



Employee Manual

August 2007

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City of Stillwater Statement of Mission, Vision and Commitment

The City of Stillwater, a municipal government, is dedicated to providing public services that result in:

- A safe and secure community;
- Enriched life experiences;
- Development which is attractive, orderly, efficient, and meets the needs of all residents; and
- A positive climate for economic opportunity.

As public service professionals, we are committed to:

- **Working together** – we work together as one team, and with citizens and elected and appointed officials to establish policies and goals to direct our work.
- **Fairness and respect** – we treat customers and one another with fairness and respect.
- **Being responsive** – we provide timely, accurate, and courteous response to customer needs.
- **Openness and trust** – we maintain an atmosphere of openness and trust throughout the organization.
- **Honesty and integrity** – we have high standards of honesty and integrity.
- **Wise use of resources** – we responsibly use the resources which have been entrusted to us.
- **Innovation** – we constantly search for innovations in management, technology, and methods.
- **Professionalism** – we have a climate where professional growth, education and expression are encouraged.

This, then, is our vision for the City of Stillwater, a premier organization where:

- Employees are properly trained and equipped to deliver high quality services to all customers;
- Employees are recognized as the City's key resource for service delivery;
- Highly respected public service professionals are relied upon to provide analysis and leadership;
- Each employee takes an active part in a continual process of identifying and implementing ever better ways to serve customers;
- Employees are citizens motivated by an internal desire to work together to accomplish well-defined, community-supported goals;

Job sites and equipment are clean, safe, and well maintained; work is meaningful, challenging and satisfying.

Introductory Statement

This manual 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. It is your responsibility to read, understand, and comply with all provisions of the manual. It describes many of your responsibilities as an employee and outlines the programs developed by the City to benefit employees.

The fundamental objectives of this manual are:

1. To promote and increase efficiency and economy in the service of the municipal organization;
2. To develop and maintain a program of recruitment, advancement and tenure, all predicated on merit and fitness, which will make the municipal service attractive as a career and encourage each employee to render the best possible services to the people of Stillwater;
3. To establish and promote high morale among municipal employees by providing good working relationships, uniform personnel policies, equal opportunity for advancement and consideration for employee needs and desires;
4. To provide fair and equal opportunity to all qualified or qualifiable persons to enter City employment on the basis of demonstrated merit and fitness as determined through impartial and job-related requirements, tests and interviews.

No employee manual can anticipate every circumstance or question about policy. This manual is not intended to be all inclusive or to reflect the full policy of items mentioned. As a result, you are encouraged to contact your supervisor if you have questions. As the City continues to grow, the need may arise and the City reserves the right to revise, supplement, or rescind any policies or portion of the manual from time to time as it deems appropriate. Employees will be notified of such changes to the manual as they occur. Deviations from provisions of this manual may only be made with the authorization of the City Manager.

101 Nature of Employment/Line of Authority

Effective Date: October 2004

The City of Stillwater is an employment-at-will employer. The policies and procedures contained herein are not meant to imply permanency in employment or property rights, nor a contract or binding agreement between the City of Stillwater and an employee. The employment of an employee can be terminated at the discretion of the City, with or without cause and with or without notice, at any time, at the option of either the City or the employee. The City Manager, at his/her sole discretion, has the right to change the rules and policies as described herein at any time and the authority to enter into any agreement for employment for any specified period of time. The policy and procedure manual is not an employment contract.

In the event of conflict between the rules and/or benefits contained in this manual and any collective bargaining agreement the terms and conditions of the CBA shall prevail for members of the bargaining unit.

Unless otherwise provided by the City Charter the line of authority and responsibility for the City of Stillwater begins with the City Manager and descends through the department heads, assistants, various levels of supervisors, and ends with non-supervisory employees.

102 Departmental Policy

Effective Date: October 2004

Every department may establish regulations that are necessary to their daily operations. The head of any department may formulate in writing additional policies/procedures necessary for the conduct of the department. These regulations shall not be in conflict with this manual and shall be authorized by the City Manager. A current copy of departmental regulations shall be kept on file with the Human Resources Director, the City Manager's Office, and in the department for review by departmental personnel.

103 Administration and Responsibility

Revision Date: August 2007

The personnel policies and procedures established by this manual shall be administered by the Human Resources Director. The City Manager has the sole responsibility for granting waivers or amendments to this administrative policy.

The Human Resources Director shall be responsible for planning, organizing, directing and coordinating the personnel activities of the City.

Department heads and supervisors are expected to become knowledgeable of the rules and regulations contained herein and are responsible for compliance with personnel policies and

procedure in their respective departments. Any question as to the interpretation or understanding of any personnel policy or procedure should be directed to the Human Resources Director.

104 Personnel Objectives

Effective Date: October 2004

- (a) To recognize that the loyalty and cooperation of employees are of basic importance to the success and progress of the City.
- (b) To seek the advice of employees and to develop in managers and supervisors an interest in listening attentively to questions and suggestions.
- (c) To reward employees fairly and equitably based upon job evaluation and individual performance review, and to provide employee benefits and working conditions which will maintain the City's reputation as a good employer.
- (d) To provide the safest possible working conditions for all employees in accordance with existing federal, state and local laws.
- (e) To maintain regular channels of communication for the purpose of keeping employees informed about the City's practices, issues, achievements, goals and plans.
- (f) To recruit and hire competent people with the knowledge, skills, experience and abilities best suited to the City's needs and develop them for positions of increasing responsibility.
- (g) To promote from within whenever possible, considering, but not limited to, such factors as skills, experience, performance and potential, and to provide the assistance, encouragement and training necessary for advancement.
- (h) To recruit, hire, train, pay and promote people and to provide privileges and conditions of employment without regard to race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.
- (i) To implement these personnel policies by publishing uniform personnel practices and procedures.

105 Equal Employment Opportunity

Revision Date: August 2007

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. The City does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Any employee with questions or concerns of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate supervisor, department head, or the Human Resources Department. Employees can raise concerns and make reports without fear of reprisal. Employees engaging in unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

106 Business Ethics and Conduct

Revision Date: August 2007

The continued success of the City is dependent upon our citizens' trust and we are dedicated to preserving that trust. Employees owe a duty to the City, their co-workers, and citizens to act in a way that will merit their continued trust and confidence.

