years of unbroken service;
 - Twenty work days (140 hours) each year beginning in the fifteenth year of unbroken service;

- ! Employees who work forty (40) hours per workweek will be granted:
 - Twelve work days (96 hours) each year during the first four years of unbroken service;

Employees with fifteen (15) and more years of service – sixty (60) work days

No compensation will be paid to employees for accruals in excess of maximums.

Vacation will accrue at the regular rate during annual, paid vacation. Vacation will also accrue during **paid** sick leave. Employees on paid workers' compensation leave will accrue vacation leave through the twelfth (12th) month of workers' compensation leave. Vacation does **not** accrue during any type of **unpaid** leave.

Scheduling

The minimum vacation which may be taken is one-quarter (1/4) hour. Vacation must be used in quarter hour units. Vacation may not be taken in excess of the amount accrued at the time the vacation begins.

Vacation leave may not be taken unless it is requested in writing and approved in advance by your supervisor or department director. Vacation leave of five (5) work days or more must be requested in writing at least **one month in advance**, except in extenuating circumstances. Department directors have discretion to consider department staffing needs when considering requests for vacation.

Employees absent because of sickness, off duty injury or disability may use accrued vacation only after accrued sick leave has been exhausted.

Pay in Lieu of Vacation Leave

Employees may not exchange accrued vacation for pay except as follows. Employees who have completed their initial probation period are paid for all accrued but unused vacation leave when their employment with the City ends. Payment for accrued vacation is made within fourteen (14) calendar days of the last day of work. Employees who separate before completing their probationary period are not eligible to take vacation and therefore will not be compensated for accrued vacation when they separate.

PAID SICK LEAVE

Purpose

It is recognized that employees may become ill or injured through no fault of their own and, therefore, be unable to perform assigned duties. This policy covers these kinds of circumstances. This policy is a privilege granted to protect your income when absence from work is caused by illness or injury. The sick leave policy is intended to encourage the accumulation of sick leave to cover an extended illness. Accumulated sick leave should not be considered as earned time off with pay and may not be used in this manner. Abuse of the privilege may be deemed justification for dismissal of the employee.

Eligibility

Full-time, regular employees are eligible for paid sick leave after three (3) months of employment.

Uses

Sick leave may be taken only for personal or immediate family illness. For purposes of this section, "immediate family" means any member of the employee's household for whom the employee is responsible.

Accrual

- ! Employees who work thirty-five (35) hours per week accrue 7.0 hours of sick leave following each month of service, up to a maximum of 84 hours per year.
- ! Employees who work forty (40) hours per week accrue 8.0 hours of sick leave following each month of service, up to a maximum of 96 hours per year.
- ! Fire Fighters accrue eleven and two/tenths (11.2) hours of sick leave following each month of service, up to a maximum of 134 hours per year.

If it is not possible to request sick leave in advance because of the severity or suddenness of the illness, a request for sick leave must be made to your immediate supervisor before you are scheduled to work, except in extenuating circumstances which are substantiated. In the latter case, you must notify the department director as soon as possible, but in no event later than two (2) work days after the leave begins.

When you notify the City of the need for leave, you must also inform your immediate supervisor or department director of the reason(s) for the need for leave at that time. This is necessary in part for the City to determine if the leave is covered by the City's Family and Medical Leave Policy. Failure to explain the reason for the leave may be cause for denial of the request for leave.

Abuse of Sick Leave

Employees may use sick leave only for the purposes stated in this section. Abuse of sick leave may result in disciplinary action up to and including termination of employment. See the City's policy on absenteeism and tardiness (below) for the rules and requirements related to prevention of sick leave abuse.

Return From Sick Leave

See the City's policy on absenteeism and tardiness for conditions and requirements related to return from sick leave.

Employees eligible for disability coverage

See pages 76 and 78 of this handbook (“Insurance and Related Benefits”) for information on disability coverage for City employees, including availability. Check with Human Resources for the most current information on disability coverage.

EXPOSURE PROTECTION PLAN FOR POLICE, FIRE AND PUBLIC WORKS DEPARTMENTS

Background

The Occupational Health and Safety Act requires employers to protect potentially exposed employees from infection with pathogens that may be transmitted by contact with blood or other body secretions.

