



CITY OF

REXBURG



America's Family Community

EMPLOYEE HANDBOOK

Mission Statement

*As employees
of the City of Rexburg
our goal is to improve
the community.*

*We serve the citizens
by striving to understand their
needs
and
by responding with
quality work.*

If you need any assistance reading or understanding this handbook, please contact your supervisor or the office of the City Clerk. Arrangements can be made to assist you.

This handbook and its contents supersede any representations made prior to its issuance, whether such were verbal or written, implied or expressed, or otherwise stated/given, even if such prior representations covered areas not addressed in this handbook. Where any state or federal law or other City ordinances may pre-empt any policy or procedure with respect to enforcement or by virtue of legal authority, such law or ordinance shall prevail.

The exemption or nullification of any policy by preemptive legal statute or authority shall not affect the authority of any other policy or portion of this handbook. The only exceptions to these policies are those made in writing as authorized and approved by the Mayor and City Council.

This handbook and its contents are not the only source of information, direction or guidance with respect to the City of Rexburg's policies, procedures, or practices. Standing operating procedures exist within each City department which further serve to direct and control each department and their respective work force to maintain operational requirements and support the City's public mission.

Note: If necessary, a copy of this handbook is available in enlarged print for employees who are unable to adequately read it in the print size of this document.

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000 INTRODUCTION

20 WELCOME TO THE CITY OF REXBURG!

Welcome new employee!

On behalf of your colleagues, we welcome you to the City of Rexburg and wish you every success here.

Each employee contributes directly to the City's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with the City. Individual Departments may also have departmental Standard Operating Procedures (SOP's) that the employee should also be familiar with and follow.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

The Mayor and City Council

25 MADISON FIRE DEPARTMENT EMPLOYEES ADDENDUM

The Rexburg/Madison Fire Department and the Madison County Ambulance Service have been merged into one operating entity, the Madison Fire Department, hereafter referred to as MFD, by way of an agreement made by the City of Rexburg, the Madison County Fire Protection District and Madison County Ambulance District. The merger was implemented to provide the environment for better fire and ambulance services, more efficient and flexible use of personnel and other resources, and cost savings where possible. This entity is doing business as the Madison Fire Department.

The Rexburg/Madison County Emergency Services Board (aka Emergency Services Board) was created to provide executive leadership to this new entity. The Board is made up of: one Madison County Commissioner, one Madison County Fire Protection District Commissioner, the Mayor or a Councilmember from the City of Rexburg, and the Medical Director. The Medical Director, although not an elected official, has an equal status and is a voting member of the board, and is appointed by the remainder of the Board. With the exception of the Medical Director, members of the board bring the input and interests from their respective boards back to the Emergency Services Board, thus providing a balanced representation from all three entities.

It was the decision of the Emergency Services Board to adopt the City of Rexburg Employees Handbook as its official personnel handbook to provide information and guidance to its employees.

For all MFD personnel, wherever this manual refers to the City, its Mayor, Council, or Department Oversight Committee, it should be interpreted to mean the Rexburg/Madison County Emergency Services Board.

It is not possible in this book to address all the specific needs and policies of a department such as the MFD. There are many complex laws and regulations that will apply specifically to MFD issues, as well as standard operating procedures specific to the department's day to day activities. It is the responsibility of every employee to diligently study this handbook and all department rules and regulations, and to abide by them. MFD employees should take special notice of MFD exceptions as well as policies that refer to Madison Fire Department Standard Operating Procedures.

26 CITY/COUNTY JOINTLY OWNED PROPERTIES AND PROJECTS

Wherever in this handbook it refers to "City Council", this should also be interpreted to include-"Golf Board" in the case of Golf Course employees and "Airport Board" in the case of Airport employees. For Madison Fire Department employees, see [25 Madison Fire Department Employees Addendum](#).

30 STATEMENT OF MISSION & PHILOSOPHY

Since the City's beginning, its structure and services have been designed around service to the public. This service is easily observed through the presence of our Police and Fire Department personnel and staff. Yet, there are many other services the City of Rexburg offers its citizens. Some of these include effective planning and zoning for our future, water, waste water, and sanitation for our health, and public services such as streets, parks, and recreation.

As a member of our work force, each employee represents the City in its mission to provide public service and uphold everyone's safety and security. Thus, each employee has a responsibility to be mindful of his/her conduct both on and off the job, as such conduct may reflect directly or indirectly on the interests of the City, its citizens, and our combined public mission of service in trust, good faith, and honest dealings.

We are proud of our City, our traditions, and our goals. As each of us contributes to the success of our jobs, our departments, and our community, we will look toward real accomplishments and continued progress in both our work and our future.

The City strives to provide a working environment that is safe for all workers and the public. We encourage employees to advance their concerns and make inquiries in a spirit of respect for each other and in good faith toward meeting the high standards of professional excellence and competence which will have real impact on our progress now and in the future.

40 INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with the City and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the City to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about the City's policies. As the City continues to grow, the need may arise to change policies described in the handbook. The City therefore reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes as they occur.

Nothing herein shall be deemed to be nor shall be construed to grant any employee any right or expectation of continued employment.

100 HIRING & PLACEMENT

101 NATURE OF EMPLOYMENT

All persons employed by the City are employed at the discretion of the Mayor and City Council and shall have no right to continued employment or employment benefits, except as may be agreed in writing and expressly approved by the City Council.

Employment with the City is voluntarily entered into, and the employee is free to resign at will at any time. Similarly the City may also terminate the employment relationship at any time.

Regular full-time employees and regular part-time employees enjoy certain benefits and privileges related to their jobs, which include specific grievance and appeal rights as described under other policies in this handbook. Seasonal, temporary, part-time, and certain employees in exempt positions do not have the same protections as regular full-time and regular part-time employees.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the City and any of its employees. The provisions of the handbook have been developed at the discretion of management and may be amended or canceled at any time, at the City's sole discretion. Employees should be notified of changes as they occur.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Mayor of the City.

102 EMPLOYEE RELATIONS

The City believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation,, they are strongly encouraged to voice these concerns in a spirit of good faith openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communication can be clear, and attitudes can be positive.

We believe that the City amply demonstrates its commitment to employees by responding effectively to employee concerns.

103 EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the City will be based on merit, qualifications,, and abilities to perform the essential functions of the job with reasonable accommodation.. Except where required or permitted by law, employment practices will not be influenced or affected by an applicant's or employee's race, color, religion,, gender,, national origin, age,, disability,, or any other characteristic protected by law.

The City will make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation,, discipline, termination,, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Department

Head, or Human Resource Director, or City Attorney or the Mayor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment. (See 712 Grievance Procedure [Employee Handbook 700 Conduct & Disciplinary Action](#))

Note: If necessary, a copy of this handbook is available in enlarged print for employees who are unable to adequately read this handbook in its current print size.

104 PLACEMENT AUTHORITY

The City has placed certain controls over the announcements, postings and filling of position openings within City employment. Specifically, vacancy announcements, job postings and advertising for "regular" full- and part-time positions are controlled through the Department Head and Human Resource Department. Such controls include, but are not limited to, time limits for posting, internal notices prior to recruiting, or advertising for applicants outside the existing work force.

Department Heads are required to inform and obtain prior approval from the Council member over that department and the Mayor to post announcements or commit to a hiring decision in all cases involving new "regular" full-time positions. In the case of other positions, Department Heads shall have the authority to post announcements, recruit and hire without approval. All hiring must be coordinated through the Human Resource Director so that proper procedures are followed.

MFD employee hiring must also have approval from the MFD Board

Since available and qualified applicants for new positions may already be in the City's employ, it is the City's intent to fill positions from within the work force wherever appropriate and practicable. Qualified employees, suitable to the needs of the City and who meet the requirements of the City and the Department and apply for such positions during the period the position is open for applications, will be given consideration in filling such positions.

105 EMPLOYMENT APPLICATIONS

The City relies upon the accuracy of information contained in the employment application,, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the City's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

106 PRE-EMPLOYMENT SCREENING

Reference Checks

To ensure that individuals who join the City are well qualified and have a strong potential to be productive and successful, it is the policy of the City to check the employment references of all applicants.

The Department Head or Human Resource Department will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. Other employment information may only be given by the Human Resource Director or the City Attorney.

Drug Tests

All potential new hires, as a condition of regular full-time employment, may be subject to at least an initial drug and alcohol screening prior to beginning work. A negative test result must be received by the Human Resources Department before they begin work. ([See 703\(F\) in 700 Conduct & Disciplinary Action](#))

Background Checks

All potential new hires, as a condition of employment, may be subject to a background check, and shall cooperate fully in accomplishing such checks.

107 HIRING OR SUPERVISION OF RELATIVES

The employment or supervision of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of persons currently employed by the City may be hired only if they will not be working directly for or supervising a relative. The City employees cannot be transferred into such a reporting relationship.

If the relative relationship is established after employment, the individuals concerned will decide who will request a transfer. If such a request is not made within 30 calendar days, management will decide.

In cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

Idaho statute 59-703 prohibits nepotism. For the purposes of this policy, relatives are defined as those people within the 2nd degree of consanguinity. ([See Consanguinity Chart Attached – Appendix B Employee Handbook Appendixes \(v.2\)](#))

108 IMMIGRATION LAW COMPLIANCE

The City is committed to employing only individuals who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Employees who do not provide the proper documentation, or who fail to provide documentation legally required, shall not remain employed. Failure to timely and promptly provide required documentation will result in termination, since no employee can legally continue in employment for more than three (3) days in the absence of proper documentation being presented.

Former employees who are rehired must also complete the form if they have not completed an I-9 with the City within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Department Head or the Payroll Clerk. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

109 RESIDENCY REQUIREMENT

The City of Rexburg has no residency requirement, though each department may require a certain emergency response time. Additionally, employees should review their own department's Standard Operating Procedures (SOP) Manual for the residency or any other departmental requirements.

200 RECORDS & STATUS

201 ACCESS TO PERSONNEL FILES

The City maintains personnel files on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the City and access to the information they contain is restricted. Generally, only supervisors and management personnel of the City who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Human Resource Department. With reasonable advance notice, employees may review their own personnel files in the City's offices and in the presence of an individual appointed by the City to maintain the files.

A separate medical file is maintained for each employee by the Payroll Clerk and is only accessible by the Human Resource Department (See 202 below).

202 HIPAA PRIVACY NOTICE (Health Insurance Portability and Accountability Act)

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU (AND ANY FAMILY MEMBER) MAY BE USED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

The City of Rexburg values its relationship with you. Protecting the privacy of the information we have about you is of great importance to us. We want you to understand how we protect the confidentiality of that information, as well as how and why we disclose it. We are required by law to maintain the privacy of protected health information and to provide you with notice of our legal duties and privacy practices with respect to this information. "Protected health information" includes any individually identifiable information that we obtain from you or others that relates to your physical or mental health, the health care you have received, or payment for your health care.

The following provides details of our practices and procedures for protecting the security of nonpublic personal information about you (or any family member), both while you are our employee and when you are no longer our employee. This privacy policy applies to health care benefits administered by the City of Rexburg or any third party providers for the Health Reimbursement Arrangement (HRA) and Flexible Spending Account (FSA) and Voluntary Employees' Beneficiary Association (VEBA). We are required to comply with the terms of this notice. We reserve the right to change the terms of this notice, and should that occur, we will provide a copy of the new notice.

USE AND DISCLOSURE OF YOUR MEDICAL INFORMATION

In order to provide you with the HRA and FSA benefits, we need personal health information about you, and we obtain that information from different sources-health care insurers, health care providers, you, and your spouse. In administering your benefits, we may use and disclose this information in various ways.

YOUR AUTHORIZATION

Except as outlined below, the City will not use or disclose your personal health information for any purpose, unless you have signed a form authorizing a certain use or disclosure. You have the right to revoke that authorization in writing; however, your revocation will not affect any use or disclosure permitted while your authorization was in effect.

USES AND DISCLOSURES FOR PAYMENT

We may use and disclose your personal health information as necessary for payment purposes. For instance, we may use and disclose information regarding your medical care to process and pay claims.

USES AND DISCLOSURES FOR TREATMENT

While we do not provide treatment, we might share protected health information to assist your provider in supplying treatment to you.

USES AND DISCLOSURES FOR HEALTH CARE OPERATIONS

We may use and disclose your personal health information as necessary, and as permitted by law, for our health care operations such as customer service, premium rating, fraud and abuse prevention and detection, and other functions related to our HRA and cafeteria program. We may use and disclose your personal health information to provide you with information about treatment alternatives or other benefits and services that may be of interest to you.

FAMILY, FRIENDS, AND OTHERS INVOLVED IN YOUR CARE

With your approval, we may disclose your personal health information to designated family, friends, and others, to assist that person in caring for you or in paying for your care. If you are unavailable, incapacitated, or facing an emergency medical situation and we determine that a limited disclosure may be in your best interest, we may share limited personal health information with such individuals without your approval.

BUSINESS ASSOCIATES

At times it may be necessary for us to provide some personal health information to one or more outside persons or organizations who assist us with our business or governmental activities. We require these associates to appropriately safeguard the privacy of your information.

USES AND DISCLOSURES WITHOUT YOUR AUTHORIZATION

We are permitted or required by law to make certain other uses and disclosures of your personal health information without your authorization, under the following conditions:

- for any purpose as required by law.
- for public health activities, such as required reporting of certain diseases.
- as required by law if we suspect child abuse or neglect; we may also release your personal health information as required by law if we believe you to be a victim of abuse, neglect, or domestic violence.
- if required by law to a government oversight agency conducting audits, investigations, or civil or criminal proceedings; or if required to do so by a court or administrative ordered subpoena, discovery request, or qualified protective order; to law enforcement officials as required by law.
- to coroners and/or funeral directors consistent with law.
- if necessary to arrange an organ or tissue donation from you or a transplant for you.
- if you are a member of the military as required by armed forces services; we may also release your personal health information if necessary for national security or intelligence activities.
- if necessary to avert a serious threat to health or safety.
- to workers' compensation agencies if necessary for your workers' compensation benefit determination.

YOUR HIPAA PRIVACY RIGHTS

ACCESS TO YOUR PERSONAL HEALTH INFORMATION

You have the right to obtain a copy and inspect specific items of your personal health information for as long as we maintain it. We may deny your request to access certain personal health information as permitted or required by law. We may require your request for access in writing. Your request for access should contain as much detail as possible regarding the personal health information you wish to review.

AMENDMENTS TO YOUR PERSONAL HEALTH INFORMATION

You have the right to request an amendment of the personal health information we maintain about you if you believe it is incorrect. We are not legally obligated to make all requested amendments, but will give each request consideration. Requests for amendment must be in writing and must state the reasons for the amendment request.

ACCOUNTING FOR DISCLOSURES OF YOUR PERSONAL HEALTH INFORMATION

You have the right to request a list or accounting of certain disclosures of your personal health information. We are not legally obligated to provide an accounting of every disclosure, but will give each request consideration. Requests must be in writing. The accounting will not include disclosures made prior to April 14, 2004.

RESTRICTIONS ON USES AND DISCLOSURES OF YOUR PERSONAL HEALTH INFORMATION

You have the right to request restrictions on certain uses and disclosures of your personal health information for treatment, payment, or health care operations by notifying us of your request for a restriction in writing. We are not legally required to agree to your restriction request.

CONFIDENTIAL COMMUNICATION OF PERSONAL HEALTH INFORMATION

You have the right to request to receive communications from us regarding your personal health information by another method of contact or at an alternative address. We will accommodate reasonable requests.

COMPLAINTS

If you believe your privacy rights have been violated, you may file a complaint with us or with the Secretary of the U.S. Department of Health and Human Services at 200 Independence Ave., SW, Washington, D.C. 20201, or at 1-877-696-6775. There will be no retaliation for filing a complaint.

HOW TO CONTACT US

If you have questions, or need further assistance regarding this notice, or wish to exercise any of the above-mentioned rights, you may write to the Human Resource Department, City of Rexburg, P.O. Box 280, Rexburg, ID 83440 or call 208-359-3020.

203 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify the Human Resource Department of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

204 EMPLOYMENT CATEGORIES

It is the intent of the City to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the City.

Regular full-time employees and regular part-time employees enjoy certain benefits and privileges related to their jobs, which include specific grievance and appeal rights as described under other policies in this handbook. Seasonal, temporary, part-time, and certain employees in exempt positions do not have the same protections as regular full-time and regular part-time employees.

EXEMPT EMPLOYEES UNDER FLSA

Each employee is designated as either nonexempt or exempt from federal and state wage and hour laws, according to FLSA (Fair Labor Standards Act). Nonexempt employees are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws.

For a list of Exempt positions, see Appendix C in [Employee Handbook Appendixes](#).

Exempt position's treatment of overtime and leave is treated at [Section 411](#).

OTHER CATEGORIES

In addition to being classified as Exempt or Non-Exempt, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work at least 30 hours a week on a regular and recurring basis. Generally, they are eligible for the City's benefit package and subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and are scheduled to work less than a full-time schedule on a regular or recurring basis each week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of the City's other benefit programs. Paid-Call MFD employees generally fall under this category.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with the City is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification. For non safety and non emergency employees, introductory period is 180 days. For police and MFD employees, the introductory period is 365 days. Generally, they are eligible for the City's benefit package, subject to the terms and conditions, and limitations of each benefit program.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally-mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of the City's other benefit programs.

SEASONAL employees are those who are hired for specific periods of time during a calendar year to perform functions related specifically to the requirements of a seasonal need (e.g., lawn care and maintenance, snow removal, or aquatic facility staff). Employment assignments in this category are of a limited duration, and differ from Temporary employees, in that Seasonal employees perform work on a recurring basis subject to the City's requirements and needs, as long as they successfully meet continued, or new, employment conditions. While they receive all legally-mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for the City's other benefit programs.

DEPARTMENT HEADS The City provides direction and control over its operations and administration through the City Council and the Mayor by utilizing certain administrative positions identified as Department Heads. All Department Head positions are treated as appointed positions and all hiring and firing shall be governed by Idaho State Code.

See a list of Department Heads in Appendix D in [Employee Handbook Appendixes](#).
See Organization Chart Attached – Appendix A in [Employee Handbook Appendixes](#).

FOREMEN Foremen are designated in Public Works and generally supervise other employees within their own department and include: Street Foreman, Water Foreman, Wastewater Foreman, Shop Foreman, and Sanitation Foreman.

MFD EMPLOYEES These are employees of the Emergency Services Department, dba the Madison Fire Department and include all positions under the Fire Chief's jurisdiction that are jointly funded by the City of Rexburg, Madison County Ambulance District, and the Madison County Fire Protection District.

MFD27 EMPLOYEES These are MFD employees who are on a 27 day work schedule. (See 504.1 Police and MFD Work Schedules in [Employee Handbook 500 Payroll Calculation & Work Schedules](#)).

205 INTRODUCTORY PERIOD

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The City uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the City may end the employment relationship at will at any time during the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for at least the first 180 calendar days after and including their date of hire.

Employees may be required to sign written instruments of understanding further specifying employment stipulations and conditions of termination.

Employees who are promoted or transferred within the City may be required to complete a secondary introductory period of the same length with each reassignment to a new position. Any significant absence will automatically extend an introductory period by the length of the absence. If the City determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

In cases of promotions or transfers within the City, an employee who, in the sole judgment of management, is not successful in the new position, can be removed from that position at any time during the secondary introductory period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and the City's needs.

Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification.

During the initial introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. They may also be eligible for other City-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

Benefits eligibility and employment status are not changed during the secondary introductory period that results from a promotion or transfer within the City.

206 PERFORMANCE EVALUATION

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are recommended to be conducted at the end of an employee's initial period in any new position. This period, known as the introductory period, allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance reviews are recommended to be conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Job descriptions of each position in a department should be kept current by the Department Head and a copy stored at Human Resource Department, and used for reference in performance evaluations.

Formal performance evaluations are recommended to be scheduled at least every 12 months, coinciding generally with the anniversary of the employee's original date of hire or the last raise date, but may be scheduled any time as decided by the Department Head.