The City will comply with all applicable laws and regulations and expects its department heads, supervisors, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws, and to avoid any illegal, dishonest, or unethical conduct.

In general, the use of good judgment based on high ethical principles, will guide employees with respect to acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, employees shall discuss the matter openly with their immediate supervisor, department head, and, if necessary, with the Human Resources Department for advice.

107 Hiring of Relatives

Revision Date: August 2007

For purposes of this policy, relative is defined as: spouse, parent, child, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, first cousin, or corresponding in-law, "step", or "half" relation.

An employee shall not supervise, either directly or indirectly, the work of a relative which involves hiring, dismissing, disciplinary action, promotional evaluation, performance appraisal or job and work assignment. If this situation arises through a change in family composition or a job transfer/promotion, the affected employees shall immediately report the situation to the Human Resources Department. The employees may be separated by reassignment or terminated from employment as deemed necessary by the City Manager.

Relatives of present employees will not be hired into the same division within a department. Under no circumstances shall any relative of any department head or of any of the employees in the City Manager's Office or the Human Resources' Office be employed in a full-time or regular part-time position within the City. This restriction does not apply to seasonal or temporary positions.

108 Immigration Law Compliance

Revision Date: August 2007

The City is committed to employing only United States citizens and aliens who are authorized to work in the United States. 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. 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 seeking information on immigration law issues are encouraged to contact the Human Resources Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

109 Outside Employment

Revision Date: August 2007

Employees may hold outside jobs if they continue to meet performance standards, maintain efficiency, and there is no time conflict or conflict of interest. All employees will be judged by the same performance standards and will be subject to the City's scheduling demands, regardless of outside work requirements.

Employees are required to notify their supervisor of outside employment that is functionally equivalent to the employee's duties performed on behalf of the City.

If the department head determines the outside employment creates a decrease in performance, loss of efficiency, a conflict of schedules or interest, the employee shall either not accept or shall terminate the outside employment. No employee shall engage in outside business during working hours.

110 Disability Review and Possible Accommodations

Revision Date: August 2007

The City is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. Reasonable accommodation may be provided to qualified individuals with a disability, where such disability affects the performance of essential job functions. The City will follow state or local laws that provide individuals with disabilities greater protection than the ADA.

The City is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with all applicable federal, state, and local laws. Questions or requests concerning ADA compliance or accommodations shall be directed to the Human Resources Department.

111 Whistle Blowing

Revision Date: August 2007

It is an employee's responsibility to report to the administration any violations of departmental rules or safety policy, theft or destruction of City property, harassment, or any other conduct in conflict with the City's work regulations, including related actions by non-employees. The

reporting of such conduct shall include documented information, reliable sources and concrete facts. No employee shall be disciplined or retaliated against for providing such information in accordance with this policy.

201 Employment Categories

Revision Date: August 2007

It is the intent of the City to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Each position is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws. Employees in NON-EXEMPT positions are entitled to overtime pay and/or compensatory time under specific provisions of federal and state laws. Employees in EXEMPT positions are excluded from specific provisions of federal and state wage and hour laws. A position's EXEMPT or NON-EXEMPT classification may be changed only upon written approval of the Human Resources Director.

In addition to the above classification, each employee will be designated as one of the following:

REGULAR FULL-TIME employees are those who are regularly scheduled to work the City's full-time schedule. Generally, they are eligible for the City's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are regularly scheduled to work less than 40 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation), they are ineligible for the City's other benefit programs.

SEASONAL employees may work regular hours during certain times of the year but employment terminates at the close of the season. While they do receive all legally mandated benefits (such as Social Security and workers' compensation), they are ineligible for the City's other benefit programs.

TEMPORARY/INTERMITTENT 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 and Social Security), they are ineligible for the City's other benefit programs.

202 Personnel File Contents

Effective Date: August 2007

Employee personnel files are maintained by the Human Resources Department. These files include all data relating to employee status, history, performance, training, commendations, discipline, qualifications, benefits enrollment, and payroll elections. Personnel files may also include other information deemed relevant by the Human Resources Director. Employee medical information is maintained in a separate medical file in the Human Resources

Department. Department heads are responsible for forwarding appropriate documents to the Human Resources Department for inclusion in the personnel files of department employees.

203 Access to Personnel Files

Revision Date: August 2007

Personnel files are the property of the City. With reasonable advance notice, employees may view their personnel file at the Human Resources Department in the presence of a staff member at any time during normal working hours. It is the employee's responsibility to obtain prior approval of their supervisor to be absent from their place of duty while reviewing their file. Otherwise, only supervisors and/or management personnel with specific need to do so may review personnel files. Information contained in personnel files shall be kept confidential and shall not be disclosed except as authorized by the Oklahoma Open Records Act or in writing by the employee.

Access to medical files maintained by the City is limited to authorized Human Resources personnel. The information contained in medical files is subject to the City's confidentiality policy and may also be subject to other state and federal privacy laws (i.e., HIPAA).

204 Personal Data Changes

Effective Date: October 2004

It is the responsibility of each employee to promptly notify the City of any changes in personal data. Personal mailing addresses, telephone numbers, names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports shall be kept accurate and current at all times. Any change in personal data shall be provided to the Human Resources Department as soon as possible.

205 Introductory Period

Revision Date: August 2007

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 any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first six months after their date of hire. Departments may, with the consent of the Human Resources Department and the City Manager extend the introductory period.

During the introductory period, new employees are eligible for benefits required by law, such as

workers' compensation and Social Security. They may also be eligible for City-provided benefits, subject to the terms and conditions of each benefits program.

Upon promotion or transfer, written performance evaluations will be scheduled six months from the promotion/transfer date, and every 12 months thereafter. This allows the supervisor and employee to discuss job performance in the new position.

206 Performance Evaluations

Revision Date: August 2007

Supervisors and employees are encouraged to discuss job performance and expectations on an informal, day-to-day basis. Formal performance evaluations are 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 expectations. It is recommended that supervisors formally establish their expectations for each employee and share those expectations with each employee at the beginning of their review period.

Each supervisor is responsible for preparing a formal performance evaluation of their employees, both full and part time. The evaluations are to be prepared on the appropriate evaluation form provided by Human Resources and must be completed one month prior to the effective date. Once the evaluation has been approved by the division head, department head, HR and City Manager's Office (CMO), the supervisor shall provide the employee with the evaluation and schedule a time to review the information with the employee. Prior to the approval of the evaluation by the CMO, the supervisor shall not discuss salary recommendations or performance ratings with the employee.