Definitions

For the purpose of this policy, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

1. "BLOOD." Human blood, blood components and products made from blood.
2. "BLOODBORNE PATHOGEN." Any microorganism that can be present in human blood and can cause disease in humans. This includes but is not limited to hepatitis B (HBV) or HIV.
3. "CONTAMINATED." The presence or the potential presence of blood or other potentially infectious material on an item or surface.
4. "DECONTAMINATE." To use physical or chemical means to remove blood or other infectious material from surface or item, to render it safe for handling, use or disposal.
5. "ENGINEERING CONTROLS." Controls that isolate or remove bloodborne pathogen hazards from the work place.
6. "EXPOSURE CONTROL PLAN." A written exposure control plan (ECP) designed to eliminate or minimize employee exposure. For those with an occupational exposure to bloodborne pathogens, employers are required under 29 CFR 1910.1030 to have a written exposure control plan, with annual review and updates as the law is amended.
7. "EXPOSURE INCIDENT." A specific eye, mouth, nasal membrane, non-intact skin or other parenteral contact with blood or other potentially infectious material in the course of employee's job.

16. "WORK PRACTICE CONTROLS." Controls that reduce the likelihood of exposure by altering the manner in which a task is performed.

Purpose

This plan applies to all occupational exposure to blood or other potentially infectious materials. The purpose of this plan is to eliminate or minimize exposure of designated city employees to bloodborne pathogens.

Exposure Determination

1. Employees in the following job classifications have exposure to bloodborne pathogens:

- a. Police officers.
- b. All Fire Fighters (including volunteers).
- c. Personnel who handle refuse from unknown sources (Sanitation workers, janitorial personnel, and owns who clean police vehicles).

2. Employees in the following job classifications may have limited occupational exposure to bloodborne pathogens:

- a. Maintenance workers.
- b. All vehicle maintenance personnel/

Tasks Performed That May Lead To Bloodborne Pathogen Exposure

1. Handling prisoners who have cuts or other sources of bleeding.
2. Being injured in any way by a prisoner or other person in line of duty.
3. Contamination of eye, mouth, nose, or open skin.
4. Contamination of any organ in (C) while cleaning a vehicle of blood, etc.

5. When out in the field and away from City facilities, contaminated paper towels, gloves or other materials used to clean or disinfect hands while in vehicles shall be packed and securely closed in closeable plastic bag that is (1) labeled and color-coded with the appropriate "biohazard" designation (in fluorescent orange or orange-red or predominately so, with lettering and symbols in a contrasting color); and (2) is sufficient to prevent leakage of fluids during handling, storing, transport or shipping. This plastic bag contains regulated hazardous waste. It shall be stored in the trunk of the vehicle and as soon as feasible taken to the facility (police department or fire department) for disposal into a bio-hazard red plastic liner, closed trash container.
6. Specimens of blood or other bodily fluids, materials or tissue shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport or shipping.
7. Such materials noted in (F) shall be labeled and color coded in red prior to being transported, mailed shipped or stored.
8. Equipment which may be contaminated with blood or other infectious material shall be inspected prior to servicing or reuse. It shall be decontaminated prior to continued use, shipping, storage or transportation.
9. Decontamination of equipment and items may be accomplished with a solution of 10% bleach hot soap and water or undiluted rubbing alcohol, while wearing protective equipment.
10. Personal protective equipment shall be provided to all employees with a potential for exposure to blood and other infectious materials. It shall include the following:
 - a. Gloves made of non-permeable latex of sufficient strength that they do not tear or puncture for the duration of time which the protective equipment is in use. Vinyl gloves are not suitable in most instances, as they tear and puncture easily.

14. All protective equipment, laundry of contaminated blood-penetrated uniforms, cleaning of equipment and repair of protective equipment shall be provided to the employee at no cost.
15. Protective equipment shall be readily accessible and issued to employees in sufficient quantities to ensure availability. Employees needing specialized gloves for proven allergy to latex or glove powders will be provided with hypo-allergenic gloves or glove liners.
16. All spills of blood or blood-contaminated fluids should be promptly cleaned, using an EPA approved germicide or a 1:100 solution of household bleach in the following manner while wearing gloves. Visible material should be removed with disposable towels or other appropriate means that will ensure against direct contact with blood. If splashing is anticipated, protective eye wear should be worn along with an impervious gown or apron which provides an effective barrier to splashes. The area should then be decontaminated with an appropriate germicide.