207 WAGE REVIEWS AND ADJUSTMENTS

Merit-based pay adjustments are awarded by the City in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the quality of work, continuity of employment and availability of funds where the best business interests of the City are considered, and the information documented by the formal performance review process, as described above under Performance Evaluations.

Regular full-time employees shall be eligible for wage adjustment review, based on merit:

1. After their introductory period, and
2. One year later, and
3. Every two years thereafter until reaching the ceiling established for the job classification.
4. Any part of a raise, regardless of the reason for the raise, that will move the base salary beyond step 37 in any pay range, if awarded, is to be awarded as a one-time lump sum. Thereafter, lump sum raises for merit raises will be available annually. Lump sum raises are calculated as one year's worth of increase in wage.
5. Certification raises are given only once and not repeated every year, even if the employee is at step 37 of their pay range.

This schedule may vary based on an employee's experience, education, and applicable certification at the discretion of the Department Head, Mayor, City Council member over that department, or if applicable, the MFD Board.

The schedule above is not intended to reflect any right to a wage review or adjustment. While an employee's longevity in service for the City may play a part in determining their contribution to the City, and may be reflected in their effectiveness and efficiency in job performance, nonetheless, longevity alone does not necessarily mean an employee shall be eligible for, or receive, a wage adjustment.

Merit Raise Amounts

The city determines the wages of regular full-time employees through the use of a salary table consisting of grades and steps. A grade is designated for each position, which identifies the salaries respective to such grade. The maximum base pay of any pay grade is 36 steps above the beginning base pay of that grade. Each step consists of approximately a 1% increase over the previous base wage as specified by the current salary table listing. Therefore, the maximum base step is 37. If a certification or any other raise would otherwise place the employee's step above 37, that raise must be given in the form of a lump sum and the base pay must remain at 37.

Merit (Step) raises for all positions can be from 0 to 4 steps for the following review period based on the merit of past performance and at the discretion of the supervisor and/or department head. Merit raises must be approved by the applicable Foreman or Division Head, Department Head, Human Resource Department, and Mayor. Merit raises should be rewarded based on past performance and not on financial need or longevity.

This will allow the supervisors to give between 0 and 4 steps to any one employee. Employees who have deserved something, but not a full 4 steps, can be rewarded appropriately to what they have earned.

The last merit raise of 0-4 steps on any pay grade is reserved as a lump sum bonus and is not added to the base pay of the employee, so that the supervisor always has this as a tool to encourage superior performance. In effect, those employees who are "topped out" for increases in the base pay in their range, are still eligible for this lump sum bonus each year after the applicable 1-2 year time period since their previous step raise.

Alternate Merit Raise Program for Certain Positions

Certain positions require higher levels of education and/or experience and have little or no opportunity for certifications that qualify an employee for a merit raise.

The following review frequency for step raise eligibility should be applied to the listed positions:
At 6 months of employment (end of introductory period)
And every 12 months thereafter
The final step raise that will move a salary to the maximum in any pay range, if awarded, is to be awarded as a lump sum and is available annually.

GIS Analyst I
GIS Analyst II
GIS Manager
City Clerk
Building Official
Street Foreman
TCS Technician
TCS System Analyst
TCS Assistant Manager
TCS Manager
Economic Development Director
Deputy Financial Officer
Chief Financial Officer
City Attorney
Staff Engineer
City Engineer
Public Works Director
Recreation Director
Recreation Events Coordinator
Parks Director
Fire Chief
Police Chief

Certification Step Raises (See Appendix E in Employee Handbook)

Employees may be eligible for certification raises at the discretion of the Department Head and the Mayor. Employees must receive approval from department heads prior to seeking certifications that will be paid for by the City or that will result in an increase in pay. Certifications that employees are eligible for are specified for each department. Certifications that are not on the approved list below may be eligible for raises, but only at the discretion and approval of the Department Head or the Mayor. With the approval of the Mayor, a Department Head may limit the number of certifications an employee may receive a raise for during their employment with the City.

208 TRANSFERRED EMPLOYEES

Transferred employees, who have moved from one department or crew to another, retain the benefits commensurate with both their seniority with the City and their employment status in the new transfer. These employees will begin a new introductory period for the new position for work performance only. If a transferred employee is not successful in the position, she/he may be placed back to the old position held immediately prior to the transfer, or to another position, subject to availability and the employee's qualifications.

Pay for a transferred employee will be determined by the range established for the position, and based upon the employees' longevity and other considerations at time of transfer.

Transfers shall occur upon the recommendations of the Department Heads involved and with the approval of the Mayor.

209 PROMOTED EMPLOYEES

Promoted employees are those employees receiving a promotion into a new position. These employees will begin a new introductory period for the new position for work performance only. The promotion will have no effect on their benefit status. If a promoted employee is not successful in the new position, s/he may be placed back to the position held immediately prior to the promotion, or to another position, subject to availability and the employee's qualifications.

Promoted employees begin receiving any commensurate pay increases established for the position commencing with the effective date of the promotion, within the applicable range, and placement within the range based upon any longevity and other considerations.

Promotions shall occur upon the recommendations of the Department Head(s) involved and with the approval of the Department Oversight Committee and the Mayor. Promotions for MFD must also be approved by the MFD Board.

When awarding promotions, the City will give first consideration to current employees of the City. All employees who file applications for such will be considered for promotion to vacant positions for which they are qualified. In the instance where one or more employees have equal qualifications, the applying employee with the most longevity will be promoted. The City does reserve the right to hire from outside the organization in instances where current employee candidates do not meet the qualifications of the position. While longevity may play a part in promotional consideration, it is not the only factor nor is it to be considered as a final factor in determining selection.

210 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine.

Below are examples of some of the most common circumstances under which employment is terminated:

RESIGNATION - a voluntary act initiated by the employee who chooses to leave employment with the City. Although advance notice is not required, the City requests, at least, a two weeks' written resignation notice from all employees.

If an employee does not provide advance notice as requested, the employee will be considered ineligible for rehire.

DISCHARGE - employment termination initiated by the organization.

LAYOFF - involuntary employment termination initiated by the organization for non-disciplinary reasons.

MEDICAL TERMINATION - employment termination initiated by the employee or by the organization when an employee is unable, for health reasons, to continue to work.

RETIREMENT - voluntary retirement from active employment status initiated by the employee.

The City is interested in learning of employees' reasons for leaving work, whenever that is possible and appropriate. Prior to an employee's departure, an exit interview should be scheduled by the Department Head to discuss the reasons for termination and the effect of the termination on benefits.

The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to the City, or return of the City-owned property. Suggestions, complaints, and questions can also be voiced. A notice of termination form should also be completed by the department head or supervisor and submitted to the Human Resource Department to be placed in the employees file.

Employment with the City is voluntarily entered into, and the employee is free to resign at will at any time. Similarly the City may also terminate the employment relationship. Regular full-time employees

and regular part-time employees enjoy certain benefits and privileges related to their jobs, which include specific grievance and appeal rights as described under other policies in this handbook. Seasonal, temporary, and part-time employees, and appointed officials do not have the same protections as regular full-time and regular part-time employees. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

300 BENEFIT PROGRAMS

301 BENEFIT ELIGIBILITY

The City of Rexburg attempts to provide employees benefits that are competitive in the area and within the financial restraints imposed by budgetary considerations. The City, as an employer, recognizes the employee's concern for himself and his dependents in the areas of medical expense, hospitalization, life insurance, and retirement benefits which influence employee efficiency and well being. The City will continually monitor and review these benefit areas.

BENEFIT	WHEN ELIGIBLE TO PARTICIPATE	DEDUCTION FROM PAYCHECK
INSURANCE		
Life Insurance*	1st of next Month	None
Medical & Hospital*	1st of next Month	Immediate
Dental Insurance	1st of next Month	Immediate
Worker's Compensation Insurance	Immediate	None
Accident Insurance	Immediate	None
Long Term Disability Insurance	Immediate	None
RETIREMENTS		
Social Security	Immediate	Immediate
Public Employee Retirement System*	Immediate	Immediate
Deferred Compensation Plan [401(k)]*	After 6 months of service and over 1000 hours and 21 years of age participation At enrollment date	Next payday in next quarter
Unused Sick Leave Bank & Post Employment Health Plan*	Upon obtaining excess unused sick leave	None
OTHER		
Cafeteria Plan*	After 6 months of service and over 1000 hours and 21 years of age	Next payday after starting participation
Health Reimbursement Arrangement (HRA)*	Regular Full-Time Employees who are insured are eligible for this benefit at a prorated amount at the 1st of the following month	None
*Temporary or Part-time employees are generally not eligible for these benefits, unless required by law.		

The City can NOT guarantee that all benefits will be continued.

302 INSURANCE - LIFE, MEDICAL, DENTAL

LIFE INSURANCE is provided for all regular full-time employees. Employees should verify the designation of beneficiary with the Human Resource Department. and keep the data current.

MEDICAL AND DENTAL INSURANCE is provided for all full-time employees and dependents. Booklets explaining the scope of coverage and claim forms are available from the Payroll Clerk. All employees covered on the insurance plan are required to report potential claims promptly to the insurance company and to supply supporting documentation. Certain employee participation in premiums is required. For more information, contact the Human Resource Department.

Under the medical plan certain deductibles apply for individual or dependent coverage. The employee must pay for this deductible on his/her own. The deductible amount is generally paid during a Benefit Year. Additionally, the medical insurance plan does not cover 100% of all medical costs. The employee is required to pay for a portion of these medical costs, which is called the "co-payment". Covered employees are encouraged to refer to the specifics of the Plan for medical coverage for details related to the costs, coverage's, and benefits of the Plan.

Retirees may purchase health insurance through the city's carrier, if available, until eligible for Medicare. (See [307 Benefits Continuation](#)).

HEALTH REIMBURSEMENT ARRANGEMENT (HRA)

The City will contribute a designated amount per deductible, into an HRA account administered by a third party provider or the City for each eligible employee annually. An additional HRA contribution of an annually designated amount will be available upon the completion of the wellness exam form by the employee and their spouse (if applicable). HRA's are solely employer-paid and the balance can be carried forward for reimbursement in later years. HRA balances may be used during employment or after termination of employment to pay, or be reimbursed for, eligible medical bills.

DOUBLE COVERED EMPLOYEES AND DEPENDENTS

Where an employee and/or their family members are covered under more than one medical insurance policy, the payment of claims will be governed by the insurance carriers' rules of coordination of benefits.

BOTH SPOUSES WORK FOR THE CITY

When both spouses in a family work for the city, only one of the spouses may carry insurance for the whole family including children, but will only be charged for their share of premium as if it was a policy for employee with children and no spouse. When there are no children on that couple's policy, only one of the spouses may carry insurance for both, but the employee's share of the premium will be figured as if they were both treated as single.

303 INSURANCE COST REIMBURSEMENT

The City shall provide health insurance for all regular full-time employees including the Mayor and City Council, of which the City shall, at the option of the Council, pay all or part of the premium to cover the employee and his or her eligible dependents. In lieu of and up to the maximum portion of the above premium that would otherwise be paid by the City for the employee, the City will reimburse the employee for the cost of insurance he or she provides on their own, as long as it meets federal requirements for a group plan with minimum essential coverage and minimum value, and is not purchased through an exchange. In addition to the cost of insurance that the City will reimburse, the City will also reimburse the cost of the HRA contribution the employee could have received if they were enrolled in the City's health insurance, less the cost of the employee's share of the health

insurance premiums. To maintain the integrity of the plan sponsored by the City, the employee must have been covered by this reimbursable insurance before the employee was hired by the City, unless the employee is an elected official or has special permission by the Mayor and the Human Resources Department.

The City shall reimburse the employee in their regular semi-monthly pay check at the end of the month covered. This amount will be taxed as earned income. Reimbursement will begin after the employee has submitted a written request along with documentation of premium amounts they are or will be paying.

304 WORKERS' COMPENSATION INSURANCE

The City provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides lost wage benefits after a short waiting period.

Employees who sustain work-related injuries or illnesses should first obtain any needed medical attention and immediately inform their supervisor. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. Employees must complete a "Notice of Injury" form with the Payroll Clerk as soon as practicable, but in no event more than forty-eight (48) hours following the incident, unless hospitalized. This will enable an eligible employee to qualify for coverage in a timely manner. This will also allow the City to investigate the causes of any accident right away in order to insure adequate steps are taken to prevent any recurrence and otherwise enforce its own safety policies and practices.

The City retains the right to review medical information and request medical examinations in order to be kept apprised of a worker's condition while off work. It is in the interest of the City to work with employees and medical professionals to return the employee back to work as soon as possible. The City is committed to providing reasonable accommodations to assist in as rapid a return to work as practicable.

Whenever a full-time employee is unable to perform the normal duties assigned as a result of a work related injury or illness, the employee may be required to report to work in a light duty status if management determines that light duty work exists or is available at the time, and the employee is cleared for such by his or her medical doctor. Management has the right to determine if light duty work exists.

Assigned light duty shall be strictly limited, and consistent with the instructions provided by the employee's medical doctor with respect to the condition. The employee must provide a medical release to the Department Head and Human Resource Department stating what level of ability the employee is able to perform and the duration of any restrictions that must apply.

Assigned light duty shall in no way affect the existing vacation, sick leave or other benefits.

Neither the City nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity, even if the activity is sponsored by the City.

When an employee is off work due to a workers' compensation claim, it is the policy of the City to provide some additional compensation to the employee in order to offset the loss of income the employee would otherwise experience in the event they cannot work. The City retains the right to elect whether or not to seek reimbursement for that compensation from the State Insurance Fund.

Regardless of the City's election, the employee will be held harmless by the City by paying them their normal pay period base pay after all payable hours are accounted for. If a check from the State Insurance Fund is received, the employee is required to provide a copy of the check or other proof of payment to the payroll department as soon as is practicable. The City in turn will deduct this amount from the balance of the employee's next paycheck(s).

As long as the employee qualifies for the partial compensation under the City's workers' compensation program, as described immediately above, they will continue to accrue earned sick and vacation leave as determined under the Sick Leave and Vacation Leave policies in this handbook. (For leave requested beyond the available Sick Leave and Vacation Leave, see 406 Family and Medical Leave Policy in [Employee Handbook 400 Leaves of Absence](#) .)

305 RETIREMENT PLANS AND DEFERRED COMPENSATION [401(k)] PLAN

DEFERRED COMPENSATION [401(K)] PLAN

As a benefit to employees, and to help employees plan for retirement and long-term financial security, the City offers a Deferred Compensation [401(k)] Plan to eligible employees subject to certain qualifications and limitations. The city matches specific dollar contributions from each employee in the Plan by a certain percent of the employee participant's eligible contributions. Earnings and interest from funds in the Plan generally are not immediately subject to taxation (See plan summary document).

Eligible employees are those who shall work at least 1000 hours during any calendar year and who have worked at least six months and who are categorized as regular full-time employees. The Plan has four defined enrollment dates during any calendar year. Those are quarterly, upon the first day of each calendar quarter (Jan. 1, April 1, July 1, Oct. 1). Eligible employees, or employees who may become eligible during any Plan Year, may elect this benefit in writing which can be provided by the Human Resource Department.

Employees must complete several written records for participation in the Plan, and there are limits to the amount of contributions any employee may elect to invest in the Plan (See plan summary document). Those limits and other Plan requirements are subject to the applicable rulings and regulations of the Internal Revenue Service.

SOCIAL SECURITY

The City will match an employee's contributions to the federal Social Security system. If you have any questions about your coverage, you are encouraged to contact the Human Resource Department.

PERSI

The City of Rexburg is a participant in the Public Employment Retirement System of Idaho (PERSI) and contributes to each employee's account. Each Regular full-time employee also contributes a portion of his/her gross earnings. Contributions and city-matching funds shall be at the current rate as established by the retirement program.

SICK LEAVE BANK

See 404 Sick Leave Bank Policy in [Employee Handbook 400 Leaves of Absence](#) for a description of this benefit at retirement.

306 CAFETERIA PLAN

The City has established a IRS Code Section 125 Cafeteria Plan for the benefit of its employees. This plan allows regular full-time employees to deduct medical expenses through a Flexible Spending Account (FSA) above what insurance covers, dependent care expenses, group term life insurance, and disability insurance premiums from their wages before taxes are calculated. The City then pays those expenses on behalf of the employee. This, in effect, may give the employee a discount on expenses of this type at the rate of their overall tax rate, because those expenses are deducted before taxes are figured on their earnings. For more information, employees may request a copy of the plan document from the Payroll Clerk. (See the table in Benefits Eligibility Policy in [301 Benefits Eligibility](#).)

307 BENEFITS CONTINUATION

COBRA

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health and dental insurance coverage when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are: resignation, termination of employment, death of an employee, a reduction in an employee's hours, a leave of absence, an employee's divorce or legal separation, or a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the City's group rates plus an administration fee.

The City provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for COBRA coverage under the City's insurance plans. The notice contains important information about the employee's rights and obligations.

308 DEFERRED COMPENSATION (401-K) LOAN PROGRAM

The City of Rexburg Salary Reduction Plan has adopted a loan provision to assist Plan Participants in raising funds to meet certain immediate and heavy financial needs. Participants in the Plan will be entitled to apply for a loan in accordance with the following rules:

1. Application

All loan applications will be made on forms provided by the Administrator. Each form will be completed in its entirety before being considered for approval. Each application will be reviewed on a nondiscriminatory basis, but will be judged on the applicant's credit worthiness, purpose and terms of the loan.

2. Approval Process

Loans will be permitted for any legal purpose, as long as the provisions of this loan policy and applicable Internal Revenue Service and Department of Labor regulations are not violated.

3. Loan Amount

- a. All loans will be limited to 50% of the Participant's vested account balance, provided such loan does not exceed \$50,000. The \$50,000 maximum amount will be reduced by the Participant's highest outstanding loan balance in the previous 12 months, even if amounts have been repaid.
- b. The Plan also includes a minimum loan amount of \$1,000.
- c. A Participant may have only one loan outstanding at any given time. Once a loan is paid off, no new loan may be made for a period of ninety (90) days, except when new loan proceeds, in excess of the amount of any existing loan being paid off and the new loan fee, are limited to the employee's share of outstanding medical bills and are being paid by the city directly to a medical provider. Current balance due statements from the medical provider must be provided to the city in this case.
- d. A Participant may be denied future loans if he or she defaulted on any previous loan.

4. Repayment Procedure

The term of the loan shall be no longer than five (5) years, unless its purpose is to purchase a principle residence. Principal and interest payments may be made monthly or semimonthly. Payments shall be made by the means of payroll withholding according to the terms of the promissory

note so long as the participant receives a paycheck from the City of Rexburg. Otherwise, the payments shall be made in cash or by check payable in lawful currency of the United States of America.

5. Interest

The rate of interest will be a composite of what persons and institutions in the business of lending money would obtain as compensation for the use of money which they lend under similar circumstances and for similar purposes. The loan administrator may consider factors pertaining to the opportunity for gain and the risk of loss that professional lenders would consider in setting the rate of interest on a similar arm's-length loan. A Participant loan as a plan investment will not be prudent if it provides a plan with less return, relative to risk, than comparable investments available to the plan, or if it involves a greater risk to the security of plan assets than other investments offering a similar return. Generally, a rate of prime rate plus 2% will be considered a reasonable rate of interest.

6. Security

Any loan granted hereunder will require a Participant to pledge a maximum of 50% of his or her vested account balance as collateral for the loan.