Formal performance evaluations for new, newly promoted, or transferred employees are scheduled following the successful completion of their six-month introductory period. Consecutive performance evaluations will be scheduled every 12 months from this review date. Employees not meeting expectations during a performance evaluation will receive a follow-up review in three months. This second review does not change the employee's annual review date.

207 Salary Administration

Revision Date: August 2007

The City's objective is to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, the City is committed to paying its employees wages that reflect the requirements and responsibilities of their positions and are comparable to both positions in the organization and that of similarly situated employees in other organizations in the area and the state.

Performance-based pay adjustments may be awarded, subject to funds being available, in conjunction with satisfactory employee performance documented by the performance evaluation process. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by the formal performance evaluation process and the employee's current placement in the pay plan.

Employees shall present pay-related questions or concerns to the attention of their immediate supervisor. Employees can request a full copy of the Salary Administration Policy from Human Resources.

208 Reemployment

Revision Date: August 2007

While the City of Stillwater is under no obligation to reemploy or give preference to former employees, all qualified persons are encouraged to apply. Previous personnel records will be made available for the selection process. If a person is reemployed that person will accumulate annual leave and related benefits at the rate of a new employee, unless reemployed within 60 days of the termination date or within 180 days of layoff due to a reduction in force.

301 Employee Benefits

Revision Date: August 2007

Eligible employees have a wide range of benefits available to them. A number of the programs (such as Social Security, Medicare, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Details of these programs can be obtained by contacting Human Resources.

The following benefits are available to eligible employees (benefits included in this manual are followed by the corresponding section number):

- 401(k) Savings Plan (OMRF), section 317
- 457 Savings Plan (ICMA)
- 529 College Savings Plan
- Annual Vacation Leave, section 302
- Bereavement Leave, section 309
- Dental Insurance, section 316
- Employee Assistance Program, section 318
- Family Leave, section 305
- Flexible Spending Account (FSA)/Cafeteria 125 Plan, section 319
- Health/Prescription Plan, section 314
- Holidays, section 303
- Jury Duty Leave, section 310
- Leave Sharing, section 306
- Life Insurance, section 315
- Medical Leave, section 305
- Military Leave, section 307
- Pension Plans for Police and Fire
- Sick Leave, section 304
- Tuition Reimbursement, section 313
- Vision Plan
- Voting Time Off, section 308
- Witness Duty Leave, section 311
- Workers' Compensation Program, section 503

Some benefit programs require contributions from the employee, but most are fully paid by the City.

Certain benefit programs (medical, dental, vision and the Flexible Spending Accounts) require the employee to notify the City within thirty days of a “qualifying event” if they wish to make changes regarding coverage. Examples of qualifying events are: divorce, marriage, death of a dependent, birth or adoption, loss of dependent status, or a change in the employee’s spouse’s

employment status.

City benefit programs are subject to change at any time. Benefits not required by federal or state law are subject to budget appropriation and the City's financial condition. Additional benefit programs may be provided to employees to encourage morale and show appreciation for staff.

302 Annual Vacation Leave

Revision Date: August 2007

Time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Regular full-time employees are eligible to earn and use vacation time as described in this policy:

The amount of paid annual leave employees receive each year increases with the length of their employment as shown in the following schedule:

LENGTH OF SERVICE	PER PAY PERIOD LEAVE EARNED	YEARLY TOTAL	LIMIT CARRIED FORWARD
0-4 YEARS	3.08 HOURS	80.08	120.08
5-9 YEARS	3.70 HOURS	96.20	136.20
10-14 YEARS	4.62 HOURS	120.12	160.12
15-19 YEARS	5.53 HOURS	143.78	183.78
20 AND OVER	6.16 HOURS	160.16	200.16

The length of eligible service is calculated from the employee's hire date in an eligible position.

New employees are not allowed to use accrued annual vacation leave during their first six months of employment.

Employees shall submit leave requests to their supervisor at least two weeks, but not more than six months, prior to the first day of the requested leave. Supervisors should accommodate all timely leave requests so long as the scheduling does not interfere with the operational needs of the department. Annual leave requests which are not submitted at least two weeks in advance will be considered on a case-by-case basis and must be submitted as soon as possible. Annual vacation leave requests will be denied if they will cause a disruption of operations or staffing problems. Supervisors will notify employees of the status of their leave requests within three days of receipt.

Employees requesting time off from work must use available accrued leave prior to requesting leave without pay.

Annual vacation leave 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. Annual vacation leave does not accrue during periods of unpaid leave.

As stated above, employees are encouraged to use available paid annual leave for rest,

relaxation, and personal pursuits. In the event that available leave is not used by the end of the calendar year, employees may carry unused time forward to the next calendar year. At year end, if the total amount of unused leave surpasses the "maximum carry forward" limit the employee will lose the amount above the limit. Each employee who is expected to exceed their "maximum carry forward" limit will be notified prior to year end to provide them an opportunity to use the leave.

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

303 Holidays

Revision Date: August 2007

The City observes the holidays listed below:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas (December 25)

Holiday pay will be calculated based on the employee's base pay rate (as of the date of the holiday). Regular full-time employees are eligible for holiday pay as described in this policy.

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.

To be eligible for holiday pay, employees must work, or be on approved paid leave, the last scheduled day immediately preceding and the first scheduled day immediately following the holiday. If a recognized holiday falls during an employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If an eligible non-exempt employee is required to work an authorized holiday, they shall be compensated at one and one-half times the normal hourly rate. If a subsequent day off is not awarded in lieu of the holiday, the employee shall receive an additional eight (8) hours holiday pay at the normal hourly rate.

When a holiday falls on an employee's regularly scheduled day off, the holiday shall be treated as though it had fallen on his/her next workday. If a subsequent day off is not awarded in lieu of the holiday, the employee shall receive an additional eight (8) hours holiday pay at the normal hourly rate.

In addition to the recognized holidays previously listed, eligible employees will receive two (2) floating holidays each fiscal year. Employees shall submit leave requests for floating holidays in the same manner as annual vacation leave requests.

If an employee is hired after January 1, the employee will receive only one (1) personal, floating holiday for that fiscal year. If hired after May 31 an employee is not eligible for personal, floating holidays until after July 1. Only one (1) floating holiday may be used during an employee's introductory period. Unused personal days may not be carried forward to the next fiscal year.