Vaccination

Hepatitis B vaccination will be made available to all employees with exposure levels as defined in Sec.4 (A) and (B) at no cost to the employees.

1. Vaccination will consist of three separate injections of hepatitis B vaccine into the deltoid arm muscle. The vaccination shall occur on day 0, day 30 and at 6 months. A post test will be completed 60 days after the vaccine series has been completed to determine if antibodies have developed, and a booster shot will be given if necessary following the post test.
2. Employees will not be required to accept vaccination; however, employees who decline the vaccination must sign a waiver.

6. Exposed employees' blood shall be collected as soon as feasible after written consent for testing is obtained.
7. If exposed employee consents to HBV testing but refuses HIV testing, their serum for HIV testing shall be frozen for 90 days. If within 90 days the employee decides to allow HIV testing baseline, it shall be provided as soon as possible at no cost to the employee.
8. All testing shall be done by a reputable certified laboratory and paid for by the city.
9. Employee blood testing shall be accomplished as follows after written permission to test:
 - a. Baseline blood test for HBV surface antibody (to determine immunity), and HBV and HIV test base line. If HIV baseline is negative, then exposed employee will be retested for HIV in 6 weeks, 12 weeks, and 6 months post exposure.
 - b. If an employee with exposure has not been immunized or not completed all immunizations, they will be given with their permission HBV imme globulin injections, HBV vaccination #1 ABD gamma globulin injection. All testing and injections and follow-up care will be paid for by the city.

Information And Training

1. All employees with occupational exposure shall participate in a training program on precautions and prevention of HBV and HIV, at no cost to the employee and during working hours.
2. Training will be provided for newly employed personnel in classes with exposure levels as defined in Sec 4 (A) and (B) as soon as practical following the beginning of employment.
3. Training shall be repeated annually.

1973, Gloves for Structural Fire Fighters) will be worn in any situation where sharp or rough surfaces are likely to be encountered.

iii. While wearing gloves, avoid handling personal items such as comb or pen that could become soiled or contaminated. Gloves that have become contaminated with blood or other body fluids to which universal precautions apply should be removed as soon as possible, taking care to avoid skin contact with the exterior surface. Contaminated gloves should be placed and transported in Biohazard plastic bags that prevent leakage and should be disposed of properly. (Refer to general information for disposal of Biohazard waste).

b. Mask, Eyewear, and Gowns:

i. Mask, eyewear, and gowns will be present on all emergency vehicles that respond or potentially respond to medical emergencies or victim rescues. These protective barriers should be used in accordance with the level of exposure encountered. Minor lacerations or small amounts of blood do not merit the same extent of barrier use as required for exsanguinating victims or massive arterial bleeding. Management of the victim who is not bleeding, and who has no bloody body fluids present, should not routinely require use of barrier precautions. Masks and eyewear (e.g., safety glasses) should be worn together, or a faceshield should be used by all personnel prior to any situation where splashes of blood or other body fluids to which universal precautions apply are likely to occur. Gowns or aprons should be worn to protect clothing from splashes with blood. If large splashes or quantities of blood are present or anticipated, impervious gowns or aprons should be worn. An extra change of work clothing should be available at all times.

a. Heavy duty rubber gloves must be worn at all times when picking up trash. In addition, latex gloves will be made available on all sanitation trucks, and must be worn under the rubber gloves when there is visible evidence of potential exposure to blood or body fluids.

b. Bio-hazard containers for sharps will be made available in the sanitation vehicle for proper storage of sharps prior to disposal.

c. Please refer to the general policy regarding:

- i. Universal precautions.
- ii. Disposal of contaminated disposable personal protective equipment.
- iii. Medical implications.
- iv. Hand washing.
- v. Laundry.
- vi. Use of gloves.
- vii. Handling of infectious waste.
- viii. Disinfecting of reusable personal protective equipment.