7. Default

A loan shall be deemed to be in default when a scheduled installment payment is 60 days late. If payment has not been made within 30 days of the installment due date, the administrator will send the participant a letter notifying him or her that payment is due within 30 days of the date of the letter. If payment is not received within such stipulated time period, the following will take place:

- a. The loan is considered to be in default as of the date the last payment was due.
- b. The remaining principal and interest on the loan is due and payable as of the date the last payment was due.
- c. The balance of the loan is now a taxable event, subject to personal income and penalty taxes, but will not relieve the participant's obligation to repay the loan. Form 1099R will be completed and given to the Participant; however, the loan will not be charged against the Participant's vested account balance until he or she terminates service, retires, dies, becomes disabled, attains age 59½ or reaches the earliest date distribution is permitted under the Plan.
- d. To the extent necessary, any collateral pledged as additional security will be foreclosed upon.
- e. If permitted in the Plan, the loan will be deemed an in-service withdrawal. Such withdrawal will be subject to personal income and possibly penalty taxes. Form 1099R will be issued to the participant showing such withdrawal.
- f. To the extent possible, the loan will be renegotiated and payments will be made through payroll withholding.

Note: If a participant contacts the loan administrator before the due date of loan payment, and agrees to item d, e, or f above, the loan will not go into default.

8. Administrator

The following person is responsible for the administration of this loan program. All questions and applications should be addressed to:

Name: Human Resource Director
Address: PO Box 280, Rexburg, ID 83440
Phone: (208) 359-3020

The above loan provisions will be administered in a consistent and uniform manner for all participants in the Plan.

309 RECREATION AND WELLNESS BENEFITS POLICY

Eligible Employees & Family Members

These benefits are only available to employees who are 1) regular full-time or 2) other employees who have worked for the city for at least 5 years, and their spouses and their immediate unmarried children who are living with them. This means that the benefits are available for and must be used by only eligible employees and family members. These benefits will be charged to each employee's departmental budget under the account number ending in "29".

City Recreation Program/Event Benefit Policy

Each family member of each regular full-time employee, as defined above, is given up to \$90 in activity fees per calendar year. This usually means that each member of an employee's family can participate in three (3) programs a year (based on calendar year of the program sign-ups in summer, fall, or winter) with an average of a \$30 fee per activity. For example, an employee might have a child that wants to be in gymnastics that has a recreation fee of \$74. They would be given a \$30 discount and have to pay only \$44 for the activity. Or, they could use \$74 of the \$90 per calendar year benefit, and the remainder could be used on another program in the same season or another season during that calendar year. Recreation Department employees will notify the Finance Department of those using this benefit.

Park Shelter Reservation

Each regular full-time employee, as defined above, will also be able to use any of their eligible family member's \$90 recreation activity fee allowance to reserve a park shelter (excludes Aquatic Center Shelters). The limit will be one park reservation per family per year and the reservation must be made through City Hall.

City Carousel Benefit Policy

The City provides a free family carousel season pass to all full-time employees, which is also available to other employees who have worked for the city for at least 5 years upon request.

Golf Benefit Policy

The City will pay for half of the golf coupons or passes purchased by an employee or their immediate family members as defined above. This means golf coupons may only be used by eligible employees or family members. When the employee makes the purchase at the golf course, he or she only pays half of the cost and the City will reimburse the Golf Courses for the other half. Golf Course employees will notify the Finance Department as purchases are made.

Gym and Fitness Center Benefit Policy

The City will pay \$10 per month each for an employee and/or spouse who sign up for membership in a gym or fitness facility. This benefit will be administered through payroll after an employee signs up at the local fitness center or through annual reimbursement to the employee.

Bicycle or Walking Commuter Benefit Policy

The City will award to each employee a \$20 gift certificate for a local bicycle shop for bicycle related expenses, such as a new bike, repairs, or bike accessories, for each month that the employee rides their bike to work and back. Or, the City will reimburse each employee up to \$20 in walking related expenses, such as shoes, for each month the employee walks to and from work. These benefits are only available for the months from April through October.

The employee must choose and certify to the Payroll Clerk that they have either ridden their bicycle (for the gift certificate) or walked (for the reimbursement) on at least 60% of the work days for that month to receive this benefit.

Aquatic Center

Each regular full-time employee, as defined above, will be able to use any of their eligible family member's \$90 recreation activity fee allowance to purchase a 10 punch pass. The limit will be one ten punch pass per family per year and the pass must be purchased through the Recreation Department. Recreation Department employees will notify the Finance Department of those using this benefit.

400 LEAVES OF ABSENCE

401 VACATION

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- Regular full-time employees
- Introductory full-time employees

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule. Vacation is earned on a monthly basis, regardless of when it is used, recorded, or made available.

VACATION EARNING SCHEDULE --Non-MFD27 (MFD=Madison Fire Department) employees (See 204 Employment Categories in [Employee Handbook 200 Records & Status](#))

YEARS OF ELIGIBLE SERVICE	MONTHLY ACCRUAL	VACATION HOURS PER YEAR
Upon initial eligibility	4 hours	48 hours
After 1 year	8 hours	96 hours
After 5 years	10 hours	120 hours
After 10 years	12 hours	144 hours
After 15 years	13.333 hours	160 hours
After 20 years	14.667 hours	176 hours
After 25 years	16 hours	192 hours
After 30 years	17.333 hours	208 hours

VACATION EARNING SCHEDULE MFD27 employees (See 204 Employment Categories in [Employee Handbook 200 Records & Status](#))

YEARS OF ELIGIBLE SERVICE	MONTHLY ACCRUAL	VACATION HOURS PER YEAR
Upon initial eligibility	5.6 hours	67.2 hours
After 1 year	11.2 hours	134.4 hours
After 5 years	14 hours	168.0 hours
After 10 years	16.8 hours	201.6 hours
After 15 years	18.67 hours	224.0 hours
After 20 years	20.53 hours	246.4 hours
After 25 years	22.4 hours	268.8 hours
After 30 years	24.27 hours	291.2 hours

MFD27 employees receive more hours of vacation because they are scheduled for more hours of work (2912 versus the 2080 for other workers) during the year. This way, MFD27 employees can take vacation for the same number of sequential calendar days per year as any other employee.

The length of eligible service is calculated on the basis of a 12-month period that begins when the employee starts work as a new employee in a full-time position, including an introductory classification where the position is identified as full-time.

During the hiring or reclassification of an employee, the Mayor shall have the option of granting an amount of years that are in lieu of longevity earned (even though those years were not worked for the city), for the purpose of calculating vacation hours, up to the equivalent of 5 extra years for certain employees with high levels of training, education, and/or experience. These extra years shall be added to the calculation of longevity even after the employee has been with the City for more than five years. No other vacation may be awarded to an employee, except per the schedule above.

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. Introductory full-time and regular full-time employees may request use of current year's accrual in advance of it being earned.

To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including longevity, business needs and staffing requirements. Employees with greater longevity will generally be given first consideration in scheduling vacations and time off, over employees with less longevity. Final decisions on vacation scheduling will be made by supervisors and Department Heads.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

See Section 411 below for exempt employee treatment of leave.

CASH OUT OR CARRYOVER

Employees may not carryover more than 80 hours of vacation time (112 for MFD27 employees) into a new calendar year.

Any employee who accrues vacation may cash-out up to a total of 40 hours of vacation (56 for MFD27 employees) during December on the last two payrolls of the calendar year (December 15 & 31). The employee must notify the payroll clerk in writing of their intentions to cash-out any vacation by three working days prior to the December payroll dates.

Any year end vacation balance over 80 hours (112 for MFD27 employees) will be lost.

402 HOLIDAYS

The City will grant holiday time off to all employees on the holidays listed below.

New Year's Day (January 1)

Martin Luther King, Jr. Day (third Monday in January)

Presidents' Day (third Monday in February)

Memorial Day (last Monday in May)

Independence Day (July 4)

Pioneer Day (July 24) for MFD Employees Only

Labor Day (first Monday in September)

Emergency Services Day (September 11) for MFD Employees Only

Veteran's Day (November 11)
Thanksgiving (fourth Thursday in November)
Day after Thanksgiving

Christmas Eve (The Mayor may authorize holiday leave pay up to 4 hours on Christmas Eve)
Christmas (December 25)

New Years Eve (The Mayor may authorize holiday pay leave up to 4 hours on New Years Eve)

According to applicable restrictions, the City will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate. An eligible employee will receive holiday pay at his or her straight-time rate for 8 hours (11.2 hours for MFD27 employees) besides other hours worked. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime. Eligible employee classification(s) for this benefit are introductory full-time and regular full-time employees.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

The Mayor may authorize Department Heads to close their doors and let their people go home early on Christmas eve and New Years Eve, but the time off must conform with the above policy or be granted using vacation leave or previously worked hours on the same time sheet in the same pay period.

403 SICK LEAVE

The City provides paid sick leave benefits to introductory full-time and regular full-time employees for periods of temporary absence due to illnesses, injuries, or associated appointments with medical professionals.

Eligible employees may use sick leave benefits for an absence from scheduled work time due to their own illness or injury or that of a spouse or children under the age of 18, or parents or parents-in-law, regardless of where they live, or anyone else living in the employee's residence, that the employee has caretaker responsibility for, due to the inability to care for themselves as stated in writing by their physician.

With the exception of MFD27 employees, employees accrue sick leave at the rate of 8 hours per month up to a maximum end of the calendar year carryover of 480 hours. MFD27 employees accrue 11.2 hours of sick leave per month up to a maximum calendar-year-carryover of 672 hours.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday, if possible. The direct supervisor must also be contacted on each additional day of absence.

Once an employee has claimed sick leave for three or more consecutive scheduled work days the direct supervisor may require a physician's written statement verifying the condition and specifying the expected ending date, the employee's ability to return to work, and what restrictions may apply if he feels the situation warrants such action.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as bonuses or shift differentials.

As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation. Sick leave benefits may be used to supplement any payments that an employee is eligible to receive from workers' compensation insurance. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Sick leave benefits are intended solely to provide base pay income protection in the event of illness or injury, and may not be used for any other absence. Thus, sick leave benefits cannot be claimed to the extent that it would result in compensation of any amount above the base pay. Unused sick leave benefits will not be paid to employees while they are employed except as stated elsewhere in this handbook.

Additionally, where a pattern of sick leave use presents itself, or a question arises as to the legitimate use of accrued sick leave, department heads shall have the right to inquire of proper use of accrued sick leave, make inquiry of the employee as to their ability to perform essential functions of the job and otherwise request medical information be provided to the supervisor.

404 SICK LEAVE BANK & POST EMPLOYMENT HEALTH PLAN

In order to reach the following goals, the City has implemented this policy.

- Promote conservation of sick leave by all employees,
- Reward those who do not abuse or are conservative with their sick leave, and
- Promote longevity of employees, whereas the City has invested much training in them.

In 1990, the City established individual sick leave banks whereby an employee's unused days over the 60 day maximum at the end of the calendar year were deposited in the sick leave bank, after the first 2 days were converted to vacation. From 2001 and thereafter, the employees no longer accumulated sick days at the end of the year in the sick bank, which will eventually phase out as those with remaining balances become eligible for full retirement.

The current policy states that all additional, unused, accumulated sick leave above 480 hours for each employee (above 672 hours for MFD27 department employees), after the first 2 days were converted to vacation, will be converted to cash at a rate of 35% of the employee's current hourly rate and deposited in the City's Voluntary Employee Benefit Association (VEBA) Post Employment Health Plan (PEHP) in that employee's name in the custody of a third party administrator so there is no outstanding unfunded liability. Upon retirement, the City will add to the employee's PEHP/VEBA/HRA account 35% of their unused Sick Leave of the first 480 hours (672 hours for MFD27 department employees) plus 35% of any Sick Leave Bank balance.

The balance in the employee's PEHP/VEBA/HRA account is subject to a 20 year eligibility proration. The percentage of their account that is made available to them at qualified retirement shall be calculated by adding five percent (5%) for each full year of employment of the individual employee up to a maximum of one hundred percent or twenty years (100% = 20 years times 5% each). Employees will be eligible for this benefit after 5 years of continuous City employment and upon eligible retirement as described below.

To promote longevity, this benefit is available only to employees who obtain one of the following requirements:

- 1) They receive full monthly retirement benefits as defined and controlled by the State of Idaho Retirement System (PERSI) meeting the Rule of 80 or 90 as applicable, or a combination thereof depending on applicability and as determined by PERSI.
- 2) They meet the age requirements of a PERSI Service Retirement.
- 3) The employee is terminated without cause.

The Sick Leave Bank is not a savings account, nor is it maintained with any specific funding. Therefore, no interest is earned, nor may any be claimed or drawn upon it.

If the employee does not obtain one of the three requirements above or does not have the full 20 years of employment at qualified retirement, the unearned balance of their accounts will be remitted back to the City.

Under the above terms of this policy, the City is not responsible to pay the cost of any benefit which the employee may wish to continue.

*NOTE: The City is not responsible for the payment of benefit costs if an employee elects the option described below for retiree continuation of benefits. The election of this option and the continuation of benefits after separation are subject to the availability, terms, and conditions of any existing plan or benefit sponsored by the City. The City cannot guarantee any benefit will continue or remain unchanged after an employee separates from service.

405 SHARING OF VACATION AND SICK LEAVE

An employee may donate their excess vacation and/or sick leave to another regular full-time employee if they, on the date of the donation:

- 1) have a balance of vacation in excess of 1 day per month for the rest of the calendar year, or
- 2) have a balance of unused sick leave in excess of the maximum allowed accrual and
- 3) have worked for the city for at least 5 years, and
- 4) have completed the city form for such donation, specifying in writing which employee is to be the receiver.

The recipient, to qualify for the donation:

- 1) must have expended all their vacation and sick leave, and
- 2) must be using the donated leave for a condition requiring a doctor's written "excuse" for absence from work, which written "excuse" is in the possession of the payroll department, and
- 3) is not terminated from employment, and
- 4) is not on light duty status, and
- 5) is not returned to work, and
- 6) must have worked for the city for at least 6 months, and
- 7) must not receive more than their base salary during any pay period where donated leave is used, and
- 8) is not utilizing donated leave for any days that are being paid for by workman's compensation or the long term disability insurance provided by the City of Rexburg

The donated leave shall be transferred and used on a first-in-first-out (FIFO) basis in the order that they are received and determined valid, according to this handbook, by the payroll clerk. All unused leave shall be returned to the donor(s) once the recipient is ineligible for the donation.

The donor may request, at any time before the donation is transferred by the payroll department, that the unused remainder of the donation be returned.

The donor may have the option of remaining anonymous.

406 FAMILY & MEDICAL LEAVE (FMLA)

The City provides family and medical leaves of absence without pay to eligible employees who take time off from work duties to fulfill family obligations relating directly to the birth, adoption of a child, or the serious health condition of a child, spouse, parent, or themselves. This leave also is available for the placement of a foster child.

A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

In order to be eligible for Family and Medical Leave, employees must have completed at least 12 months of continuous service, and have worked at least 1,250 hours in the 12-month period immediately prior to a request for family or medical leave.

Employees requesting Family and Medical Leave may be required to provide a physician's statement verifying the nature of the illness or health condition, its beginning and expected ending dates, the need for care or to be off work, and the estimated time required for the leave. The City may request a second medical opinion at its own expense.

Eligible employees may request up to a maximum of 12 weeks of family leave within any 12-month period which starts as of the first day of use of Family & Medical Leave. Any combination of family leave and medical leave may not exceed this maximum limit. Requests for this leave should be in advance of foreseeable events and as soon as possible for unforeseeable events. Any leave beyond 25 calendar days should be requested at least 4 weeks in advance. Any lesser period of leave should be requested at least two weeks in advance. Of course, employees should request leave as soon as possible for any unforeseeable events.

MILITARY EXCEPTION

Eligible employees may request up to twelve (12) weeks of leave within any 12 month period to attend to an urgent need (Qualifying exigency) arising out of the fact that the employee, employee's spouse, parent, son, or daughter is a service member who is "on active duty (or notified of an impending call or order to active duty) in support of a contingency operation." In accordance with federal law, this policy also permits a spouse, son, daughter, parent, or next of kin to take up to 26 workweeks of leave within any 12 month period to care for a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. The 12 month eligibility period begins on the first day that the leave is taken.

Unless requested to be earlier by the employee, the use of Family and Medical Leave will automatically start when an eligible employee has been off work due to a qualifying reason, including the employee's personal illness, for three (3) days or more whether or not those days are consecutive.

Employees will be required to first use any accrued and eligible paid leave time before taking unpaid family leave as part of the approved period of Family and Medical Leave. Any paid time off must be taken before any unpaid time off is allowed, and any paid time off shall be counted towards the total of 12 weeks granted in this policy.

Married employee couples may be restricted to a combined total of 12 weeks leave within any 12 month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

Family and Medical Leave may be taken all at once, on an intermittent basis, or on a reduced-hours basis, at the discretion of the department. In cases where an employee requests a reduced-hours leave, the City may temporarily transfer the employee to an alternate position, if available,

that better accommodates the City's needs in providing an intermittent or reduced-hours schedule. The alternate position will have equivalent pay and benefits. The City is not required to accommodate the employee with these types of schedules.

Employees are asked to consider several factors in determining the number of weeks or amount of time they shall request for Family and Medical Leave. Among those factors are:

- The impact to the work environment and their co-workers' job demands
- The volume and type of work currently being handled or needing to be completed
- The demands of the work load and resulting impact to the work force as a result of the employee's absence

CONTINUATION OF BENEFITS

Subject to the terms, conditions, and limitations of the applicable plans, the City will continue to provide health insurance benefits for the full period of the approved family leave on the same basis that any insurance benefit coverage was in place prior to any leave period. This also means that when an employee has used all available paid leave, they will still be responsible to make payment to the City for their normal share of costs of all benefits or insurance programs.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during any unpaid leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on Family and Medical Leave is requested to provide the City with at least two weeks' advance notice of the date the employee intends to return to work. When an employee returns to work without medical restriction before the end of his or her available FMLA the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

Appointed employees and supervisors may not be returned to their position, or may not be reinstated, if an economic and severe hardship and loss to the City may be created as a direct result of the employee's prolonged absence.

If an employee fails to report to work promptly, or fails to provide written clearance by a physician to work without restriction, on or before the end of the approved leave period, the City will assume that the employee has resigned. Under circumstances where the employee fails, without cause related to any medical condition, to report back after the leave period ends, the employee may be required to reimburse the City for the health insurance premium costs paid on their behalf during any unpaid leave.

Employees are encouraged to contact their supervisor and department head and make inquiry, raise concerns, and seek information about Family and Medical Leave without any fear of retaliation.

WORK RELATED INJURIES

Employees who sustain work-related injuries are eligible and are required to use Family and Medical Leave for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities. Thus, if an employee is on Workers' Compensation while Worker's Compensation is paying the eligible employee a medical benefit and the employee is unable to work, then the City will approve the time away from work for the employee subject to the same conditions as covered by this or other policies. (See Worker's Compensation Policy).

If an employee fails to report to work promptly, or fails to provide written clearance by a physician to work without restriction, on or before the end of the approved leave period, the City will assume that the employee has resigned.

407 BEREAVEMENT LEAVE

If an employee wishes to take time off due to the death of an immediate family member, the employee should notify his or her supervisor immediately.

Up to three days of paid bereavement leave will be provided to regular full-time non-MFD27 employees and introductory full-time employees. For MFD27 employees, 36 hours of leave will be provided. Bereavement leave must be used within one calendar week of the applicable funeral, burial or cremation.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as bonuses or shift differentials.

Approval of bereavement leave by the supervisor or the Department Head will occur in the absence of unusual operating requirements. Any employee may, with the supervisor's approval, use any available vacation leave for additional time off as necessary.

The City defines "immediate family" as the employee's spouse, parent, child, sibling, grandparent or grandchild, or the employee's spouse's parent, child, sibling, grandparent or grandchild. A spouse of one of the above is treated the same as the above.

DEATH OF MEMBER OF UNIFORMED SERVICES IN LINE OF DUTY

An eligible employee shall be entitled to an additional four days of leave (unpaid), because of the death of a parent, spouse, son, daughter, or person for whom the employee serves as designated representative under section 1482(c) of title 10, United States Code, if the deceased died in the line of duty as a member of the uniformed services. Such leave is intended to permit the employee to prepare for or attend the burial ceremony of the deceased member of the uniformed services and is unpaid leave.