Paid time off for holidays will be counted as hours worked for the purposes of determining overtime.

304 Sick Leave (see also section 305 FMLA)

Revision Date: August 2007

The City provides paid sick leave to all eligible employees for periods of temporary absence due to illnesses or injuries. Regular full-time employees are eligible to earn and use sick leave as described in this policy.

Eligible employees will accrue sick leave benefits at the rate of 3.70 hours per pay period.

An eligible employee may use sick leave for an absence due to the employee's own illness or injury or to care for an immediate family member. The City defines "immediate family" as the employee's spouse, parent, child or legal ward, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren or corresponding in-law, "step", or "half" relation.

Employees who are unable to report to work due to illness or injury shall notify their direct supervisor before the scheduled start of their workday. The direct supervisor must also be contacted on each additional day of absence. If an employee is absent for three (3) or more consecutive days due to illness or injury, a physician's statement must be provided verifying the medical condition and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits. Before returning to work from a sick leave absence of three (3) working days or more, an employee must provide a physician's verification that he or she may safely return to work.

Sick leave 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. Sick leave does not accrue during periods of unpaid leave.

Unused sick leave will be allowed to accumulate until the employee has accrued 1,000 hours. If the employee's benefits reach this maximum, an employee will accrue an additional 96.2 hours

throughout the year. This amount will not be allowed to be carried forward to the following year. At year end, the amount over 1,000 hours will be placed in the employee's "catastrophic leave bank" for use by the employee only after all other sick and annual leave has been exhausted.

An employee who makes a false claim for paid sick leave shall be subject to disciplinary action up to and including termination.

Unused sick leave up to 1,000 hours, excluding those hours in the "catastrophic leave bank", will be paid to employees who resign or retire according to the following schedule (based on years of employment in a full-time position):

- After five (5) full years employment- 10%
- After ten (10) full years employment -12.5%
- After fifteen (15) full years employment -15%
- After twenty (20) full years employment-20%
- After twenty-five (25) full years employment-25%
- After thirty (30) full years employment-30%
- After thirty-five (35) full years employment-35%

305 Family and Medical Leave

Revision Date: August 2007

The City provides protected family and medical leaves of absence to eligible employees who are unable to work for one of the following reasons: the birth of the employee's child and in order to care for the child; the placement of a child with the employee for adoption or foster care; to care for a spouse, child or parent who has a serious health condition; or for the employee's own serious health condition.

Employees who meet the applicable time-of-service requirements (employment of one year and 1250 hours) may be granted a total of 12 weeks of FMLA (during a rolling 12-month period). Family and medical leave must be taken concurrently with any accrued paid leave, such as annual vacation, personal days, and/or sick leave. The remainder of the leave period will then consist of unpaid leave.

If the employee will be absent from work for more than three (3) work days for a qualifying reason they must immediately notify their supervisor and Human Resources.

The City will follow all applicable federal and state laws regarding this issue and policies are subject to change. Employees can contact their supervisor or Human Resources for more information or to obtain a copy of the full policy.

306 Leave Sharing

Effective Date: October 2004

The City, under certain circumstances, may allow an employee to donate annual leave to a fellow employee who is suffering from an illness, injury, impairment, or physical or mental condition which has caused, or is likely to cause, the employee to take leave without pay.

Leave sharing shall be approved by the receiving employee's department head and by the Human Resources Department subject to the following provisions:

- a) The receiving employee has exhausted, or will exhaust, all leave (annual, compensatory, sick, and personal days) due to the illness or injury.
- b) The donating employee may donate any amount of annual leave, provided the donation does not cause the annual leave balance of the donating employee to fall below eighty (80) hours.
- c) The receiving employee may receive a maximum of one hundred sixty hours (240 hours for firefighters) of shared leave during a twelve-month period. A twelve-month period includes the past eleven months plus the current month.
- d) Any shared leave not used by the recipient will be returned to the donor(s). Unused shared leave will be divided proportionally among the donors.
- e) The receiving employee will not accrue annual leave or sick leave while on donated leave time.
- f) All donated leave must be given voluntarily. Only annual leave can be donated.

307 Military Leave

Revision Date: August 2007

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable to provide.

The City will comply with all provisions of the Uniformed Services Employment and Reemployment Act (USERRA), and all Federal and Oklahoma State Statutes related to Military Service. Military Leave will be recognized and afforded to all employees who are U.S. armed forces, national reserves, or National Guard members. Any military duty that exceeds the eligible employee's military leave balance may be taken as annual vacation leave, compensatory time, personal days or unpaid leave of absence.

Continuation of health benefits is available as required by United States Employee Re-Employment Rights Act based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Annual vacation leave, sick leave, and holiday benefits will continue to accrue during a paid military leave of absence.

The City will follow all applicable federal and state laws regarding this issue and policies are

subject to change. Employees may contact the Human Resources Department for more information concerning military leave.

308 Voting Time Off

Revision Date: August 2007

The City encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees shall vote either before or after their regular work schedule. If an employee's work schedule prevents them from voting in an election during their nonworking hours the City will either adjust an employee's work schedule for that day or will grant up to two (2) hours of paid time off to vote.

Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

309 Bereavement Leave

Revision Date: August 2007

Employees who wish to take time off due to the death of an immediate family member shall notify their supervisor immediately. Unpaid bereavement leave is available to all employees.

Employees with available, accrued leave may use this leave as paid bereavement leave for up to three (3) days. Paid bereavement leave will be calculated on the base pay rate at the time of absence and will not include any special forms of compensation. Employees without available or accrued leave may take up to three (3) days of unpaid bereavement leave.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use annual vacation leave, comp time, or personal days for additional time off as necessary.

The City defines "immediate family" as the employee's spouse, parent, child or legal ward, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents, grandchildren or corresponding in-law, "step", or "half" relation.

310 Jury Duty

Revision Date: August 2007

The City encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to four (4) weeks of paid jury duty leave over any two (2) year period.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Regular full-time employees

qualify for paid jury duty leave.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available annual vacation leave, comp time, personal days or request time off without pay.

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

Either the City or the employee may request to be excused from jury duty if, in the City's judgment, the employee's absence would result in serious operational difficulties.

The City will continue to provide health insurance benefits until the end of the month in which the unpaid jury duty leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish to continue coverage.