- e. The Department Director may exempt an employee from the restriction for the reasons listed below:
 - i. The employee is on call for a specific purpose and requires his vehicle and equipment to respond in a timely manner.
 - ii. The employee requests permission for a specific time due to reasonable circumstances not to exceed two (2) weeks.
 - iii. Cleaning, waxing or maintenance of the vehicle.
 - f. City of Georgetown vehicles are not to be driven outside of Scott County except with specific permission from the Department Director, or his designee.
 - g. Except where legitimate law enforcement purposes require otherwise (e.g., unmarked cars or vehicles used for undercover work), home fleet police vehicles will be adequately marked with department insignia and equipment.
2. Employees who are assigned home fleet vehicles may use them for the following purposes when off duty:
- a. Maintenance.
 - b. Uniform maintenance.
 - c. Departmental assignments or meetings.
 - d. Any other activity sponsored and approved by the department.

- i. The safety of passengers rests with the employee operating the vehicle.
- j. Employees and passengers will maintain appropriate appearance and conduct when using home fleet vehicles. This includes:
 - i. Employees shall be responsible for the proper conduct of all passengers.
 - ii. Proper attire shall be worn by employees and passengers at all times during off-duty use of a departmental vehicle.
 - iii. Male and female employees may wear shorts that are not above mid-thigh. Shirts shall cover the shoulders and upper portion of the body.
 - iv. The following are examples of clothing not to be worn by employees or passengers while using the vehicle off duty:
 - 1. Short shorts, bathing suits or any extremely revealing clothing.
 - 2. Clothing with slogans, pictures or patches inappropriate for the image of a City of Georgetown employee.
 - v. All clothing worn shall be clean and well maintained.
- k. Employees shall use seat belts while driving or riding in departmental vehicles and shall require the same of all passengers.

- f. Each employee shall complete a request for service form and forward it to the Fleet Supervisor for scheduling of regular 3,000 mile maintenance. Maintenance is to be conducted when off duty unless prior authorization is obtained from the Fleet Supervisor.
- g. The Fleet Supervisor shall have the responsibility of monitoring departmental vehicles and determining if vehicle abuse exists.
- h. Each employee shall be responsible for the cleanliness of the interior and exterior of the vehicle.
- i. All departmental vehicles shall be inspected by the immediate supervisor bi-weekly. Supervisors will be held accountable for compliance with this order.
- j. Employees on a daily basis shall check oil and all fluid levels, and on a weekly basis check the tire pressure to be specified by Fleet Supervisor. All adjustments shall be made by the employee when conditions are found to be below the normal requirements. Any major concerns shall be addressed on proper forms to the fleet supervisor.

5. Pool Vehicles

- a. The Fleet Supervisor shall be responsible for the overall condition of all vehicles assigned to the pool fleet.
- b. Employees using pool vehicles or vehicles assigned to other officers shall be responsible for the condition of those vehicles for that time period during which they are checked out to the employee.

GUIDELINES FOR APPROPRIATE CONDUCT

As a City employee you are expected to accept certain responsibilities concerning matters of personal conduct and to exhibit a high degree of personal integrity at all times. You must respect the rights and feelings of others, and refrain from any behavior that might be viewed unfavorably by the public at large. Whether you are on duty or off duty, your conduct reflects upon the City. You are consequently encouraged to observe the highest standards of professionalism at all times.

Should your performance, work habits, attitude, conduct or demeanor become in any way unsatisfactory in the judgment of City management, you may be subject to disciplinary action, up to and including termination of your employment.

Kinds of behavior that the City considers unacceptable include, **but are not limited to**, the following:

- ! Falsifying employment records or other City records
- ! Violating the City's nondiscrimination or anti-harassment policies
- ! Soliciting or accepting gratuities from vendors or others
- ! Excessive absenteeism
- ! Chronic tardiness
- ! Unnecessary or unauthorized use of supplies, including but not limited to personal use of supplies
- ! Reporting to work intoxicated or under the influence of non-prescribed drugs, or the illegal manufacture, possession, use, sale, distribution, or transportation of drugs or alcohol
- ! Fighting
- ! Using obscene, abusive or threatening language or gestures

- ! Failure to follow City rules and policies, regardless of whether the policy specifically addresses the possibility of discipline and/or termination
- ! Engaging in other employment which conflicts with the City's interests without first obtaining City approval
- ! Unexcused absences or leaving work without authorization
- ! Willful neglect or abuse of City property
- ! Excessive use of City telephones or computers for personal matters
- ! Failure to follow City policy on travel expenses

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