408 JURY DUTY

The City encourages employees to fulfill their civic responsibilities by serving jury duty when required. Regular full-time employees may receive up to 120 hours (168 hours for MFD27 Employees)) of paid jury-duty leave over any two year period. If employees are required to serve jury duty beyond the period of paid jury-duty leave, they may use vacation benefits or may request an unpaid jury-duty leave of absence.

Jury duty leave pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have been scheduled to work on the day(s) of absence. An employee who receives jury duty leave pay from the City is required to turn over to the City any jury service pay from the court, unless the employee uses accrued vacation leave pay or unpaid leave in place of the jury-duty leave pay.

Employees must show the jury-duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either the City or the employee may request an excuse from jury duty if, in the City's judgment, the employee's absence would create serious operational difficulties. The City will continue to provide health insurance benefits for the full term of the jury-duty absence.

Vacation, sick leave, and holiday benefits, will continue to accrue during jury-duty leave.

409 WITNESS DUTY

The City encourages employees to appear in court for witness duty when subpoenaed to do so. If employees have been subpoenaed as witnesses by the City, they will receive paid time off for the entire period of witness duty.

Regular full-time employees will be granted a maximum of 40 hours (56 hours for MFD27 employees) of paid time off over any two year period to appear in court as a witness at the request of a party other than the City. Witness-duty leave pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have been scheduled to work on the day(s) of absence. An employee who receives witness-duty leave pay from the City is required to turn over to the City any compensation received from the court or other party for their witness service, unless the employee uses accrued vacation leave pay or unpaid leave in place of the witness-duty leave pay.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

410 MILITARY LEAVE

CITY BENEFITS

A military leave-of-absence will be granted to regular full-time employees to attend scheduled drills or training or if called to active duty with the U.S. armed services.

Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty. The portion of any military leaves-of-absence in excess of three (3) calendar weeks will be unpaid. However, employees may use any available vacation leave or compensatory time for the absence. (See 505 On-Call Compensatory Time policy in this Handbook.)

Subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible, health insurance and leave benefits will be provided by the City for the term of the military leave of absence up to three (3) calendar weeks.

For the purpose of this policy, the employee shall be considered as being on an inactive status, but still an employee, during the three (3) calendar weeks of leave in which accruals continue.

Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer than three (3) calendar weeks per year of military leave must apply for reemployment in accordance with all applicable state and federal laws.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA) NOTICE

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) is a federal law which gives members and former members of the U.S. armed forces (active and reserves) the right to go back to a civilian job they held before military service.

Who gets USERRA protection? You probably qualify for USERRA protection if you meet all five of these tests:

1. Job. Did you have a civilian job before you went on active duty? All jobs are covered, unless your employer can prove the job was truly a temporary position. USERRA applies to all private employers, state governments, and all branches of the federal government.
2. Notice. You (OR A RESPONSIBLE OFFICER FROM YOUR MILITARY UNIT) MUST GIVE ADVANCE NOTICE TO YOUR EMPLOYER BEFORE LEAVING FOR ACTIVE DUTY. Notice can be oral or in writing, but you can best protect your rights by sending a letter by certified mail, or having your employer sign your copy of your letter, acknowledging receipt.
3. Duration. You can be gone from your civilian job for up to five years (total). Any absences from your employer protected under the previous law (VRRRA) count towards your total. Most periodic and special Reserve and National Guard training does not count towards your five year total.
4. Character of service. If you are discharged, you must receive an honorable or general discharge. This test does not apply if you remain in the reserve component, but your employer can still require some proof from your unit that your period of service was honorable. A letter from your commander will suffice.
5. Prompt return to work. If you were gone up to 30 days, you must report back to the first shift which begins after safe travel time from your duty site plus eight hours to rest. If you were gone 31 to 180 days, you must apply in writing for work within 14 days after completing military service. If you were gone 181 days or more, you must apply in writing for work within 90 days. Tell your employer you worked there before, and you left for military service.

You are entitled to protections both while you are gone and when you return to work.

1. Health insurance during service. If you ask for it, your employer must continue to carry you and your family on the company health plan for up to 30 days of service, at the normal cost to you. TRICARE does not cover family members for tours of 30 days or less. You can get up to 18 months of coverage, but your employer can pass on the full cost (including the company's share) on to you.
2. Prompt reinstatement. You get your job back immediately if you were gone 30 days or less. After longer service, you must get your job back within a few days.
3. Status and Seniority. For purposes of status, seniority, and most pension rights (including pay rate) you are treated as if you never left for military service, If your peers got promotions or raises while you were gone, you do too.
4. Training and other accommodations. Your employer must train you on new equipment or techniques, refresh your skills, and accommodate any service-connected disability.

5. Special protection against discharge other than for cause. If you are fired within a protected period, your employer must prove the firing wasn't because of military service. Your protected period varies with how long you were gone.

6. Immediate reinstatement of health benefits. You and your family may choose to go back on the company health plan immediately when you return to your civilian job. There can be no waiting period and no exclusion of pre-existing conditions, other than for VA-determined service-connected conditions.

7. Antidiscrimination provision. USERRA prohibits discrimination based on military service or military service obligation.

8. Other benefits. USERRA guarantees you certain rights. It does not eliminate any other benefits you may have from state law, contract, or collective bargaining agreement.

411 EXEMPT EMPLOYEE TREATMENT OF LEAVE

Most Exempt Employees, and especially Department Heads, often have to work over 50 hours per week in order to accomplish their responsibilities. Exempt employees (See 204 Employment Categories) under the Federal Labor Standards Act (FLSA) are generally expected to work at least 40 hours per calendar week and do not receive overtime pay for extra hours worked.

When an exempt employee works part of a day, by FLSA rules they do not have to report any leave taken. However, when they are gone for a full day when they were scheduled to work, one day's leave should be deducted from their applicable leave balance, or their paycheck if there is no applicable leave available. Any time off of a scheduled workday should be pre-approved by that employee's supervisor.

When an Exempt employee works a non-scheduled day for at least 4 hours, they may submit documentation of that to the Human Resource Department and receive an additional day of vacation for that day. This time should only be worked with approval from the Department Head.

All Exempt employees should report any days off to the Human Resource Department using the City Leave Report.

The Exempt employee will not file a timesheet, unless requested by the supervisor.

500 PAYROLL CALCULATION AND TIME SCHEDULES

501 TIME KEEPING

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require the City to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all time actually spent on the job performing assigned duties.

Nonexempt employees (See *204 Employment Categories* in [200 Records & Status](#)) should accurately record the time worked each day. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

The beginning and end of the employee's work week or period is listed on available time sheets or other time record. All hours worked and paid leave taken must be recorded on one time sheet or record for each pay period.

All time sheets are to be signed and submitted to the appropriate supervisor at the beginning of the next shift worked immediately following the end of the pay period. Thus, when a pay period ends at the end of a week, the time sheet for that period shall be turned in not later than the next Monday morning, or the next business day in the event that Monday is a legal holiday. Some pay checks may include compensation for more than one pay period, depending on the employee's designated pay period.

Altering, falsifying, or tampering with time records, as well as recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Nonexempt employees should report to work no more than five minutes prior to their scheduled starting time nor stay more than five minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

It is the employee's responsibility to sign his or her time record to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

MFD27 employee traded time will not be recorded on the time sheet, but must be recorded on the daily log and paid back by the end of the calendar year.

Supervisors should review, sign (if correct), and turn in the time sheets to the payroll department the same day they receive them. If the supervisor is not available to do this, they should assign someone else to review the timesheets for them when they are turned in. The substitute reviewer will sign or initial below the line for the department head's signature and the department head will review and sign the sheets upon their return to work.

Electronic Time keeping Systems

The use of electronic time keeping systems, such as Jantek, may be approved by department heads and the Mayor. Where approved, all non-exempt employees will be required to record their time utilizing the designated electronic timekeeping clock.

In instances when a mistake is made or an employee cannot log the time utilizing the time clock, such as with the use of vacation, sick, or other types of time-related adjustments, an employee will be required to report the exceptions on an exception log. An exception log must be signed by the

employee and approved by their supervisor or the department head before the changes can be made to the employee's time records.

Each week, a copy of the employee's time and attendance report will be made available to the supervisor or department head and employee for review. Approval of the time report will not be required by the employee, however, if mistakes are identified they should be brought to the attention of the Payroll Clerk immediately and corrections should be made on the exception log if necessary. Approval of the time reports is required by supervisors or department heads. Approval of timecards is acceptable via electronic mail or with an actual signature on the time and attendance report.

In the event that timesheets are late getting to the payroll department due to the employee's error, the missing hours may be withheld from that employee's paycheck until the next payroll.

502 PAYDAYS

Paydays are on the 15th and the last day of the month. For full-time employees, each paycheck will include base pay earnings for timesheets ending by the 7th and 22nd to be paid by the 15th and end of the month respectively. MFD27 and Police employees, who are on a 27 or 28-day pay period respectively, will be advanced half their monthly salary on those pay days where no time sheets can be turned in.

Over-time and part-time hours earned will be paid on the first payday after the timesheet is properly signed and submitted to the payroll clerk and if the timesheet ends by the 7th or 22nd day of the month. Otherwise, it will be paid on the next payday.

In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive pay on the regular business day before the regularly scheduled payday, which may exclude the payment for time sheets that end less than 8 days before the payday.

503 PAY RATE CALCULATION

The City has a compensation plan which is used to determine the pay grade and salary range within specific limits, and for each employee's position. The pay grade assigned is based on many factors, some of which include: required level of education and experience, degree of independent judgment involved, nature and type of positions supervised (if any), nature and scope of work involved, pay scales of similar positions in local businesses and/or other cities in the state.

The compensation plan provides information about each employee's salary based on an annual gross amount. Additionally, the salary is broken down on a monthly, semi-monthly (which is commensurate with the City's pay periods), equivalent hourly, and even an overtime pay rate.

The equivalent, hourly pay rate for any position is determined by dividing the annual salary listed in the plan by the full-time hours of work available on an annual basis. For MFD27 department employees, the full-time, annual hours of work available are 2912 hours. For most other employees, the full-time, annual hours of work available are 2080 hours.

Employees may request and review compensation information about their own jobs by contacting the Human Resource Department. Supervisors may review the compensation plan information for their own staff or subordinates upon request.

504 WORK SCHEDULES

504.1 FOR POLICE AND MFD27 EMPLOYEES.

The City has adopted the Federal Fair Labor Standards Act (F.L.S.A.) Section 207 (k) Exemption with respect to the payment of compensation for qualifying police officers and MFD27 employees.

All MFD27 employees are on a 27-day, 216-hour schedule, with their base pay rate paid for the first 216 hours worked and one-half ($\frac{1}{2}$) straight-time pay added to the base pay rate for hours over 204 and up to 216. Over-time pay is added for hours worked over 216.

All non-exempt Police officers are on a 28-day, 160-hour schedule with base rate paid for the first 160 hours worked and straight-time base rate added to the base rate for hours worked over 160 and up to 171. Overtime pay is added for hours worked over 171.

504.2 FOR MOST OTHERS

Most other employees are on the standard 40 hour per week pay period. These hours of work and work periods are not the same as the semi-monthly pay period.

The normal work schedule for all employees working in non-safety departments and non-emergency jobs or positions is eight hours a day, five days a week. This schedule is designed to allow for 5 days of work in a normal 7-day week.

Water, Wastewater and Street Department employees are required to be on call from time to time after normal business hours on weekdays and weekends. (See also *505 On-Call Compensatory Time* below.)

Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Employees who are exempt receive no over-time payments. (See [204 Employment Categories in Employee Handbook 200 Records & Status \(v.2\)](#))

504.3 ALTERNATE WORK SCHEDULES

Department Heads, with the approval of the Mayor, will have the option of instituting a non-traditional work schedule if such is considered advantageous to that department. The City Council must be notified of any changes in work schedules. Any proposed non-traditional work schedule cannot generate additional overtime beyond the normal work schedule.

505 ON-CALL & COMPENSATORY TIME

505.1 ON-CALL TIME

The City provides additional compensation or paid time off in lieu of compensation, for certain employees who are required to be available for a call back to work during times when they are otherwise not scheduled for work (otherwise referred to as comp time).

Subject to the terms and conditions of this policy, the City provides comp time for on-call work performed by MFD27, Water, Wastewater and Street Department employees, who are directed and approved to be on call. The City provides that Water, Wastewater and Street employees shall accrue four (4) hours of comp time for any weekend during which the employee is on call (2 hours for Saturday and 2 hours for Sunday). They shall also accrue four (4) hours of comp time for any holiday on call. No other comp time is provided for any on-call time spent during holidays or after regularly scheduled working hours during the work week. When completing routine rounds on a week day, a minimum of two hours will be paid to water and wastewater employees.

All time actually worked as the result of being called back to work while on call, or when doing rounds, shall be paid with a minimum of 2 hours per call out to Water, Wastewater and Street Department employees and 1 hour to MFD27 employees. If the rounds are more than once per day, the supervisor may combine the two 2-hour time allotments. A second call out while already working is considered a part of the original call-out so that an additional 2 hour minimum does not apply. Time will be calculated from the beginning of the first call to the end of the second call. If such time is overtime, then overtime pay rates shall apply. (See 506 Overtime policy below.)

With one exception, all comp time shall be paid when earned. Comp time is required to be reported on the applicable time sheet, subject to the [501 Time Keeping](#) policy found in the beginning of this section.

The exception to the payment of comp time shall be that any eligible employee wishing to save their comp time to offset against the loss of income during military leave periods, may accrue comp time up to a maximum, or "cap", of 240 hours of equivalent, straight-time hours. The payment of comp time when taken at a later time during military leave shall be based on the equivalent, hourly pay rate in effect at the time of its use. The employee must be an active member of the military or its reserves to qualify for comp time accumulation.

505.2 COMPENSATORY TIME USAGE FOR MFD

MFD comp-time can be accrued in lieu of payment during any 27-day period, provided the hours will be accumulated only after a full 216 hours has been worked. Comp-time may only be accrued up to 96 hours total.

Comp-time/vacation hours must be used prior to December 31st of the year within which they are accrued, unless requests for leave are denied during the month of December, in which case, with prior approval of the Chief, the vacation hours may be carried into the next calendar year. Comp-time, if not used in the current year, is to be cashed out at year's end.

506 OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. Where adequate coverage is not met through volunteer solicitation, supervisors and Department Heads shall then assign such overtime as necessary. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees who are not MFD27 or police employees in accordance with Federal law at one and one-half times straight-time, or regular rate of pay for all hours worked over 40 in a pay period (7 days). Police and MFD27 employees have overtime calculated and compensated at different rates listed below. (See also 504.1 Work Schedules above for Police & MFD27 employees.)

Compensatory time off work in lieu of pay, which is usually not allowed, is calculated on the basis of one and one-half times straight time, or regular, rates for overtime otherwise worked. (See *505 On-Call Compensatory Time* above.) Non-exempt Police and MFD27 employees have overtime calculated and are compensated at different rates listed below.

Overtime compensation is paid to all MFD27 employees based on a 27-day work period. The base pay rates for these employees include the overtime pay rates of one-half their straight time pay rate in addition to their base pay for hours worked over 204 and up to 216 in a 27-day period. Additional overtime compensation is calculated and paid on the basis of time and one-half of their regular hourly rate for hours worked beyond 216 hours during the 27-day period.

Overtime compensation is paid to non-exempt Police officers based on a 28-day work period. These employees are paid additional, straight time pay for hours worked over 160 and not more than 171 in a 28-day period. Overtime pay, calculated on the basis of time and half of their regular hourly base rate, is paid for hours worked in excess of 171 hours in a 28-day work period.

As required by law, overtime pay is based on actual hours worked. Time off on sick leave, vacation, on-call time, comp time, or holiday hours not actually worked or any leave of absence will not be considered hours worked for calculation of overtime.

Failure to work scheduled overtime or working overtime without proper supervisory approval may result in disciplinary action up to and including possible termination of employment.

507 REST AND MEAL PERIODS

EXEMPT EMPLOYEES

This policy on Rest and Meal Periods does not apply to employees who are classified exempt under FLSA. (See *204 Employment Categories*.)

POLICE PATROL OFFICERS AND MFD DEPARTMENT EMPLOYEES

Police Patrol Officers, due to the unpredictability of the timing or duration of breaks, are paid for their full scheduled shift when on duty, regardless of breaks taken.

Supervisors of Police Patrol Officers shall monitor breaks according to Police Department policy.

MFD Department employees are paid for their full scheduled shift when on duty, regardless of breaks taken, unless that break qualifies as unpaid as described below.

ALL OTHER EMPLOYEES

During each workday, other full-time employees are generally provided with two rest periods of 15 minutes in length and an unpaid meal period. To the extent possible, rest periods will be provided in the middle of work periods. Since rest periods are counted and paid as time worked, employees must not be absent from their work stations beyond the allotted rest period time. Extra time taken on breaks will be unpaid time. The break period should be a continuous period of time that is not used for the benefit of the City and not interrupted by City work. Under no circumstances can rest periods be used at the beginning or end of the work day.

Supervisors and Department Heads shall, within this policy, direct their respective employees in the scheduling, duration and limitation of breaks and/or meal periods to accommodate operating requirements and safety. There are occasions where immediate need and public service demands do not, or cannot, allow for rest periods. Likewise, meal periods may vary from time to time depending upon work load demands and staffing considerations.

DEFINITION OF AN UNPAID BREAK

Unpaid meal or break periods must follow FLSA rules, which state that those periods must be at least 30 minutes long, uninterrupted by City work, and the primary benefit of the time spent be for the employee and not for the City. Any break of less than 30 minutes must be paid. Any break that is uninterrupted by City work, that primarily benefits the employee, and that is 30 minutes or longer will not be paid.

At the Department Head's discretion, an employee may be allowed to combine the two 15 minute breaks into one break of 25 minutes or less to be used for a lunch break that will be considered paid time.

For employees scheduled for an 8 hour work day, any lunch break must be started within a period of time that is between 2 and 6 hours after the start of their work day. For employees scheduled for a 10 hour work day, any lunch break must be started within a period of time that is between 3 and 7 hours after the start of their work day.

SAFETY

Department Heads should consider the safety needs of the employee and department before allowing employees to not take rest or meal periods at their normal times. Eating while driving or operating City vehicles

or equipment is not allowed; City vehicles must be safely parked when the driver is consuming food or beverages, except for drinking legal beverages in cars and pickups.

508 PAY ADVANCES (money paid before a regular pay day)

In the event of a personal emergency, employees may submit a written request for a pay advance to their supervisor or their Department Head, indicating the nature of the emergency involved. The Department Head will present the request to Payroll Department. Pay advances are limited to two (2) per calendar year.

If a regular payday falls during an employee's vacation, the employee may receive his or her earned wages before departing for vacation if a written request is submitted at least three working days prior to departing for vacation.

No pay checks, pay advances, or partial pay checks will be given when applicable time sheets or other necessary and completed paperwork is not turned in at least two (2) days before the regular pay day.

Advances must be paid back to the city in the next paycheck unless otherwise approved by the Mayor or Chief Financial Officer.

509 ADMINISTRATIVE PAY CORRECTIONS

The City takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Payroll Department so that corrections can be made as quickly as possible.

Once under-payments are identified, they will be corrected in the next regular paycheck.

Overpayments will also be corrected in the next regular paycheck unless this presents a burden to the employee (where there is a substantial amount owed). In that case, the City will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.

510 PAY DEDUCTIONS AND SET-OFFS

The law requires that the City make certain deductions from every employee's compensation. Among these are applicable Federal and state income taxes. The City also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The City matches the amount of Social Security taxes paid by each employee.

The City allows employees to participate in programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs. The City offers a Deferred Compensation [401 (k)] Plan (see *305 Retirement Plans and Deferred Compensation (401(k)) Plan* in [300 Benefit Programs](#).) to eligible employees as well as a Cafeteria Plan (see *306 Cafeteria Plan* in [300 Benefit Programs](#)).