311 Witness Duty

Effective Date: October 2004

If employees have been subpoenaed or otherwise requested to testify as witnesses by a governmental agency, they will receive pay for the entire period of witness duty.

Employees will be granted unpaid time off to appear in court as a witness when subpoenaed by a party other than a governmental agency. Employees are free to use available annual vacation leave, comp time, or personal days to receive compensation for the period of this absence.

The subpoena shall be presented 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.

312 Benefits Continuation (COBRA)

Revision Date: August 2007

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) provides employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements. It is the responsibility of the employee to notify the City within sixty (60) days of a qualifying event. Failure to notify Human Resources could result in a loss of eligibility.

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 coverage under the City's health plan.

313 Tuition Reimbursement

Revision Date: August 2007

The City will provide educational assistance to all eligible employees upon completion of the introductory period. To maintain eligibility employees must remain on the active payroll and be performing their job satisfactorily through completion of each course. Regular full-time employees are eligible for educational assistance.

Individual courses or courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable-future position in the City in order to be eligible for educational assistance. The City has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable-future position.

The amount of educational assistance available to an employee is limited to six (6) credit hours per semester, not to exceed eighteen credit hours per fiscal year. Reimbursement amounts will not exceed Oklahoma State University's current tuition rates. Courses must be completed with a "C" grade or better to be eligible for reimbursement.

While educational assistance is expected to enhance employees' performance and professional abilities, the City does not guarantee that participation in formal education will entitle the employee to an automatic advancement, a different job assignment, or pay increases.

The City invests in educational assistance to employees with the expectation that the investment be returned through enhanced job performance. Employees will be required to reimburse the City the cost of educational assistance provided for courses taken within three years immediately preceding an employee's separation from the City's employment. If repayment is required a prorated amount must be refunded to the City at the time of termination. Employees shall contact their supervisor or the Human Resources Department for more information or questions about educational assistance.

314 Health/Prescription Plan

Revision Date: August 2007

The City's health plan provides employees and their eligible dependents access to medical and prescription benefits. Regular full-time employees are eligible to participate in the health plan. Eligible employees may participate in the health plan subject to all terms and conditions of the Master Plan Document.

Details of the health plan are described in the Master Plan Document. This document and information on cost of coverage will be provided in advance of enrollment to eligible employees.

Contact the Human Resources Department for more information about health benefits.

A change in employment classification that results in loss of eligibility to participate in the health plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information, section 312.

The City is governed by the rules and regulations of the federal Health Insurance Portability and Accountability Act (HIPAA). See Attachment A for the City of Stillwater's HIPAA Privacy Notice.

315 Life Insurance

Revision Date: August 2007

The City provides basic life insurance for eligible employees. Additional supplemental life insurance coverage may also be purchased by the employee.

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan.

Regular full-time employees are eligible to participate in the life insurance plan. Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between the City and the insurance carrier.

Details of the basic life insurance plan including benefit amounts are described in the Certificate provided to eligible employees. Contact the Human Resources Department for more information about life insurance benefits.

316 Dental Insurance

Revision Date: August 2007

The City provides a basic dental insurance plan for eligible employees. The employee can also purchase additional dental coverage for themselves or coverage for eligible family members.

Regular full-time employees are eligible to participate in the dental insurance plan. Eligible employees may participate in the dental insurance plan subject to all terms and conditions of the agreement between the City and the insurance carrier.

Details of the dental insurance plan including benefit amounts are described in the Dental Certificate booklet provided to covered employees. Contact the Human Resources Department for more information about dental insurance benefits.

317 401(k) Savings Plan/OMRF

Revision Date: August 2007

The City has established a 401(k) savings plan to provide employees the potential for future financial security for retirement. Employees are required to participate in the 401(k) upon hire to an eligible position in the City.

The 401(k) savings plan allows employees to determine how much salary (minimum of 3%) to contribute and where to direct the investment. The City contributes 6% of the employee's salary to each employee's 401(k) account.

Contributions to a 401(k) plan are automatically deducted from pay before federal and state tax withholdings are calculated, employees save tax dollars by having current taxable amounts reduced. While the amounts deducted generally will be taxed when they are finally distributed, favorable tax rules typically apply to 401(k) distributions.

Contact the Human Resources Department for more information about the 401(k) plan.

318 Employee Assistance Program

Revision Date: August 2007

Through an Employee Assistance Program (EAP), the City provides confidential access to professional counseling services for help with such personal issues as: alcohol abuse, substance abuse, marital and family difficulties, financial or legal troubles, and emotional distress. The EAP is available to all employees and their immediate family members and offers problem assessment, short-term counseling, and referral to appropriate community and private services.

The EAP is strictly confidential and is designed to safeguard privacy. Information given to an EAP counselor may be released only if authorized by the employee in writing. Counselors are guided by a Professional Code of Ethics.

There is no initial cost for employees to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also notify employees whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee. A brochure with contact information is available from your supervisor or Human Resources.

319 Flexible Spending Account (FSA)/125 Cafeteria Plan

Revision Date: August 2007

The City provides a Flexible Spending Account (FSA) program that allows employees to have pre-tax dollars deducted from their salaries to pay for eligible out-of-pocket expenses. The pre-tax contributions made to the FSA can be used to pay for eligible non-reimbursed health care

expenses and dependent care expenses during the plan year. Through the FSA program, employees can reduce taxable income without reducing real income, so employees can keep more of the money they earn.

Regular full-time employees are eligible to participate in the Flexible Spending Account program.

Participation in the Health Care and/or Dependent Care FSA is optional and is determined by the employee on an annual basis for each plan year. Employees will determine how much to contribute to the account, up to a specified maximum, based on anticipated expenses during the plan year. Contributions are directed to the account through salary deduction on a pre-tax basis. This tax-free money is then available for reimbursement of out-of-pocket expenses. Unused amounts that remain in the account at the end of the plan year are forfeited.

Contact the Human Resources Department for more information on the Flexible Spending Account program.

401 Work Schedules

Effective Date: August 2007

The standard workweek for all City employees will consist of five eight-hour days. Alternate work schedules may be approved by the City Manager's Office based on a written request from the department head. Unless specifically assigned to shift work or a modified schedule, all employees must start work no later than 8:00 a.m. Start times earlier than 8:00 a.m. may be approved by the City Manager's Office based on a written request from the department head. Modified work schedules and start times may be subject to change at any time by order of the City Manager's Office.