Employees with questions concerning why deductions were made from their pay check or how they were calculated may contact the Payroll Clerk for more information.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

511 TRAVEL AND TRAINING TIME

All training must be pre-approved by the Department Head in order to receive reimbursement for travel and other costs (see *606 Business Travel Expenses* in [600 Work Conditions & Environment](#)), and time off of normal work schedules. Employees may choose to pay for training on their own time.

Travel time and training time are not considered worked time for the FLSA overtime calculations, except for the time that the employee is driving the vehicle that transports other city employees to the training location. However, the employee shall be held harmless up to their scheduled shift amount of hours, for any hours not worked on that shift, when the travel or training arrangements require the employee be absent from the workplace.

511.1 Non-MFD27 Employees

When an employee, who is attending pre-approved training, and is scheduled at the end of the training to return to Madison County before the last three hours of their scheduled shift, they must report to work within one hour of when they were scheduled to return. If they were scheduled to return after the last three hours of their scheduled shift, they will be compensated for the remainder of their shift without having to work it.

511.2 MFD27 Employees

When an employee is attending pre-approved training and is scheduled at the end of the training to return to Madison County before midnight of their scheduled shift, they must report to work within one hour of when they were scheduled to return. If they were scheduled to return after midnight of their scheduled shift, they will be compensated for the remainder of their shift without having to work it.

600 WORK CONDITIONS & ENVIRONMENT

601 SAFETY

To provide a safe and healthful work environment for employees, customers, and visitors, the City has established a workplace safety program. This program is a top priority for the City. The Department Heads have responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

The City provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, who fail to report, or where appropriate, who fail to attempt to remedy such situations, may be subject to disciplinary action up to and including termination of employment.

602 RISK MANAGEMENT GUIDELINES

All employees have responsibility for observing established basic safety measures. Generally, there are three areas within the City's facilities and the work place where safety is a concern:

- 1) the immediate job task or function in which an employee is engaged;
- 2) the immediate working environment in which an employee is placed to perform and function; and
- 3) the general facility environment in or through which the employee works, moves, or is influenced.

The City has set forth the following as general guidelines under and around which employees and supervisors are expected to work and perform their job functions safely and properly. Since these are only guidelines, the City reserves the right to develop training programs, written directives, and other detailed procedures with which to enforce and expand upon these general policy guidelines.

Immediate Job Task/Function

When dealing with the first area of safety concern in the workplace, employees need to be aware that safe work practices will insure their own safety by lessening the likelihood of injury to themselves and provide for the safety of others, both fellow employees and members of the public. All employees are expected to work in a manner which will help protect themselves from undue back strain, improper bending or lifting, unsafe or improper use of equipment or operational requirements. This includes the use of protective wear (e.g. gloves, goggles, face masks, and helmets) when working in and around chemicals and/or equipment where such protective wear is required.

All employees are expected to keep their own work environment organized and free of unnecessary clutter, spills, or exposure(s) to hazardous chemicals, vapors or materials, except where such exposure is limited to the completion of a task or job function.

Immediate Working Environment

When working with the City, or at any designated work site, and in the performance of job tasks or functions, all employees are responsible to keep the general working environment or area free from

unnecessary risk to their own and others safety and health. All employees are directed to report to their own or the nearest supervisor, whichever is most accessible, any unsafe or potentially unsafe condition or circumstance with respect to their general working environment.

By way of an example of proper reporting requirements, if a floor is observed to be wet and/or slippery, the employee making such an observation has a duty to communicate that knowledge or perception to the nearest and most accessible supervisor right away. Likewise, if an employee notices any noxious smells, vapors, noise or conditions which are not normal or usual, such should be communicated right away to the nearest and most accessible supervisor.

General Work Environment

All employees also have a duty and obligation to inform the immediate and/or most accessible supervisor or the Public Works Director or Chief Financial Officer or Mayor right away of any observation or knowledge of any unsafe or potentially dangerous circumstance, smell, vapor, noise or event. Likewise, all employees are responsible for acting in a manner which shall prevent the occurrence of any unsafe or potentially unsafe condition of any City facility, area or building where they, or others work.

By way of an example of proper reporting requirements, if an employee notices an icy walkway outside any city buildings or property, that is near to or surrounds the area where others may walk or work, the employee has a responsibility to report that information immediately.

602.1 SAFETY BARRIERS

Every employee who is working on a job within the public right-of-way is held responsible to ensure that safety cones or barriers are properly placed before any work is started, unless it is impractical due to emergency situations. Slow moving vehicle signs, blinking yellow lights and other safety equipment should also be there, but are not enough. Also, work being done within a crosswalk is not exempt from this procedure, neither are small or quick jobs.

Employee and public safety is our first concern. Second, large financial burdens accrue against the City when we do not use proper safety precautions in the workplace.

Any employee not following and/or enforcing the above procedure shall be subject to disciplinary action including possible discharge.

603 USE OF CITY EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines, and possess the proper driver's license to operate such equipment.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Employees should fill out maintenance reports and follow department policies as to equipment maintenance. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, discourteous, illegal, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment. This includes the operation of city

vehicles or equipment while under the influence of alcohol, illness, fatigue, injury, illegal drugs or legal drugs that affect an employee's ability to drive.

Department Heads are required to obtain and retain a copy of each employee's valid driver's license at least once per year (preferably in January of each year) if that employee drives a city or personal vehicle while on duty. Each such driver shall participate in vehicle safety and defensive driving training as required by their department.

The driver of a city vehicle, or any other vehicle being used for city business, is prohibited from using a mobile communication device, cell phone or computer of any type to initiate a call or text requiring use of the device's key pad, while the vehicle is in motion. Drivers must be safely parked before using phone or mobile computer equipment, for other than voice communications. A mobile communication device is defined as "a text messaging device or a wireless, two-way communication device designed to receive and transmit voice or text communication". This does not apply to work-related two-way radios. Exception: Sworn law enforcement officers may use mobile communication devices in specific tactical situations as allowed by their department.

Eating while driving or operating City vehicles or equipment is not allowed; City vehicles must be safely parked when the driver is consuming food or beverages, except for drinking legal beverages in cars and pickups.

Certain employees may use city vehicles while on and off the job. This is at the convenience of the City, as the employer, and as an aid in the performance of their jobs. Employees on call after regularly scheduled hours of work may be provided a city vehicle to take home. Other employees, who are allowed the use of City vehicles both on and off the job, are given this benefit due to the nature of their work and service to the City.

Positions that are permitted by the City Council to take a City vehicle home, subject to Department Head approval:

- Police Officers
- Madison Fire Department Chiefs
- Public Works Department employees on call
- Public Works Foremen
- Parks Foreman and Assistant Foreman
- Building Inspectors

These positions are also allowed to have family members ride in the vehicle and do personal business in the vehicle when the employee is on call.

Employees are prohibited from allowing any non-employee (e.g., family members, friends, etc.) to drive or be driven in a City vehicle, except for authorized out-of-town travel, emergency situations, people with whom the employee is doing City business, or except as approved by the City Council and following department policy. Otherwise, employees are prohibited from using any City vehicle for personal use. Employees are subjecting themselves to disciplinary action by the city as well as substantial personal liability when they do not adhere to this policy.

All transportation of non-employees in City vehicles and personal use of City equipment shall be subject to prior authorization by the Mayor.

The City maintains third-party liability and property damage insurance coverage. Employees who drive their personal vehicles on agency business are subject to the requirements of this policy including:

- 1) Maintaining auto liability insurance with minimum state limits.
- 2) Providing proof of liability insurance to the Finance Dept. on an annual basis.
- 3) Maintain vehicle in a safe operating condition when driven on agency business.

All employees using a City vehicle for commuting to and from work must use one of the following methods to determine the value of that specific commuting use. That value is required to be added to the employee's reportable, taxable income for federal and state income tax purposes.

The \$3.00 Per day Rule:

This is only usable when all personal use is limited to commuting only. This rule requires no records be kept except for days when commuting does not occur, such as when an employee is on vacation or is sick. The number of days used for personal use during the calendar year is multiplied by \$3.00 and the resulting product is that amount reported as taxable income.

EXAMPLE: An employee has 260 working days, less 27 days during the year for vacation and holidays. The difference of 233 commuting days is multiplied by \$3.00 (per day) and the total of \$699.00 per year is the reportable income for the employee.

The Standard Mileage Rate:

This is applied when a vehicle must be used for city business over 50% of the time. Under this rule, the vehicle must be driven at least 10,000 miles during any year.

Records of actual dates and the number of miles driven for personal use each day are required to be kept. The annual number of personal miles is multiplied by the current I.R.S. mileage rate then in effect for that reporting year. The resulting product is the amount the employee must report as taxable income for the year.

604 ACCIDENT PROCEDURE

Whenever an accident occurs in which a City employee is involved or to which they are a witness, while driving a City vehicle or while conducting or in the process of performing any work or service for the City, the following procedures and rules shall apply:

Employees should first determine if any party involved in an accident has been injured. They next should assist any injured party and further act to insure that any injured party receives prompt and appropriate medical attention.

Employees should notify their supervisor and the law enforcement dispatcher and request any assistance needed. This includes the proper notification that an accident has occurred and cooperative action to comply with law enforcement officials investigating the accident, which includes remaining at the scene of the accident and, if necessary, protecting the scene of the accident from further safety hazards.

Employees are required to promptly complete an "Accident Report" form, as provided by the Treasurer. This is in addition to any legally required reports for law enforcement or insurance purposes, such as Workers' Compensation coverage or personal injuries (See *304 Workers' Compensation Insurance* in [300 Benefit Programs](#)).

The Financial Management Department shall initiate all reports to the City's insurance company. Involved employees are expected to cooperate fully with the City's insurance agent, adjuster, investigator, and other representative(s).

The City is committed to a program of risk management which involves appropriate investigation, action, and follow-up with respect to accidents, injuries, and events involving unsafe acts or conditions of work. This program includes vehicle accident investigations, review, and follow-up, and investigation and action with respect to traffic violations and citations involving city vehicle use

(whether such use was direct work use or personal use). (See [602 Risk Management Guidelines](#), and [603 Use of City Equipment & Vehicles](#).)

Whenever an investigation discloses that an employee was at fault in a traffic accident, violation, or citation event, the supervisor shall review the employee's work safety and work performance record. Appropriate disciplinary action shall occur, and such may include, but not be limited to, the withholding of an otherwise eligible wage adjustment for up to one year. Additionally, the supervisor may take other disciplinary action, and depending on the nature of the circumstances involved in any accident or citation/violation, discipline could include suspension, transfer, and even termination.

The Police Department shall give citations to City employees under the same circumstances that would warrant one to be given to any other citizen.

605 EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt City operations. In extreme cases, these circumstances may require the closing of a work facility as declared by the Mayor or City Council. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive, besides their hours worked, extra hours on their time sheet as un-worked hours to the amount that City Hall is closed during its regular business hours. If no closing is officially declared, employees unable to come to or stay at work must use vacation leave or be unpaid for the hours missed.

606 CITY BUSINESS TRAVEL

The City will reimburse employees for reasonable City business travel expenses incurred while on assignments away from the normal work location. All City business travel must be approved in advance by the Department Head. All overnight travel must be pre-approved by the Mayor.

Employees, whose travel plans have been approved, are responsible for making their own travel arrangements and are expected to limit expenses to reasonable amounts.

When approved, the actual costs of travel, lodging, and other expenses directly related to accomplishing City business travel objectives will be reimbursed by the City.

All travel advance requests should be submitted to Accounts Payable immediately when the plan is made to travel. Do NOT wait until you go. To make sure you get the money before you go, it should be submitted to Accounts Payable one week prior to the City Council meeting that is prior to the week that you need the check. Submittal one month prior to needing the check will usually fulfill this requirement, but submit sooner, if you know sooner that you are going.

No entertainment costs will be reimbursable, unless it is part of a program for all attendees at a convention or conference (like dinner at a museum) and does not conflict with Section 701 Employee Conduct and Disciplinary Action.

- A. MEALS REIMBURSEMENT shall be based upon the per diem rates as set forth by the IRS. Meals for partial day travel shall be reimbursed according to the following schedule:

Breakfast - Depart prior to 8:00 am - 30% of the daily per diem rate.

Lunch - Depart prior to 12:00 noon and return after 2:00 pm - 27% of per diem.

Dinner - Return after 5:00 p.m. - 43% of the daily per diem rate.

Receipts are not required to claim reimbursement for meals when the per diem method is used. The cost of meals exceeding the allowance will not be reimbursed, unless the meals served to individuals is a part of the program presented as a part of the function being attended, which will be paid at actual cost. In that case, documentation substantiating the cost must be provided. No alcoholic beverages may be included in the request for reimbursement or charged to the City's account.

- B. MOTEL ROOM COST REIMBURSEMENT shall be for the regular room rate for a single individual, plus applicable taxes. Motel room charges for additional people shall not be reimbursed by the City. Phone charges at the motel shall only be paid by the City if they are business related.
- C. MILEAGE OR TRANSPORTATION REIMBURSEMENT shall be based upon the rate set forth by the IRS. Due to similar total costs, it is the choice of the employee whether to travel by air or by car within the State of Idaho and to Salt Lake City.
 - a. Travel Stipend: The purpose of the travel stipend received by the Mayor and Council, as a part of their paycheck, is to offset any transportation costs within Madison County.
 - b. Reasonable parking fees, tolls, taxi charges, car rentals, and expenses of a similar nature when appropriate to the travel, are reimbursable to the employee upon submission of documentation substantiating the cost.
- D. AIR FARE: Air fare shall be reimbursed in full, but is limited to the least expensive fare possible. Any frequent flyer miles earned will be the property of the employee. When traveling by common carrier to conduct official business, employees traveling to their destination earlier than necessary and/or delaying their return to avail the City of reduced transportation rates may be reimbursed per diem for additional travel days, if the amount saved is greater than the amount expended in additional per diem.

Reimbursement for travel outside the State of Idaho except to Salt Lake City, will be limited to the lesser of total costs using 14-day advance purchase air fare versus mileage by car, except when the use of a vehicle is required for city business purposes, such as when the vehicle is needed to haul equipment or other items that could not go on the plane, and except in the case of an emergency. Due to similar total costs, it is the choice of the employee whether to travel by air or by car within the State of Idaho and to Salt Lake City.

- E. ENTERTAINMENT: No entertainment expenses will be reimbursed, unless the entertainment is included in the cost of a meal that is part of the program presented as a part of the function being attended, which will be paid at actual cost, (like dinner at a museum) and does not conflict with Section 701 Employee Conduct and Disciplinary Action. . In that case, documentation substantiating the cost must be provided.
- F. BUSINESS TRANSACTION MEALS: Meals may be purchased by the Department Head where City business is transacted and where other individuals who may or may not be employed by the City are invited to eat at the City's expense.
- G. BUSINESS PHONE CALLS: The costs of phone calls while away on City business shall be reimbursed to the employee if the call is for City business or for up to 10 minutes on one personal

call to their family one time per day. The employee is encouraged to use a City provided phone card if available.

- H. TRAVELING WITH OTHER EMPLOYEES: In order to avoid harmful rumors and discourage inappropriate relationships from developing, when traveling or rooming together, there should never be only one member of each gender present. Any two of the same gender or any combination of three or more is acceptable in vehicles. All employees have a right to request separate and individual travel and rooming arrangements; if such arrangements would adversely impact their ability to do their job, such arrangements may be denied.

Incidental and miscellaneous expenses are reimbursable for official business transactions where necessary to accomplish work or job tasks in the City's interests.

Travel expense reports including any related records/receipts shall be completed and submitted for applicable approval within 30 days of travel being completed, or otherwise monthly, as directed by the Department Head and the Accounts Payable Clerk.

With prior approval, employees on business travel may be accompanied by a family member or friend at their own expense, and when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved and vacation leave is used for personal travel time. In order to provide for safe travel on long trips, family members over the age of 21 may drive city vehicles on out of town trips if they are properly licensed to do so.

Additional expenses including liability insurance coverage/costs arising from such non-business travel are the responsibility of the employee. Where accompanied by others on travel, employees are encouraged to check with their own agent or insurance company handling their automobile/casualty insurance policy to insure that adequate amounts of insurance protection are available and in force before they travel with non-employees.

Employees should contact their department head or the Accounts Payable Clerk for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this Business Travel policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

607 ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, the City expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the City. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

608 PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the public image the City presents to patrons and visitors.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Employees may consult their supervisor or department head if they have questions as to what constitutes appropriate attire.

609 USE OF PHONE, MAIL, EMAIL, INTERNET ACCESS AND COMPUTER SYSTEMS

PHONE and MAIL

Personal use of telephones for outgoing calls, including local calls, is discouraged. Employees shall be required to reimburse the City for any charges resulting from their personal use of the telephone.

The City recognizes there are times when a personal phone call is necessary to either make or receive. Therefore, in the case of an emergency or when necessitous and compelling circumstance occurs beyond the control of the employee, phone calls may be made or received, upon the notification to the proper supervisor and with approval.

The City does allow employees to call from City Hall on problems or questions with regard to employee benefits.

Those employees required to carry a City cell phone may use it for personal business, but must reimburse the City for all costs incurred related to personal calls.

To assure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

The mail system is reserved for business purposes. Employees may send or receive personal mail at the workplace, when circumstance may compel such, and upon the approval of the supervisor or department head.

EMAIL AND INTERNET ACCESS POLICY

A. Purpose

The City of Rexburg, the Madison County Fire District and the Madison County Ambulance District (herein after called "Employer") provides electronic mail and internet access to their employees to be used as tools that improve their efficiency and effectiveness in conducting official business.

B. Authorized Users

Electronic mail and internet access is provided only to employees of the Employer. No visitors, contractors, or others may use email or internet access unless authorized by the Mayor or their Department Head. Users **must not** allow anyone else, whether or not they are a city employee, to use their account or have knowledge of their password.

C. Oversight Authority

Internet and email use is subject to oversight by each employee's department head within guidelines set by this policy, including, but not limited to, oversight of the nature of discussions on the system, the amount of time used, when it is used, and which email and internet addresses are accessed. The parameters of allowed usage may be different for each employee. The Mayor may also limit

use to something less than the Department Head's guidelines for purposes including, but not limited to, preserving the functionality and cost of the system as a whole.

D. Personal Use

Limited personal use is acceptable as long as it doesn't incur any cost or damage to the Employer, is not done on Employer time (except for Fire and Ambulance employees, whose personal use time may occur after 5 p.m. and before 8 a.m. while they are on shift) and may not be used in any way to facilitate private commercial purposes. Use of electronic mail services or internet access for purposes constituting clear conflict of Employer interests or in violation of Employer information security policies is expressly prohibited. Use of Employer email to participate in chain letters is not permitted.

Employees should attempt to have all personal emails go through a web email service instead of the City's email system and should not be using that service on City paid time.

Personal use can be beneficial to the Employer when the above rules are followed because it allows the employee to train themselves on use of the internet and email on their own time and promotes greater morale by offering a benefit to the employee that costs the city nothing.

E. Content

Use of email can be considered the same as communicating using the Employer official letterhead. If something shouldn't be sent on that letterhead, it shouldn't be sent through the email system either.

All software to be downloaded through email, the internet or any other method, must first be authorized by the Department Head.

Prohibited actions:

- 1 Except for law enforcement purposes, to post, download or transmit on city equipment any unlawful, harassing, profane, obscene or pornographic messages, or files of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to a civil liability, or otherwise violate any local, state, national, or international law, including without limitation the U.S. export control laws and regulations.
- 2 Transmittal of messages or files that are derogatory, inflammatory or unlawfully discriminatory with respect to a person's race, color, sex, age, disability, religion, national origin or physical attributes is prohibited.
- 3 Intentionally post or transmit any information or software which contains a virus, worm, cancelbot or other harmful component.
- 4 Copy, upload, post, publish, transmit, reproduce, or distribute in any way, information, software or other material obtained through the internet which is protected by a copyright or other proprietary right or derivative works with respect thereto, without obtaining permission of the copyright owner or right-holder.

Only authorized email software may be used. Anonymous re-mailer software may not be installed. Employees may not use anonymous re-mailers for any purpose.

If confidential or proprietary information must be sent via email, it must be encrypted so that it is only readable by the intended recipient, using Employer approved software and algorithms.

F. Disclaimer

The employee understands that the Employer, its officials, and employees do not control the internet nor what may be transmitted to the employee's computer. The employee understands that the internet contains unedited materials, some of which are sexually explicit and/or illegal. The employee assumes total responsibility and risk for his/her own use. The Employer makes no express nor implied warranties whatsoever with regard to any merchandise, information, or service provided through the internet.

G. Ownership

All electronic messages or files that are created, sent, retrieved, or stored on Employer computers or networks are property of the Employer and not considered private. Email messages may be retrieved by the Employer even though they have been deleted by the sender and the reader may be spot-checked to ensure that this policy is being followed and may be used in disciplinary actions. The Employer reserves the absolute right to access and monitor all messages and files on the Employer's or service provider's systems.

H. Violations

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

COMPUTER SYSTEMS

A. Passwords

Employees must understand that the secrecy of passwords and the preservation of information on the City computer systems are of extreme importance to continue proper function of City government.

Passwords must not be shared with anyone, including supervisors, except with an appointed computer systems security officer who already has authority to change the employee's password. Of course, after a password is set up in the system, even the security officer does not need to be reminded of it. Passwords should not be written down and should not be easily attributed to the employee, such as a birthday, phone number, etc. To prevent misuse of a password, employees should signoff of the computer system whenever they are away from their computer for more than a short period of time.

An employee's use of another person's password or the disclosure of their own or another person's password, regardless of permission or presence of that person, is prohibited. Knowledge of circumstances contrary to this policy must be immediately reported to the computer system security officer.

B. Personal Use

Limited personal use is acceptable as long as it doesn't incur any cost or damage to the City, and is not done on Employer time (except for Fire and Ambulance employees, whose personal use time may occur after 5 p.m. and before 8 a.m. while they are on shift). Personal use can be beneficial to the City when the above rules are followed, because it allows the employee to train themselves on their own time and promotes greater morale by offering a benefit to the employee that costs the city nothing.

C. Installation of Software or Data

Intentionally loading any information or software which contains a virus, worm, cancelbot, or other harmful component is prohibited. Any software to be loaded by any method must first be authorized by the Department Head and IT Manager.

D. Ownership

All files that are created, sent, retrieved or stored on City computers or networks are property of the Employer and not considered private. Files may be retrieved by the City even though they have been deleted. They may be spot-checked to ensure that this policy is being followed. They may also be used in disciplinary actions. The Employer reserves the absolute right to access and monitor all files on the City's or service provider's systems.

E. Violations

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

610 SMOKING

In keeping with the City's intent to provide a safe and healthful work environment and in accordance with Idaho's Clean Air Act, smoking in the workplace is prohibited. All smoking must occur outside of 20 feet from any public building. All City-owned buildings and any building other than private homes are public buildings. Also, employees are not allowed to smoke in City-owned vehicles.

611 SOLICITATION

In an effort to assure a productive and harmonious work environment, persons not employed by the City may not solicit or distribute literature in the workplace at any time for any purpose.

The City recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

In addition, the posting of written solicitations on City bulletin boards is prohibited. Bulletin boards are reserved for official communications such as:

- Employee announcements
- Internal memoranda
- Job openings
- Organization announcements
- Workers' compensation insurance information
- Unemployment Insurance information

612 WORKPLACE RELATIONSHIPS

1. No employee shall hire, supervise or otherwise exercise discretion concerning a paid employee who is a spouse.
2. No employee shall supervise or otherwise exercise discretion concerning a paid employee who is related to the supervisor within the first degree of affinity or consanguinity (See [Appendix B Consanguinity Chart](#)).
3. No employee shall hire a paid employee who is related to the supervisor within the second degree of affinity or consanguinity pursuant to state law (I.C. § 18-1359 or its successor) (See [Appendix B Consanguinity Chart](#)).
4. Any supervisor involved in a romantic relationship with a subordinate must immediately notify his/her superior of the existence of any such relationship. Efforts should be made to eliminate supervisory responsibility for one who is romantically involved with a subordinate.
5. All employees are discouraged from being involved in a romantic relationship with another employee. Relationships of this kind can disrupt the workplace environment in a manner that may result in disciplinary action, up to and including termination of employment.

700 CONDUCT AND DISCIPLINARY ACTION

701 CONDUCT AND WORK RULES

To assure orderly operations and provide the best possible work environment, the City expects employees to follow rules of conduct that will protect the interests and safety of all employees, the public, and the City in general.

It is not possible to list all the forms of behavior that are considered unacceptable. The following are examples of infractions of rules of conduct, although not all inclusive, that may result in disciplinary action, up to and including termination of employment.

1. Deliberate misrepresentation of facts or being un-cooperative during an investigation by City personnel.
2. Theft or inappropriate removal or possession of property.
3. Falsification of time keeping records.
4. Working under the influence of alcohol or illegal drugs.
5. Illegal possession, distribution, sale, transfer, or use of alcohol or drugs.
6. Fighting or threatening violence in the workplace.
7. Boisterous or disruptive activity in the workplace.
8. Negligence or improper conduct leading to damage of property which is publicly or privately owned.
9. Any act or involvement in events which serve to falsely call into question the reputation of public officials or the public interest.
10. Insubordination or other disrespectful conduct.
11. Failure to work cooperatively and constructively with others.
12. Violation of safety or health rules.
13. Smoking in prohibited areas.
14. Sexual or other unlawful harassment, whether "Quid Pro Quo" or Hostile Work Environment. (See [711 Unlawful Discrimination and Harassment](#))
15. Possession of dangerous or unauthorized materials, such as explosives or operable firearms, in the workplace.
16. Excessive absenteeism or any absence without notice.
17. Unauthorized absence from work station during the workday.
18. Unauthorized use of telephones, mail system, or other publicly-owned equipment (See 603 & 609 in [600 Work Conditions & Environment](#)).
19. Unauthorized disclosure of business "secrets" or confidential information.
20. Violation of personnel policies.
21. Unsatisfactory performance or conduct.
22. Any act that is unbecoming of a city employee or city official.
23. Any act that damages the reputation of City government.
24. Any act that is not in congruence with this community's acceptable standards of conduct.

Employment with the City is voluntarily entered into, and the employee is free to resign at will at any time. Similarly, the City may also terminate the employment relationship. Regular full-time employees and regular part-time employees enjoy certain benefits and privileges related to their jobs, which include specific grievance and appeal rights as described under other policies in this handbook. Seasonal, temporary, part-time and appointed employees do not have the same protections as regular full-time and regular part-time employees.

702 DRUG AND ALCOHOL USE

It is the City's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on the City premises and while conducting City business-related activities off the City premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or engage in the unlawful manufacture, distribution, dispensation, possession, or be under the influence of, or use of illegal drugs. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have other legal consequences. The only exceptions to this policy are those applicable to law enforcement officers in the proper performance of their duties.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid medical leave to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all the City policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the City any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the City of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Human Resource Director without fear of reprisal.

703 DRUG FREE WORKPLACE and DRUG AND ALCOHOL TESTING POLICY

A. Statement of Policy

In recognition of the harmful effects the use of illegal drugs and the misuse of alcohol can have on drivers engaged in the transportation industry, the City of Rexburg has a responsibility to its drivers, and the public at large, to see that its commercial and emergency vehicle operators (as defined below) are both drug and alcohol free while on duty. This responsibility comes in light of recent studies showing that drivers who are under the influence of drugs or alcohol while on duty are more likely to cause accidents and injuries, both to themselves and co-workers, as well as the public at large.

Therefore, the City of Rexburg is implementing this Drug and Alcohol Free Workplace Policy that includes within its provisions those regulations contained within the Department of Transportation (DOT) Controlled Substances and Alcohol Use and Testing, as contained in 49 CFR Part 382.

B. Definition of Covered Employees or Drivers

This policy will apply to all prospective and current drivers of the City who are required to obtain a commercial drivers license (CDL) in order to operate a commercial vehicle for this City or drive or maintain an emergency vehicle as a part of their work for the City, including the MFD Department (hereafter referred to as "drivers").

C. Questions Regarding This Policy

The Human Resource Director is designated as the person responsible for answering driver's questions relating to the provisions of this policy.

D. Drivers' Use of Alcohol

The City is committed to ensuring that all drivers do not operate a commercial vehicle while under the influence of alcohol. Therefore, drivers of this City are not to consume alcohol within four (4) hours of reporting to work. Drivers are not to report to work or remain at work while having an alcohol concentration of .02 or greater. Drivers are prohibited from using or possessing alcohol while they are on duty.

E. Drivers' Use of Illegal Drugs

The City has an absolute prohibition against a driver's use of illegal drugs or the illegal use or misuse of prescription medication. This prohibition extends to such use both on and off the job. Evidence that a driver has tested positive for the presence of illegal drugs pursuant to a test given under the terms of this policy will be proof sufficient to establish the driver's violation.

F. Pre-Employment Testing

Applicants seeking employment as a CDL or emergency vehicle driver for the City will be required to sign a consent form authorizing the City to check with each previous employer where the applicant has driven such vehicles during the past two (2) years to determine if the applicant had tested positive for illegal drugs or alcohol. If any incidents are reported by previous employers, the City may request information regarding the incidents where the prospective driver has tested positive or refused to be tested. If any incident is reported to the City from a past employer, the prospective driver may not be offered employment or may be terminated if already hired. Additionally, all prospective drivers may be tested by the City for the presence of illegal drugs or alcohol prior to driving a City vehicle.

Any driver that is found to have previously tested positive for illegal drugs or alcohol and who is hired by the City must show that they have been evaluated by a Substance Abuse Professional and were found to be non drug or alcohol dependent. It will be the City's responsibility to ensure that any required follow-up tests of such drivers are conducted as required by DOT regulations or this policy.

All potential new hires, whether full time or part time, who are projected to work for 60 days or more , as a condition of employment, will be subject to at least an initial drug and alcohol screening and a background check prior to beginning work. Seasonal employees are also subject to these guidelines at the beginning of each season. A negative test result must be received by the Human Resources Department before they begin work.

G. Random Testing

All drivers will be subject to random drug and alcohol testing. Random testing selections shall be made by a scientifically valid method that will result in each driver having an equal chance of being tested each time selections are made. Random testing for alcohol will take place just prior to, during, or just after a driver's duty time.

Individuals randomly selected must report to the testing site as soon as possible or as instructed by the Human Resources Department.

H. Post-Accident Testing

A driver operating a vehicle for the City that is involved in a qualified accident will be tested for both illegal drugs and alcohol as soon as practical. For terms of this policy a qualified accident means an accident that results in a fatality, where someone involved requires medical treatment away from the scene, or if one of the vehicles is towed away. Alcohol testing should be administered within thirty (30) minutes of the accident where possible. Drug testing should be administered within two (2) hours of the accident.

Any driver required to be tested under this section must remain readily available for such testing and may not consume alcohol within eight (8) hours of the accident or until they have been tested for alcohol. A driver involved in any accident must notify the Human Resource Director and Department Head of the accident as quickly as possible and comply with the instructions given them relative to their taking a drug and alcohol test.

I. Reasonable Cause Testing

The City may require a driver to be tested for illegal drugs or alcohol when there is reasonable suspicion to believe he/she is under the influence of illegal drugs or alcohol while at work.

J. Baseline Testing

In initiating the provisions of this drug free workplace policy, the City will require all CDL drivers to submit to testing for the presence of illegal drugs as soon after the effective date of this policy as is deemed necessary.

K. Specimen Collection Procedures

1) Adulteration or Submission of a Concealed Specimen

If, during the collection procedure, the collection monitor detects an effort by a driver to adulterate or substitute a specimen, a second specimen will be immediately requested. If a second specimen is provided, that specimen will be tested. If the request for a second specimen is refused, the collection monitor will inform the City contact of the driver's refusal to submit a true specimen. Such conduct by the driver will be considered as a refusal to provide a true specimen for testing.

In the event that a prospective or current driver submits a specimen that the laboratory later identifies as a diluted specimen, the City will advise the driver of that result and request the driver to submit a second specimen. Such donors are advised not to drink any fluids prior to the test.

2) Drug / Alcohol Specimen Collection Procedures

All testing for illegal drugs will be done by testing the driver's urine specimen, using the split specimen collection procedure. Under that procedure, each driver will have his or her urine specimen sealed in two separate containers and both sent to a SAMHSA certified laboratory for testing.

If a driver's first specimen tests positive, that driver may request, within three (3) days of the positive notification, that the other specimen be tested at another SAMHSA laboratory. The second test will be done at the driver's expense unless the second test comes back negative. During the time the second specimen is being tested, the driver may be suspended without pay. Any driver who has a test come back negative on a test of their split specimen will be given back pay for the time of the suspension and will be paid for the cost of the retest.

All specimen collections will be done by personnel that have been instructed and trained in collection procedures set by the DOT. All testing for alcohol will be done by trained and qualified alcohol testing technicians using DOT approved alcohol testing procedures.

L. Notification of Test Results

All test results, both drug and alcohol, will be forwarded to the City's contracted provider for drug testing processing, as the representative of the City, and as the representative of the Medical Review Officer (MRO).

Prior to the City being informed that a prospective or current driver has tested positive for illegal drugs, the driver will be offered an opportunity to personally discuss the positive drug test with the MRO or his representative. The MRO will follow up on such information as is appropriate. Any driver who is taking a prescription drug that may have been the cause of a positive test result will be asked to provide the name of the medication and the identity of the prescribing physician for verification. If this is verified, the driver's test result will be reported as negative. If, after consideration of the matter, the MRO finds no reason to doubt the validity of the positive test, that result will be conveyed to the City contact, as well as the identity of the drug.

If the driver cannot be located, the MRO or his representative may request that the City contact arrange for the driver to contact the MRO as soon as possible to discuss the results of the positive test. The MRO will communicate a positive result to the City without discussing the result with the driver if the driver expressly declines the opportunity to discuss the results of the test, or the driver is instructed by the City to contact the MRO but fails to do so within five (5) days.

M. Refusal to Take a Drug or Alcohol Test

A driver operating a vehicle for the City may not refuse to take a drug or alcohol test when requested to do so, consistent with the terms of this policy. Such a refusal will be considered equivalent to testing positive for illegal drugs or alcohol. A driver will be considered as refusing to test if he or she expressly refuses to take a test when so requested or otherwise fails to provide an adequate breath, saliva, or urine sample without a valid medical explanation. Additionally, a driver will be considered as refusing to test if he or she engages in conduct that clearly obstructs the testing process.

N. Effect of Testing Positive for Drugs or Alcohol

Any prospective driver that tests positive for the presence of illegal drugs will not be hired. Any current driver that tests positive for the presence of illegal drugs or alcohol will be allowed to continue working for the City subject to the terms and conditions of the City's Employee Assistance Agreement. Any driver that tests positive a second time for the presence of illegal drugs or alcohol will immediately be terminated from employment with the City.

Any driver that tests positive for illegal drugs or alcohol, and is allowed to continue to drive for the City, must first consult with a Substance Abuse Professional (SAP) to determine if he/she is drug/alcohol dependent. If it is determined that he/she is not drug/alcohol dependent he/she may return to work after taking, and passing a drug/alcohol test at his expense (return to duty testing). Thereafter, such a driver will be subject to random drug/alcohol testing the next year which will include at least six (6) unannounced drug or alcohol tests (follow-up testing) at the employees expense.

For purposes of this policy, a driver tests positive for alcohol when that driver's blood alcohol concentration (BAC) is .04 or above. If a driver tests between .02 and .039 BAC, he/she will not be allowed to operate a vehicle for the City for 24 hours from the time of the test. A driver that twice tests between .02 and .039 BAC in a year's time will be treated as the equivalent of testing positive for alcohol. This last provision is done as a matter of City policy and is not as required by the DOT.

704 FITNESS FOR DUTY - TESTING AND PROCEDURES

A. Statement of Policy.

Consistent with the City's policies on Drug and Alcohol Use and Drug Testing (see these policies in this handbook), it is the intent of the City to enforce its policies and provide a framework of procedures and testing guidelines for all employees.

As stated elsewhere in this handbook, it is the policy of the City to protect the health and safety of employees and the public by providing a safe, healthful, drug-free work environment.

The City requires its employees and volunteers to be "fit for duty" when performing work or service, or otherwise acting in representative capacity for the City and/or its operations. Subject to the terms and conditions of this policy and other related policies in this handbook, the City will not allow or permit any employee to perform work or service when there is a concern that they are not able to do so safely and effectively.

The policy applies in all aspects of the working condition, environment, and service parameters for the City. Accordingly, this includes time performing work or service, whether paid or not, as well as at or during rest or meal breaks. This policy and its related policies in this handbook may be applied to all persons providing services to the City as an independent contractor.

1) Medical Information and Exams

The City recognizes that questions may arise about the ability of an employee to properly perform their work and adequately fulfill the essential functions of their job with reasonable accommodation. These questions can occur when work performance is impaired or negatively affected, or ~~and~~ there exists information that an employee may be under medical care or require such. Current employees may be required to take medical examinations to determine fitness for duty (See Drug and Alcohol Policy and Fitness for Duty Policy.) Such examinations will be scheduled at reasonable times and intervals, done at the City's expense.

The City reserves the right to require that existing medical information be provided by an attending physician in order to assure appropriate work assignment for an employee, as well as to provide for the safety and security of other workers and the public.

The City may consider available medical information and evidence in connection with the essential functions of an employee's job to determine whether or not a reasonable accommodation can be made for the employee's physical or mental health without impacting the adequate performance or safety expected for the position, nor creating undue hardship for the City.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. However, an employee's personnel file may contain reference to the existence of medical information, including the summary of medical condition(s) as appropriate, to support a record of action taken with respect to working condition(s) or job assignment.

2) Mandatory Retirement

Those employees with the MFD and Police Departments and serving in an emergency services capacity who are over age 55, and those over 65 years of age in other departments, must show on an annual basis that they are qualified to perform the duties of their position in a safe and satisfactory manner. Medical information and evidence will be considered by the City Council with regards to annual approval to continued employment. This policy applies to all employees.

3) Reasonable Accommodation

The City will consider a reasonable accommodation where appropriate and necessary for an employee who has presented medical records which set forth and specify a documented temporary or permanent disability for which an accommodation is requested.

Such reasonable accommodation may include changes in the physical or functional work methods or environment, so long as the employee can perform the essential functions of the job, and insofar as an undue hardship is not created for the City. The City may not have the type of work available for which the employee can perform with limitations.

B. Terms & Definitions.

Abuse of alcohol and/or drugs

- 1) Reporting to work or performing service(s) at the workplace while under the influence of, or while impaired by, alcohol or any other drug(s); or,
- 2) chemical dependence on alcohol or other drugs where job performance or peoples' safety is adversely effected; or
- 3) the use of illegal drugs.

Alcohol

Ethyl alcohol or ethanol.

Employee(s)

Any individual engaged to perform work or service for the City. This includes all employment categories and volunteers for the sole purpose of enforcing this policy.

Facilities (or, Premises)

All buildings, property, parking lots and their traffic areas, and servicing corridors and access ways, including above and below ground areas such as ventilation, sewer, or water ducts or access ways; also includes equipment and vehicles used in the conduct of work and service for the City, whether owned privately or by the City.

Fit For Duty

The condition of any employee when s/he is able to perform work or service in a safe and effective manner to the extent that she/he can safely and adequately perform the essential functions of their assigned task, with or without a reasonable accommodation and otherwise unimpaired by some medical condition, personal problem, medication, alcohol, or drug.

Illegal Drugs

Includes, but is not limited to, marijuana, cocaine, heroin, and similar drugs whose possession, use, and consumption are prohibited under state or federal law in this country; includes prescription drugs unless validly prescribed by a licensed medical practitioner and properly used by an employee.