Full-time, non-exempt employees are allowed two break periods of 15 minutes in length each workday. To the extent possible, break periods will be provided in the middle of work periods. Since this time is counted and paid as "time worked" employees must not be absent from their work area or stations beyond the allotted break period time and are not allowed to use their personal vehicle while on break. The break period begins as soon as the employee leaves the work area or station.

All full-time employees are provided with a one-hour meal period each workday. Supervisors will schedule break and meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and are not compensated for that time.

402 Overtime

Revision Date: August 2007

When operating requirements or other needs cannot be met during regular working hours, employees may be required to work overtime hours. Advance notification of these mandatory assignments shall be provided whenever possible. All overtime work must receive a supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including termination.

Overtime compensation is paid to all non-exempt employees in accordance with the Fair Labor Standards Act (FLSA) and will be calculated at one and one-half times the employee's regular rate. Overtime pay is based on actual hours worked. For purposes of this policy, annual vacation leave, personal days, and holiday leave shall be counted as "hours actually worked". At the beginning of each calendar year, an employee may select compensatory time (comp time) instead of overtime pay. For those employees that select comp time, when overtime is worked the employee will be credited with 1.5 hours of comp time for every hour of overtime worked. An employee may accrue a total of 48 hours of comp time at any given time. Any overtime which would result in the comp time total exceeding 48 hours will be paid for at the regular overtime rate. At the end of each calendar year, each employee that has accrued comp time may

sell up to 40 hours back to the City. Comp time sold back to the City will be paid at the employee's pay rate as of December 31 of that year and the payment will be one hour of pay for one hour of comp time. The payment will be included in the employee's first full check in which all hours are for the new calendar year.

403 Timekeeping

Revision Date: August 2007

Accurately recording time worked is the responsibility of every 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" means the time actually spent on the job performing duties as authorized and assigned by management.

Employees shall accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They shall also record the beginning and ending time of any split shift or departure from work for personal reasons. For non-exempt employees overtime work must always be approved by their supervisor before it is performed. Automated timekeeping systems may be provided. Employees are required to follow all policies and procedures of the timekeeping systems provided.

Incorrect reporting of time, altering, falsifying, tampering with time records, or recording time on another employee's time record without permission shall result in disciplinary action, up to and including termination of employment.

It is both the employees' and supervisors' responsibility to approve time records certifying the accuracy of all time recorded. The supervisor will review the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record the employee shall be notified of the change by the supervisor. Supervisors shall contact the Human Resources Department with timekeeping questions.

404 Leave Protection

Effective Date: August 2007

The City of Stillwater provides paid leave to employees that can be accrued over the course of a year. This paid leave is a benefit not offered by all employers and the law does not require that it be provided.

The purpose of this policy is to protect paid leave benefits and reduce unnecessary overtime costs for the City. If an employee utilizes accrued leave within the same work week when overtime occurs, the amount of accrued leave shall be reduced by said overtime resulting in a 40-hour work week. However, only overtime occurring at the end of a workday or overtime that is scheduled in advance shall be used for leave protection. Overtime resulting from call-back, mutual aid work or other special instances determined on a case-by-case basis by management

shall not be reduced when accrued leave is taken within the same work week. Any overtime remaining after the leave reduction shall be paid to the employee or credited as comp time, up to the 48-hour limit.

The following types of accrued leave are subject to leave protection: sick leave, annual vacation leave, comp time, and personal floating holiday.

405 Pay Periods/Paydays

Revision Date: August 2007

All employees are paid biweekly every other Wednesday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

Except for employees approved to work an alternate work schedule or shift variation by the City Manager, the standard workweek shall consist of forty hours and normally shall begin at 12:01 a.m. on Thursday morning and end at 12:00 midnight Wednesday evening. A pay period shall consist of two workweeks.

In the event a regularly scheduled payday falls on a holiday, employees will be paid on the last business day before the regularly scheduled payday.

If a regular payday falls during an employee's absence, the employee's paycheck will be available upon his or her return. If an employee is unable to pick up their check, and would like someone else to do so, accommodations shall be made in advance. Proper identification must be shown at the time the check is picked up.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to the City. Employees will receive an itemized statement of wages when the City makes direct deposits. Direct deposit forms are available in the Human Resources Department.

406 Call-Back and On-Call

Revision Date: August 2007

All employees are subject to call back as needed by the City to provide necessary, uninterrupted services to the public. Each supervisor shall maintain an on-call list of employees with current contact information. The on-call list shall be available to all employees to review on a daily basis. Employees must be called from the top of the list down and the list should be updated as necessary to move those who last worked call-out duty to the bottom of the list. When an employee is called, the employee must respond to the call by either answering the call directly or returning the call as soon as they get the message. Response should not be unnecessarily delayed for any reason. If an employee is unavailable to respond to a call-out, they must immediately notify their supervisor.

The City provides additional compensation for employees who respond to unexpected, unscheduled situations in order to perform necessary work of an emergency nature at a time other than during the employee's regularly scheduled hours of work. When an employee is called back to work after leaving the premises and outside of the employee's regularly scheduled hours of work, the employee shall be paid for actual time worked upon arrival at the worksite, or a minimum of two hours, whichever is greater (the "guaranteed call-back period"). If the employee completes his/her original assignment and is called back again at a time that is within the "guaranteed call-back period" he/she will be considered still on the clock from the initial call and shall not receive additional compensation. The employee shall receive compensation for all hours actually worked in excess of the initial two hours. Call-back compensation will be calculated at one and one-half times the employee's regular rate.

407 Working out of Classification

Effective Date: August 2007

Skilled labor employees may be asked to perform duties outside of their normal responsibilities that are typically performed by someone assigned to a higher pay range. Under certain circumstances, when the skilled labor employee must perform these additional responsibilities in the place of another employee for extended periods of time, or if the responsibilities require the utilization of special skills that are not required as part of their regular job, the department head may recommend additional compensation.

Employees shall only be eligible for additional compensation if they perform all of the significant duties and responsibilities of the higher range position for forty (40), or more, consecutive work hours. During the time an individual serves in such capacity, they shall be paid at a rate 6% higher than their normal rate. Employees shall not be eligible for additional compensation if they serve in such capacity for less than forty (40), or more, consecutive work hours.