Impaired

Any negative effect on the employee's ability to safely and adequately perform their tasks, which occurs from the use/ingestion in the body of any quantity of alcohol and/or drugs or other substances.

Mayor

The Mayor of the City or the Mayor's designee.

Misuse of Legal Drugs

Improper use of a validly prescribed medication, or the use of a non-prescription drug or other substance (e.g., glue) not intended for human consumption or ingestion.

Positive Test

The results of any medical examination or medical testing procedure which measures or determines a discernible level of alcohol, illegal drugs, or improper level of legal drugs or other substances in an individual's body.

Reasonable Suspicion

An articulable belief, based on specific facts and reasonable inference drawn from those facts, that an employee is under the influence of, is impaired by, or is abusing alcohol, drugs, or other substance.

Sample

Any bodily substance or fluid drawn and/or used to conduct medical examinations or for medical testing procedure(s), including, but not limited to, urine, blood, breath, saliva and/or hair.

Under the Influence

This term means the same as "Impairment".

Use of alcohol

The use and ingestion of alcohol, beer, and liquor and as defined by Idaho State law.

Consumption of alcohol

The use and ingestion of alcohol, beer, and liquor and as defined by Idaho State law.

C. Identification of Unfit Conditions

In order to properly provide for safe and adequate working conditions for employees and the public, both employees and supervisors are required to fulfill certain responsibilities in this policy dealing with proper identification of employees who may be unfit for duty.

Employees are required to report to their supervisor any behavior or situation which appears to have the potential to negatively impact the health or safety of the public, other employees, or the public's perception of the City. This latter condition may occur with respect to behavior or situations which could occur in a social setting connected to the work roles or representations of an employee of the City. Employees are required to keep confidential their information and reports of information about any other employee, and to tell only appropriate supervisors.

Employees who act in good faith to appropriately identify behavior to their supervisor, which may indicate another employee may not be fit for duty will be defended, indemnified, and held harmless by the City for any and all damages claimed or sustained in the event of litigation.

Supervisors are required to follow through and act timely and properly upon first knowledge or report of a possible impaired worker or unfit condition. Supervisors are required to investigate all claims, issues, and situations related to enforcement of this policy. Such investigation shall include the confidential identification of all witnesses involved with any impaired worker. Such investigation shall also include obtaining a witness to assist in the evaluation of any employee's behavior and in proper notification of any impaired employee to the Department Head.

Supervisors should confront an employee, whom they suspect may be in violation of this policy, in a private manner so as not to unduly upset or embarrass him or her. Supervisors have the authority to make inquiry, raise issues, and voice concerns directly with involved employees and management staff without fear of retaliation by a Department Head or the City.

Supervisors shall hold confidential all information about a reported concern or issue related to enforcement of this and related policies, and share such confidential information only with other superiors who need to know to enforce this and related policies in this handbook.

D. Investigation Procedures.

Pending determination of an employee's fitness for duty, the employee may be suspended from any work activity or duty for a period of up to five (5) working days. This suspension is an important safety valve and should be used whenever possible and practicable. Employees on suspension are not permitted back on the job until and unless the suspension has been lifted. Employees are to be notified by the supervisor on duty of the initial suspension. Determinations as to whether or not a suspension will be lifted shall be made after the conclusion of other procedures described in this policy and related policies in this handbook. The determinations will be communicated through the Department Head to the involved employee.

No employee will be forced to submit to a fitness for duty examination or chemical test. However, inasmuch as the City is intent on enforcing its own policies with respect to a safe and drug-free work environment, employees who refuse to comply with or cooperate in examination or testing procedures shall be subject to disciplinary review.

Employees who refuse to take examinations or tests shall be warned that failure to comply and cooperate with the City's policies and procedures will subject them to possible disciplinary action, up to and including termination. The employee who still refuses to comply and cooperate with the testing procedures and process shall be suspended immediately.

Suspended employees who are perceived to be potentially unfit for duty shall not be allowed to leave their place of work and/or return home unaccompanied. Management has the responsibility to ensure safe transportation home for the employee. If the employee refuses to let the supervisor or their designee transport them home, the supervisor is required to notify the appropriate law enforcement authorities.

During suspension, a fair and thorough investigation shall occur with respect to ensuring the adequate and thorough compilation of all facts, records, and evidence (including test results) pertaining to the reason(s) and cause(s) for the action of supervisors to suspend the employee. The Department Head shall inform the Mayor or their designee and they shall coordinate the functions of the investigation and assist in the process.

Upon conclusion of an investigation and upon obtaining the applicable test results, a decision will be made by the Department Oversight Committee and/or the Mayor regarding the employment and/or conditions of employment of the involved employee.

An employee may return to work if they have not been suspended pending a determination prior to the medical examination and test results, and if the medical examiner releases the employee to return to work pending the chemical test results.

E. Documentation.

It is an essential element of this policy and its enforcement that the supervisor and any other management member, who was involved in evaluating the employee, make a detailed record of all actions, observations, statements and other pertinent facts related to their basis of reasonable suspicion and perception of an impaired worker or an employee who was unfit for duty.

The documentation shall include specific facts related to the date, time, location, and observations known to exist at the time a reasonable suspicion was first formed, and what other information was known or believed to exist at the time a determination was made that the employee was potentially unfit for duty.

All reports, logs and notes about any investigation and activity with respect to enforcing this policy shall be provided to the Department Head within three (3) working days from the date of the events or circumstances giving rise to the written record(s). Copies of all such materials shall be provided to the Mayor as requested.

F. Observed Sale, Use Or Possession.

If any employee observes the sale, distribution, use, or possession of alcoholic beverages, illegal drugs, or drug paraphernalia by any other employee on the City's time or premises, or observes the presence of illegal drugs or drug paraphernalia, the employee is required to notify their supervisor immediately. Notification to the police department is also required if clear and present knowledge exists that violation of a law has occurred. An example of the latter case would be the observation of an employee driving a City vehicle under the influence of alcohol, when the employee was first observed drinking and then driving. In such a case, management and the police shall conduct an investigation and take appropriate action.

Upon instruction or advice from the police department or other law enforcement authority, any drug and drug paraphernalia shall be turned over to them and a signed receipt should be obtained acknowledging that the evidence was provided. Additionally, if the police request or suggest it, any supervisor or employee shall be required to allow the police to inspect personal and city property and possessions. (See [710 Security Inspections](#).)

G. Administrative Hearing Procedures.

An employee who tested positive on a chemical test or examination, or who had refused to take the test when requested to do so pursuant to the terms of this policy, shall have the right to request an administrative hearing before the Mayor or his/her designee, by making a request in writing and filing such with the Mayor of the City or his designee, within 14 calendar days from either the receipt by the employee of the verification (or confirmation) test results, or from the date of disciplinary action (suspension) resulting from the refusal of the test.

A hearing shall be held within 14 calendar days from receipt by the Mayor or his/her designee of the written request for such hearing. A record shall be made of the hearing, and the City and the employee shall be considered interested parties to the hearing. The hearing will be informally structured, yet still provide opportunity for interested parties to present evidence, information, witness(es), records and reason(s), or rationale as to why a test was requested, accepted or refused. Additionally, the process and procedures of the test, its administration, results, and interpretation shall all be subject to review and discussion at the hearing.

At such hearing, attending information, records, and reports pertinent to the substance being tested shall also be subject to discussion and review. Specific focus shall occur with respect to any issue(s) related to the legal or illegal controls or use(s) of any substance; behaviors and interactions with respect to the effect and impact to work, task, and/or service for the City; and proper compliance with law, and/or intended controls through prescriptions, with respect to the possession, distribution, sale, or use of any substance as related to this or any other involved policies of this handbook.

Since any hearing shall be informal and administrative in nature and structure, there is no requirement for either party to be represented at this hearing by someone outside the employment of the City. If either party wishes, they may be represented by someone other than themselves, including a non employee or an attorney. However, the costs of any representation shall be borne by the party having such representation.

The Mayor or his/her designee shall have full authority, subject to the terms and conditions of this policy and procedure and in accordance with any other existing rules, regulations, and the Grievance Policy in this handbook (See [712 Grievance Procedure](#)), to affirm any disciplinary action taken or

proposed, invoke other disciplinary action apart or in combination with that already taken or proposed, and/or set aside any disciplinary action taken or proposed. Additionally, subject to the terms and conditions of the Grievance Policy, the Mayor or his/her designee shall have authority to reinstate an employee with or without compensation retroactive to the date of any prior suspension or other lost time directly attributable to action(s) taken with respect to this and related policies in this handbook.

The authority of the Mayor or his/her designee shall extend and be subject to the following conditions, procedures and controls:

If the Mayor or his/her designee finds that no grounds existed to request a chemical test, or that test results, if any, were invalid, the employee shall be restored, without prejudice of record or action, to the status the employee had or would have had (see other policies in this handbook, such as performance evaluations, compensation, transfer and promotion policies, etc.), if no test had been performed or requested under this policy. Additionally, should the employee be restored, such restoration shall include the payment of any and all compensation (including benefit accruals, if any apply) otherwise lost as a direct result of any disciplinary action taken with respect to this or other related policies in this handbook.

As a consequence of such restoration, it shall be the duty of the Mayor or his/her designee to direct the expunging or purging of any and all records or files which bear upon or reference the request or results of the testing or action which led to the hearing.

If the Mayor or his/her designee upholds the grounds under which a test was requested or completed, they shall rule on whether or not any disciplinary action taken (including any suspension) or proposed was proper and justified given the circumstances of the events and incident which gave rise to the request for the test. Accordingly, the Mayor or his/her designee shall affirm, amend, modify, or alter any disciplinary action taken, and may increase the severity of any disciplinary action taken or proposed, up to and including termination.

An employee who shall suffer any disciplinary action including termination as a consequence of the decision and order from a hearing under this and the Grievance Policy in this handbook shall not be entitled to any past compensation which may have been lost due to such disciplinary action (e.g., suspension or termination).

As a consequence of a decision or order to uphold or enforce any form of disciplinary action which did not lead to termination, the Mayor or his/her designee shall consider and determine what, if any, continued conditions of employment shall be required to be met by the employee in order to maintain proper standing in the future and meet the standards and policies established by the City. The Mayor or his/her designee may establish continued conditions of employment through coordination with the employee's Department Head and supervisor.

Continued conditions of employment may include, but not be limited to: strict adherence to all city policies, procedures and practices to meet conditions of employment and performance standards, written commitment from the employee as to what s/he will do to meet standards. Such may include strict adherence to existing or proposed rehabilitation therapy and controls.

If any rehabilitation or treatment, be it physical or psychological or both, has been provided or recommended, the Mayor or his/her designee shall either affirm, modify, set aside, or amend any condition or recommendation of such rehabilitation or treatment. Any actual or proposed rehabilitation or treatment shall not alter, modify or abrogate the right of the City to direct and control the employee, the work force, or invoke or support disciplinary action taken (up to and including termination) with respect to enforcement of this or any other policy or practice of the City.

It is the intent of the City that this administrative procedure and process provide an avenue of timely, effective and inexpensive, review and enforcement of any disciplinary action or testing requested or

performed under the terms and conditions of the City's drug-free workplace policy and the standards and procedures of enforcement set forth in this and the related Grievance Policy in this handbook (See [712 Grievance Procedure](#)). Other procedures regarding and related to the enforcement of this policy shall be governed by the Grievance Procedure Policy in this handbook.

H. Private & Confidential Records.

In all cases involving testing for the presence of substances as detailed and provided for in this and other applicable policies in this handbook, test results and records related to specific testing methods, steps, and procedures shall be released to the City. Such results, records and other material related to the testing and results are and shall remain the property of the City. Testing information and results shall be shared by the City only with interested parties and only otherwise on a need-to-know basis. Such need-to-know basis shall exist with respect to sharing confidential records with department heads or immediate supervisors who shall be entrusted with disciplinary action, evaluation procedures, and other direct responsibility over the employee.

Specific test results and specific records related to the test method(s), procedure(s), and related medical process shall be kept in separate and confidential records apart from the employee's personnel file. Reference to the existence of such results and records shall be made in an employee's file with respect to any record of disciplinary action taken or terms and conditions of continuing employment stemming from or arising out of a testing procedure, request or outcome. The only exception to such reference shall occur with respect to the restoration of an employee back to duty whenever a hearing decision and order provides for such restoration and directs the expunging of such record or reference.

I. Responsibility for Expenses.

The expense of any fitness for duty evaluations, examination or testing requested or required by the City under this and related policies in this handbook shall be paid by the City. The expenses for any treatment or rehabilitation program, if recommended, volunteered or mandatory, shall be the responsibility of the employee. Employees may avail themselves of existing benefit programs, if any, for which they are eligible. An example of such programs may be: Medical and Health Insurance benefit coverage (to the extent rehabilitation is a covered benefit). Any benefit programs available are subject to the terms and conditions of applicable Plan Providers and their limitations to the extent that expense payment or reimbursement is available under any plan.

J. Right To Change Or Terminate Policy.

This policy describes the City's testing procedures, protocols for review, and applicable steps involved with upholding, supporting, and enforcing its policies on Drugs & Alcohol in the workplace and Drug & Alcohol Testing. It is the intent of the City to also uphold and enforce other applicable policies which deal with the conditions and terms of employment with the City, including, but not limited to the City's policies and practices related to disciplinary action for violations of its employment conditions, terms and standards.

As stated elsewhere in this handbook, nothing in this or any other policy is intended to constitute a contract of employment. Nothing in this or any other policy constitutes a term of contract nor is there any express term or condition of employment to be inferred from this or any other policy.

The City reserves the right to amend, replace, and/or terminate this policy at any time.

K. Federal Law

Nothing contained in this policy is intended to violate or supersede the intent or provisions of the federal Drug-Free Workplace Act, which, among other provisions, compels self publication of

conviction(s) based on the illegal activity or use associated with illegal drugs or alcohol. Any inconsistencies between or within the policy or this handbook and the Drug-Free Workplace Act shall be resolved in favor of the provisions of said Act.

705 CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the City wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of the City. Business dealings with outside firms should not result in unusual gains for those firms or the employee. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the outside firm, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific approval of the Mayor and City Council.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the City's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she disclose to their Department Head, Chief Financial Officer, or the Mayor as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the City does business, but also when an employee or relative receives any kickback, bribe,, substantial gift, or special consideration as a result of any transaction or business dealing involving the City.

The materials, products, designs, plans, ideas, and data of the City are the property of the City and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice will be subject to disciplinary action, up to and including possible termination of employment and legal action.

(See also: *707 Outside Employment below.*)

706 ACCEPTANCE OF GIFTS

As per State Law, an employee shall not accept gifts from organizations, business concerns, vendors or individuals in one calendar year valued in excess of \$50.00. Such otherwise acceptable gifts should still not be accepted if there is substantial risk of undermining official impartiality. These limitations are not intended to prohibit the acceptance of gifts which are distributed generally, nor to prohibit employees from accepting social courtesies which promote good public relations, nor to prohibit employees from obtaining loans from regular lending sources.

It is particularly important that inspectors, contracting officers, and enforcement officials and supervisors guard against relationships which might be construed as evidence of favoritism, coercion, unfair advantage, or collusion.

Acceptance of any gift may be subject to review by the Department Head, the Department Oversight Committee, or the Mayor.

707 OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as they meet the performance standards of their job with the City. Employees should consider the impact that outside employment may have on their health and physical endurance, as well as any conflicts of interest that may arise there from. All employees will be judged by the same performance standards and will be subject to the City's scheduling demands, regardless of any existing outside work requirements. See *705 Conflicts of Interest* above.

If the City determines that an employee's outside work interferes with performance or the ability to meet the requirements of the City as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the City.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the City for materials produced or services rendered while performing their city jobs.

In order to determine any possible conflicts of interest, employees should notify their Department Head, or in the case of Department Heads, the Mayor of all outside employment or contracted labor. Forms for this purpose will be provided by the Human Resource Department and will be kept on file with the employee's personnel records.

708 DISCLOSURE OF INFORMATION

The protection of confidential business information is vital to the interests and the success of the City. Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Customer or address lists
- Pending projects and proposals
- Technological data and computer data information
- Technological prototypes including engineering drafts/drawings

While state law provides for the release of certain documents or information as public information, such release(s) are controlled and limited to both procedure and type required for completion, submission, and processing. All requests for public documents should be coordinated through the Chief Financial Officer, City Attorney, City Clerk, or Public Works Director. All refusals to release city information or documents must, by state law, be coordinated through the City Attorney.

By way of example, medical information and records are confidential and shall not be released to the public. Likewise, on-going investigations, disciplinary action taken with an employee and other records/action in which the public is not directly involved, are generally records which shall not be released to the public without specific, written consent of the employee.

Any employee who inappropriately discloses confidential business information, particularly in cases where the employee stands to personally gain or benefit from such disclosure,, will be subject to

review for disciplinary action, up to and including possible termination of employment and legal action. The only exception to this policy shall be made with the approval of the Mayor.

709 RETURN OF PROPERTY

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all City property immediately upon request or upon termination of employment. Where permitted by applicable laws, the City may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The City may also take all action deemed appropriate to recover or protect its property.

710 SECURITY INSPECTIONS

The City wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the City prohibits the possession, transfer, sale, or use of such materials on its premises, except for law enforcement officers in the proper performance of their duties. The City requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees, but remain the sole property of the City. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the City at any time, either with or without prior notice.

The City likewise wishes to discourage theft or unauthorized possession of the property of employees, the City, visitors, and customers. To facilitate enforcement of this policy, the City or its representative may inspect not only desks and lockers but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto the City's premises.

711 UNLAWFUL DISCRIMINATION AND HARASSMENT

The City is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments, or any other form of harassment based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

SEXUAL HARASSMENT

Sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Sexual harassment can usually be defined as one of the following:

- 1) "Quid Pro Quo" involves the exchange of sexual favors for employment-related benefits. Examples might include, but are not limited to, hiring, promotion or other employment benefit being given or denied because of consent or refusal to consent to sexual advances or favors.
- 2) "Hostile Work Environment" is where conduct of a sexual nature or connotation becomes so hostile or abusive, because of its pervasiveness or severity, that it has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment for an employee, a supervisor, a customer, a citizen, or anyone else, whether involved in the conduct or not. Examples might include, but are not limited to, pictures, actions, touching, words, jokes, or comments of a sexual nature, whether real or perceived as such.

Employees should immediately communicate to the person committing the sexual harassment that their actions are unwelcome. Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. (See *712 Grievance Procedure* below) If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact their Department Head. Where an employee believes it would be inappropriate to discuss the nature of a concern with their Department Head, they can go to the Human Resource Director, City Attorney, Chief Financial Officer, or the Mayor. Employees, who would prefer to report a problem to a female, may discuss it with the Payroll Clerk or Deputy Treasurer. Employees can raise concerns and make reports without fear of reprisal. Retaliation in any form by any employee, including supervisors, against someone who has reported or may report an incident of sexual harassment is strictly prohibited.

Any employee who becomes aware of possible sexual or other unlawful harassment, should promptly advise the Human Resource Director, City Attorney, Chief Financial Officer or Mayor, who will handle the matter in a timely and confidential manner.

Any employee engaging in sexual or other unlawful harassment or in retaliation for the reporting thereof will be subject to disciplinary action, up to and including termination of employment.

712 GRIEVANCE PROCEDURE

It is the policy of the City of Rexburg to seek fair and equitable treatment of all employees and to encourage positive and cooperative relationships among all regular full-time and part-time employees and between employees and supervisors. Grievances which arise from any disputed action or discipline as the result of enforcement or interpretation of the policies and procedures of the City and this handbook may be heard. Grievances may include termination of employment or complaints of unfair or unjust treatment of employees within the scope of the City's policies and procedures.

As stated in Section 504 of the Rehabilitation Act of 1973, employees of the City shall not be discriminated against, excluded from participation in or denied benefits of any program or activity receiving Federal assistance, solely on the basis of a physical handicap.

In accordance with this Act, the City, as a recipient of Idaho Community Development Block Grant (ICDBG) funds, certifies all citizens shall have the right to submit his or her grievance(s) and receive a response in a timely, equitable, and responsible manner.

In the case of an MFD employee grievance, the wording below as "Mayor or his/her designee" shall be replaced by "the Rexburg/Madison Emergency Services Board".

When an employee believes a problem or grievance exists which impairs his/her effectiveness at work, the following procedure may be initiated by the employee to define and resolve the problem or grievance:

STEP 1

The employee shall seek to solve any problem or grievance by discussion with the Department Head. (See *204 Employment Categories* [in 200 Records & Status](#) for the definition of a Department Head)

If the problem or grievance is of sufficient significance, the employee may present a written statement to the Department Head. The Department Head must reply in writing to the employee within 14 calendar days from the date of notice of a problem by the employee.

EXCEPTION

An exception to this Step 1 procedure may occur when the employee is the subject of a drug or alcohol positive test result (or refusal to take such a test) under the terms and conditions of the City's Drug & Alcohol Policy and/or the Fitness For Duty Policy, found in [703 & 704](#) of this handbook. In this case, the Department Head need not provide a written reply to the employee's written request for review. In such instances, the request for review will go directly to the Mayor or his/her designee as is seen in Step 2(b) below.

STEP 2

- a. If the employee is still dissatisfied, the employee may request review by the Mayor or his/her designee. Such requests must be made within 14 calendar days from the date the Department Head replies or offers a resolution to the employee.
- b. The problem or grievance must be presented to the Mayor or his/her designee in writing. Except for requests involving the Drug & Alcohol Policy and the Fitness For Duty Policy, the Mayor or his/her designee will decide within five (5) business days of receiving the written request, to determine if the problem or grievance is valid and deserving of further review.

STEP 3

If the grievance is considered valid by the Mayor or his/her designee, or in the case of a discharge, the Mayor or his/her designee will schedule a meeting within 14 calendar days with the employee, and the Department Head to seek a mutual resolution of the problem or grievance, or in the case of a discharge or action involving the Drug & Alcohol Policy or the Fitness For Duty Policy, to hear the employee's grievance.

STEP 4

After the grievance is heard, the Mayor or his/her designee will issue, within five (5) business days, a decision as to any discharge and other action to be taken.

800 PURCHASING RULES

801 GENERAL POLICY ON PURCHASES

All employees of the City are entrusted with the proper and prudent management of all funds paid over to the City for the enforcement and administration of all applicable statutes, ordinances, and resolutions.

Any employee, who engages in the improper transfer of material or information, disclosure of information, or the improper handling of City funds, will be subject to disciplinary action, up to and including termination of employment and legal action against that employee.

Each department head will designate the employees within their department who are entrusted with the authority to make purchases for that department. Those employees entrusted with this responsibility will sign all invoices and provide copies to the appropriate vendors to be included with monthly statements to the City.

Any sales persons calling by phone or in person for the purposes of making sales to the City, shall be referred to the related Department Head.

Mandatory Local Purchasing

It is mandatory that all purchases less than \$5,000 be made from vendors within the City, if possible, unless it is pursuant to a formal bid. The only exceptions to this policy can be granted by the Mayor or Chief Financial Officer and are usually for reasons of significant price difference.

802 BIDDING PROCEDURES

More Than \$1,000

For any purchases of \$1,000 or more, it is necessary to obtain bids from three (3) different vendors whenever possible, except for parts and repairs on equipment and except in emergencies.

Exception: Construction work may be purchased without a bid with the approval of the Public Works Director when time is of the essence, the availability of bidders is limited, and the cost is less than \$10,000,

Purchases may not be split into parts in order to avoid having to bid them. Failure to follow bidding rules and laws is usually wasteful and sometimes illegal per state law.

Failure to bid purchases as required may result in the loss of purchasing authority and could lead to discipline up to and including termination.

More Than \$10,000

For any purchases of \$10,000 or more, the purchase order must be approved by the Chief Financial Officer or Mayor.

Supervisors have additional rules for purchases over \$10,000 in the Supervisor's Handbook.

803 PURCHASE ORDERS

All purchases made through the City, unless purchased through a Purchase Card (See *804 Purchase Card Program* below) or through the payment of regularly occurring or pre-approved invoices as set forth in Resolution No. 2008-01, such as power bills, must have a purchase order (P.O.) drawn up by

the department or City Hall for which the purchase is being made, signed by the department head, and a purchase order number obtained from City Hall. Purchase orders must be properly and accurately completed in order to ensure timely processing. Any purchase without a proper P.O. may be subject to payment by the individual who signed the order or receipt; purchases without a proper P.O. cause extreme and unneeded problems and inefficiencies in the Accounts Payable Department.

The Public Works Director shall sign all P.O.'s for any Public Works Department. In the event a Department Head is not available, the Mayor or Chief Financial Officer (CFO) may sign the P.O.

All blanket P.O.'s (those purchase orders covering specific items to be purchased on a recurring frequent basis), must show a validation period and expiration date.

In case of emergencies or on non-business days, purchases for the City can be made without a P.O. number. However, a P.O. must be made up the next business day by calling City Hall, and the purchaser is responsible for notifying the vendor or service provider of the proper P.O. number.

804 PURCHASE CARD PROGRAM

The Purchase Card is the preferred purchasing tool for employees whose jobs require them to purchase low dollar items. The card helps save time of employees by removing advance approval and reducing paperwork. The card will reduce the number of purchase orders, petty cash funds, personal funds reimbursed by expense reports and checks written to pay the same.

The Purchase Card is a bank-issued charge card which carries City of Rexburg payment liability. Cardholders are individually accountable for use of their cards.

What can be purchased on the purchase card?

- Only items less than the transaction limit and as allowed by the CFO (Chief Financial Officer).
- Other expenses as the CFO may allow.

What if a vendor will not accept the purchase card?

- It is in the City's interest to encourage all appropriate vendors to accept the card. If vendors do not want to participate in the card program, they should accept a P.O.# and send an invoice indicating the PO# applicable.

Who should use the purchase card?

- Purchase Cards must not be lent out. Each employee is personally responsible for what is charged to it. The CFO and Department Head will determine who will receive a purchase card or have access to one.

What are the internal controls used?

- The CFO will manage training, acquisition, and maintenance of cards and will determine who may have cards and the spending limits for each.
- Charges must be reviewed and approved by users and managers, and reconciled to monthly bank statements, and approved by accounts payable.

What are the factors critical for the success of this program?

- Employees are trusted to use good judgment in their purchasing.
- Supervisors will effectively manage the increased responsibility and accountability expected of employees.

ROLES & RESPONSIBILITIES

CFO:

- * Administers card program city-wide.

- * Receives information and reports from the bank.
- * As primary contact with the bank: orders, receives, and distributes cards, assists in reporting lost or stolen cards, and communicates program problems.

Accounts Payable

- * Collects supporting documentation (charge slips, sales receipts, packing slips, etc.) from cardholder, foreman or department head.
- * Performs monthly reconciliation procedures and resolves all matters related to reconciliation discrepancies.
- * Reports unauthorized use of cards or violation of policies to the CFO.

Department Head

- * Authorizes issuance of Purchase Cards to employees within their department.
- * Ensures that Purchase Cards are returned/canceled when necessary.
- * Ensures that all receipts of purchases are turned in to Accounts Payable on a timely basis.
- * Reviews and approves each purchase.

Cardholder

- * Is personally responsible for proper use of the Purchase Card assigned to them.
- * Completes the Cardholder Agreement.
- * Signs the card immediately when it is received.
- * Safeguards Purchase Cards and their account numbers against loss, theft or misuse.
- * Reports lost or stolen cards immediately to the CFO and Department Head.
- * Purchases in accordance with this policy.
- * Accepts delivery of and inspects purchased goods.
- * Documents all purchases with a receipt indicating a short description of the items purchased, and submits it by the first business day of the following week to Accounts Payable.
- * Review and approves each purchase
- * Returns the card to CFO upon termination of employment or when specifically requested to do so.

Inadvertent personal use of City Credit card

* Personal use of a City purchase or credit card is prohibited. Employees who inadvertently use the card for personal or non-city business must immediately notify the accounts payable department of such use and reimburse the city immediately.

805 PURCHASES FROM RELATED PARTIES

See 705 *Conflicts of Interest* in [700 Conduct & Disciplinary Action](#)

See 706 *Acceptance of Gifts* in [700 Conduct & Disciplinary Action](#)

It cannot be stressed strongly enough that those persons entrusted with purchasing ability for the City need to be very aware of the potential for a conflict of interest. Business dealings with outside firms should not result in unusual gains for those firms or for any employee or any relatives of employees of the City.

Great care must be taken when an employee contemplates making a purchase from a related party. The definition of a related party includes a person or a person's business where that person is related to a city employee or is a city employee (the definition of city employee includes elected officials). Even when the purchase is perfectly legal, the possible perception of the public must be considered. When there are alternative places to make a purchase, purchases from related parties should be avoided.

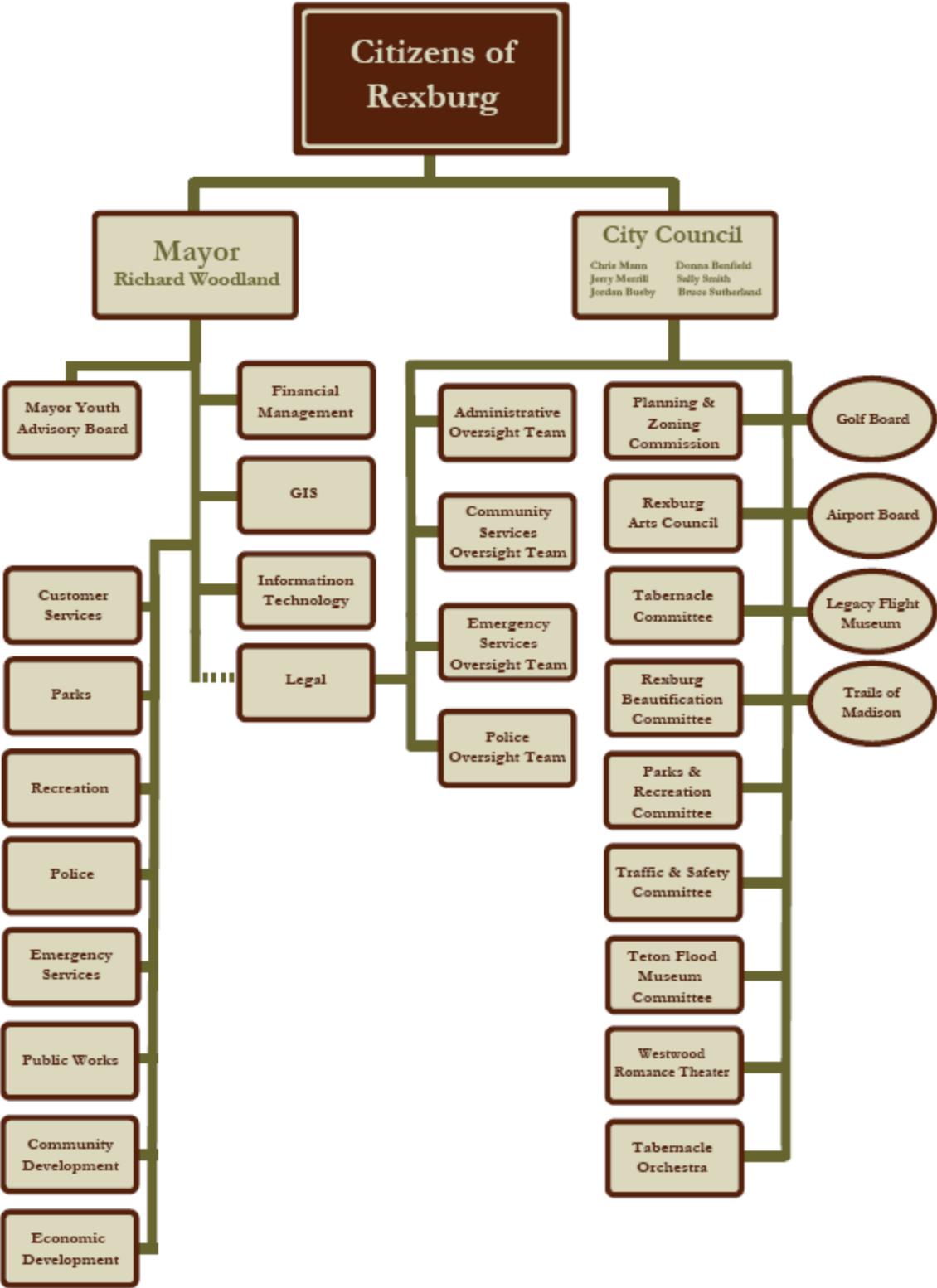
When, regardless of the amount, the purchase is properly bid and the related party is the low bidder, it may be permissible to purchase from the related party. Any such purchases should be reviewed and authorized by the Chief Financial Officer or City Attorney before being initiated.

Per state law, in no case can the city purchase anything from its own elected officials or from an entity they have a personal financial interest in.

806 PAYMENT OF INVOICES

1. Invoices can be paid that are approved by a quorum of the Rexburg City Council at a meeting of the Council, regardless of whether checks or credit card charges have previously been written or authorized.
2. Those invoices that are deemed to be regularly occurring and have been considered and approved as part of the annual budget process and are less than \$10,000, may be paid between Council meetings with the authorization of the Mayor or Chief Financial Officer or Deputy Financial Officer.
3. Those invoices that are deemed to be regularly occurring and have been considered and approved as part of the annual budget process and are more than \$10,000, may be paid between Council meetings with the authorization of at least one (1) elected official and one (1) employee of the Rexburg Treasurer's Office.
4. Those invoices that have not been approved as part of the regular annual budgeting process must be first approved at a Council meeting or at least vocal approval from a majority of the Council between meetings of the Council.

ORGANIZATION CHART



CONSANGUINITY CHART

All relatives classified as "1" or "2" (red or blue) below are within the 2nd degree of consanguinity.

4 Great Great Grandparent				
3 Great Grandparent	4 Great Grand Uncle/Aunt			
2 Grandparent	3 Great Uncle/Aunt	3 Child of Great Uncle/Aunt		
1 Parent	2 Uncle/Aunt	2 Cousin	3 Second Cousin	
1 Person A	1 Sibling	2 Nephew or Niece	3 Cousin's Child	
1 Child			3 Grand Nephew/Niece	
2 Grandchild				
3 Great Grandchild				

FLSA EXEMPT POSITIONS

Department	Position
Community Development	Community Development Director
Customer Services	City Clerk
Economic Development	Economic Development Director
Engineering	Engineer I
Engineering	City Engineer
Financial Management	Chief Financial Officer & City Treasurer
Financial Management	Deputy Finance Officer
GIS	GIS Analyst I
GIS	GIS Analyst II
GIS	GIS Cartographer
GIS	GIS Manager or Information Systems Manager
IT	Information Technology Manager
IT	Information Technology Assistant Manager
Legal	City Attorney
Madison Fire Department	Chief
Madison Fire Department	Assistant Chief
Parks	Parks Supervisor
Parks	Parks Assistant Supervisor
Police	Chief
Police	Captain
Police	Patrol Supervisor
Recreation	Recreation Director
Recreation	Aquatic Center Manager (summers only)
Recreation	Aquatic Center Assistant Manager (summers only)
Public Works	Public Works Director & Chief Engineer
Street	Street Foreman (S4)
Water	Water Foreman (W4)
Wastewater	WW Foreman (WW4)

DEPARTMENT HEADS

Department	Name	Title
Community Development	Val Christensen	Building Official/P&Z Administrator
Customer Services	Blair Kay	City Clerk
Economic Development	Scott Johnson	Economic Development Director
Financial Management	Richard Horner	Chief Financial Officer & Treasurer
Geographic Information Systems*	Craig Rindlisbacher	GIS Manager
Human Resources	Valeea Quigg	Human Resource Director
Information Technology	Kelvin Giles	IT Manager
Legal	Stephen Zollinger	City Attorney
Madison Fire Department*	Cory Child	MFD Chief
Parks	Greg McInnis	Parks Supervisor
Police	Shane Turman	Police Chief
Public Works	John Millar	Chief Engineer/Public Works Director
Recreation	Bob Yeatman	Recreation Director

*GIS Manager is jointly appointed by the City and County.

*MFD Chief is appointed by the Emergency Services Board.

CERTIFICATIONS THAT MERIT A STEP-RAISE

All certifications must be pre-approved and scheduled by the Department Head. Any part of a raise, regardless of the reason for the raise, that will move the base salary beyond step 37 in any pay range, if awarded, is to be awarded as a one-time lump sum. Lump sum raises are calculated as one year's worth of increase in wage.

Certification raises are given only once and not repeated every year, even if the employee is at step 37 of their pay range.

<u>Department Certifications</u>	<u>Employees Allowed</u>
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<u>Community Development</u>	
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I.C.C. Building Official	Building Official
APA Certification	Building Official
I.C.C. Fire Inspector	All Inspectors
I.C.C. Commercial Building Inspector	All Inspectors
I.C.C. Mechanical Inspector	All Inspectors
I.C.C. Residential Inspector	All Inspectors
I.C.C. Permit Technician	Secretary

<u>Customer Service</u>	
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Idaho Certified Municipal Clerk	City Clerk
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<u>Engineering</u>	
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PE	Assistant Engineer
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<u>Financial Management</u>	
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Idaho Certified Finance Officer	CFO & Deputy CFO
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<u>Geographic Information Systems</u>	
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none	
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<u>Information Technology</u>	
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none	
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<u>Legal</u>	
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none	
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<u>Madison Fire Department</u>	
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All Firemen if pre-approved by Dept. Head	
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In addition to the 'Required Skills, Knowledge, and Abilities:' of the Madison Fire Department Job Description, any employee who obtains authorization to complete one of the following certifications will be eligible, upon successful completion of such certification, for a salary increase in the specified amount.

Authorization shall be obtained from the Certification Panel, and shall be based upon a needs analysis at the discretion of the Certification Panel. (The Certification Panel shall consist of one chief, one captain, and one firefighter to determine the applicability of each certification request. In regard to the panel, the chiefs will select a chief, the captains will select a captain, and the firefighters will select a firefighter).

Aerial Apparatus Operator—IFSTA/State Certification or equivalent 2%

Driver/Operator—State Certificate 4%

Critical Care Paramedic—2% at initial Department Certification, 4% at initial National Certification

Rope Rescue Technician—IFSTA Curriculum 2%

Confined Space Rescue Technician—IFSTA Curriculum 2%

Swift Water Rescue Technician—2%

Accredited Bachelors Degree in an applicable field—4% (A panel will be convened to determine the applicability of each degree request.)

Accredited Masters Degree in an applicable field—4% (A panel will be convened to determine the applicability of each degree request.)

Hazmat Technician – 2%

Wildland Engine Boss – 2%

Paramedic – 4% initial certification, 4% at five years certified, 4% at ten years certified

Advanced EMT – 4 %

Executive Fire Officer – 4%

Fire Fighter II – 4%

Advancement to Fire Inspector and Captain—4% (advancement to Fire Inspector and Captain shall be by promotional appointment).

Fire Fighter One as well as Basic Wildland (Red Card) certifications are considered baseline employment requirements.

Parks none

Police Department

NACA 100 Level 2 only

Intermediate

Advanced

Supervisor

Management

Executive

FBI Academy

I.L.E.T.S.

Animal Control Officer

All commissioned officers

All commissioned officers

5

3

Chief

All commissioned officers

5 (Once each person)

Public Works Director

none

Recreation

none

Sanitation Department

none

Shop

none

Street Department

none

Wastewater Department

Operations Class I

All personnel

Operations Class II

3

Operations Class III

2 Including Public Works Director

Collection I

All personnel

Collection II

3

Collection III

2 Including Public Works Director

Laboratory Technician I

All personnel

Laboratory Technician II

2

Water Department

Operations Class I

All personnel

Operations Class II

2

Operations Class III

2