408 Travel Time for Training

Effective Date: August 2007

Generally, the City will arrange for non-exempt employees to travel to and from training during regular working hours. If travel to training is necessary during non-working hours, the following shall apply:

Day trips:

- All hours spent traveling on trips occurring within one day are compensable.

Overnight Travel:

- For overnight travel purposes only, normal work hours shall be considered to be those hours that the employee works on a regular work day.
- Travel during normal work hours:
 - All time spent traveling during normal work hours is compensable.

- Travel outside normal work hours:
 - When non-exempt employees drive to their destination, all time spent driving is compensable for the driver unless the driver has been offered and refused a ride in any mode of transportation.
 - When non-exempt employees are passengers on an airplane, train, boat, bus, or automobile, all travel time spent outside of normal work hours is not compensable.

The supervisor may adjust a non-exempt employee's work schedule to avoid unnecessary overtime during travel.

409 Work Away from Premises or at Home

Revision Date: August 2007

A non-exempt employee shall not be permitted to perform work away from the premises, job site, or at home, without the department head's prior written authorization. All approved hours shall be counted as time worked.

410 Pay Advances

Effective Date: October 2004

The City does not provide pay advances to employees.

411 Administrative Pay Corrections

Revision Date: August 2007

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

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

412 Pay Deductions

Revision Date: August 2007

The law requires the City make certain deductions from every employee's compensation. Among these are applicable federal and state withholdings.

The City offers benefit programs beyond those required by law. Eligible employees may authorize deductions from their pay checks to cover the costs of participation in these programs.

Court-ordered pay deductions which may affect an employee are garnishments, child support orders, etc. Human Resources will supply the employee with a copy of court-ordered pay deductions.

Questions concerning why deductions were made or how they were calculated shall be directed to Human Resources.

413 Employment Termination

Effective Date: October 2004

Termination of employment is part of personnel activity within any organization, and many of the reasons for termination are routine. Listed below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the City.
- Retirement - voluntary employment termination initiated by the employee who is fifty-five (55) years of age or older with ten (10) or more years of full-time service.

The City will schedule an exit interview at the time of employment termination. 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 City-owned or leased property. Employee suggestions, complaints, and questions can also be discussed.

Since employment with the City is based on mutual consent, both the employee and the City have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable laws.

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. COBRA 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.

501 Safety

Revision Date: August 2007

To assist in providing a safe work environment for employees, customers, and visitors, the City has established a workplace safety program. This program is a top priority for the City. Supervisors have the responsibility to coordinate with the City Safety Coordinator, the implementation, administration, and evaluation of all safety programs. A successful safety program depends on the alertness and personal commitment of all.

The City provides every employee with a Safety Manual containing basic guidelines for maintaining a safe working environment. 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.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to bring them to their supervisor, or to another supervisor or manager.

Every 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 or the Safety Coordinator. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

502 Work-Place Injuries and Accidents

Revision Date: August 2007

Life-Threatening/Major Injuries:

Do not attempt to move the injured person except to remove him/her from further immediate danger. Eagerness to transport the injured person to the hospital by private or work vehicle may cause further injury. Immediately call 911 and describe the location and the nature of the emergency.

Other Injuries:

If the injury occurs during normal work hours contact Human Resources. The employee will be advised where to go for medical help. If an after-hours injury occurs that requires medical attention the employee shall be taken to either the Warren Clinic (Easy Access Clinic) or the Stillwater Medical Center Emergency Room.

Any follow-up care must be approved and/or scheduled through Human Resources.

Employees who sustain work-related injuries or illnesses shall inform their supervisor immediately. Supervisors shall notify Human Resources of the injury or illness. No matter how minor an on-the-job injury may appear, it must be reported immediately. The employee, in conjunction with their supervisor, must submit a completed accident or property damage report within 24 hours of the incident. This will ensure compliance with OSHA and enable an eligible employee to qualify for coverage as quickly as possible.

503 Workers' Compensation Program

Effective Date: October 2004

Employees with work-related injuries/illnesses are provided benefits under the Oklahoma Workers' Compensation Act. This program covers injuries or illnesses sustained in the course of employment that require medical, surgical, or hospital treatment.

Injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the City are not compensable under the Oklahoma Workers' Compensation Act.

601 Workplace Monitoring

Revision Date: August 2007

Workplace monitoring may be conducted by the City to ensure quality control, employee safety, security, and customer satisfaction.

Employees may have their telephone use monitored. Telephone use monitoring is used to identify and correct performance issues.

Computers furnished to employees are the property of the City. As such, computer usage and files may be monitored or accessed.

The City Manager may request video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

602 Workplace Violence Prevention

Revision Date: August 2007

All employees shall be treated with courtesy and respect at all times. Employees will not participate in fighting, "horseplay," or other conduct that may cause harm to themselves or others.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time will not be tolerated. All threats of (or actual) violence, both direct and indirect, shall be reported as soon as possible to a supervisor or any other member of management, or police. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, be as specific and detailed as possible. All suspicious individuals or activities shall also be reported as soon as possible to a supervisor. The supervisor shall immediately forward the information to their department head.

The City will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, the City may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct in violation of these policies will be subject to prompt disciplinary action up to and including termination of employment.

The City expects employees to bring their disputes or differences with other employees to the attention of their supervisors, department head, or the Human Resources Department before the situation escalates into potential violence. The City will assist in the resolution of employee

disputes, and will not discipline employees for raising such concerns, however, knowingly false complaints or allegations will not be tolerated and may result in disciplinary action up to and including termination of employment.

603 Harassment

Revision Date: August 2007

The City will not tolerate any form of harassment based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. It is not possible to list all the forms of behavior that are considered harassment. The following are examples of conduct that may result in disciplinary action, up to and including termination of employment.

Sexual Harassment: Unsolicited and unwelcome sexual advances, requests for sexual favors, vulgar or obscene photographs, drawings, jokes, comments or gestures, as well as physical contact of a sexual nature which is unwelcome. Further, any supervisor who uses implicit or explicit coercive sexual behavior to control, influence, or affect the career, salary, job or working environment of an employee is engaging in sexual harassment.

General Harassment: Any slurs, jokes, general threats, intimidation, and/or other degrading verbal or physical conduct relating to a person's gender, age, ethnicity, disability, religion, national origin, or race constitutes harassment.

Any employee who feels that this policy is being violated has the right and responsibility to report the situation immediately. Complaints of harassment shall be made to one of the following: the employee's immediate supervisor, any department head, or the Human Resources Department. Employees have the right to report any harassing conduct without fear of retaliation of any kind or form.

All complaints will be immediately referred to the Human Resources Director, who will investigate the incident. The employee may be asked to provide written comments, including details of the incident(s), names of individuals involved and names of any witnesses. If it is determined that harassment has occurred, effective action will be taken in accordance with the circumstances.

604 Weapon Prohibition

Revision Date: August 2007

The City of Stillwater provides a safe environment where people feel protected and secure. Therefore, unless specifically authorized in writing by the City Manager, all employees are prohibited from carrying or possessing any handgun, rifle, shotgun or any other weapon of any kind on City property, in City facilities, while operating City vehicles, or while acting in the course of City business.

A "weapon" is defined as:

"...any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a

button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon...”

For the purposes of this policy, “City Property” is defined as all buildings, grounds, vehicles, and equipment owned by the City of Stillwater.

The prohibitions of this policy apply equally to personal vehicles (this includes hunting rifles, etc.) parked on City property as well as City vehicles.

Exceptions and Police/Fire Exemptions

- small folding pocket knives (with a blade of 3 inches or less)
- lawfully permitted chemical defense spray such as pepper spray or mace
- sworn police department and authorized fire department employees (and others specifically authorized by the chief) are exempt from the provisions of this policy

An employee who possesses a permit to carry a concealed weapon under the Oklahoma Self-Defense Act is hereby notified that provisions of this policy **DO SPECIFICALLY APPLY** to any such permit holder and the policy will be enforced regardless of any permits held.

This policy complies with current laws of the United States and the State of Oklahoma, the Statutes of the State of Oklahoma, and the Charter of the City of Stillwater.

Anyone determined to be in violation of this policy will be subject to prompt disciplinary action, up to and including termination of employment.

605 Use of Phone, Fax, and Mail Systems

Revision Date: August 2007

To ensure effective telephone communications, employees shall answer the phone with their Department and first and last names and speak in a courteous and professional manner at all times. Inaccurate messages, or calls not returned, reflect badly on the City. Messages should contain the caller’s name, company, phone number, and other important information. Confirm information received from the caller, and hang up only after the caller has done so. Employees shall advise callers prior to placing them on hold. When transferring a call employees shall advise the caller of the individual’s name and title to whom they will be transferred.

Personal use of the telephone and facsimile systems for long-distance and toll calls is allowed only with prior authorization from the department head. Employees will be required to reimburse the City for any charges resulting from personal use of the telephone and facsimile systems. Incoming and outgoing personal calls from City phones and personal cell phones shall be limited in terms of number and duration so as to not interfere with City business and overall employee performance.

The use of City-paid postage for personal correspondence is not permitted.

606 Use of Two-Way Radios

Effective Date: August 2007

City-issued two-way radios are a communication tool used to dispatch and communicate with crews in the field. The radio should not be used to relay personal information, use profane or indecent language, or reprimand an employee. Use discretion for all broadcasts since the communication is heard citywide and may be subject to FCC regulations. Be courteous, professional and brief. Listen before calling to prevent interrupting another communication. The use of the radio is for business purposes only.

607 Tobacco Use

Revision Date: August 2007

In keeping with the City's intent to provide a safe work environment, smoking and the use of smokeless tobacco is prohibited throughout the workplace and extends to 25 feet beyond any portion of City buildings or facilities. Any tobacco use in City-owned or leased vehicles is also prohibited.

This policy applies equally to all employees, customers, and visitors.

608 Parking

Revision Date: August 2007

Employees are to follow the designated employee parking guidelines while at work during normal hours of operation.

609 Use of City Equipment

Revision Date: August 2007

When using City equipment and vehicles, employees are expected to exercise care, follow required maintenance, and follow all operating instructions, safety standards, and guidelines. City property is for business use only.

It is the employee's responsibility to notify their supervisor when any equipment, machine, tool, or vehicle appears to be missing, damaged, defective, or in need of repair. Prompt reporting could prevent equipment failure and possible injury to employees or others. Supervisors can answer more specific questions about an employee's responsibility for maintenance, and care of equipment or vehicles used on the job. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles will result in disciplinary action, up to and including termination of employment.

610 Uniforms

Effective Date: August 2007

Uniforms will be provided for employees whose position has been identified as one that requires them to wear a uniform. Typically, employees in a job that causes clothing to become soiled on a regular basis will be required to wear a uniform. Upon written recommendation by the department head, the City Manager's Office will designate positions requiring uniforms.

Employees required to wear a uniform may purchase and maintain their own jeans. A jeans allowance in the amount of \$125 will be provided to each employee choosing to purchase and maintain their own jeans at the beginning of each fiscal year (first payday in July). The employee's jeans must be similar in style, cut and color to those provided by the City. Faded, torn, over sized and/or ragged jeans will not be permitted. In order to choose the jean allowance, the employee must notify their supervisor in writing using the "Jeans Allowance Form" which is available in Human Resources. Elections may be changed each fiscal year and employees must notify their supervisor in writing prior to the start of the fiscal year. The jeans allowance will be taxed based on IRS requirements.

Uniform shirts must be solid light blue and uniform pants, including jeans, must be dark blue. Supervisors may wear a light blue patterned or striped shirt. Orange reflective vests or shirts with reflective stripes must be worn as required by safety rules. Any variation in color or style must be requested in writing by the department head and approved by the City Manager's Office.

It is mandatory that those employees that are provided uniforms wear their current uniform without substitution during all working hours. Only City-issued hats or hats approved by the City Manager's Office are to be worn with the uniform. If a uniformed employee reports to work without the current uniform on, the employee will be given a written warning for the first infraction. For the second infraction of the uniform policy within one year, the employee will not be allowed to clock-in until such time that they are wearing the required uniform. Employees who are not allowed to clock-in due to failure to wear the required uniform, will not be compensated for the time away from work.

Employees are not to wear their uniforms when off duty. An employee may run personal errands on the way to or from work in their uniform, but they shall not wear their uniform on non-work days or at any time that they are not working or traveling to and from work. Uniforms or identifiable portions of uniforms are not to be worn outside working hours for recreational purposes, outside employment or in any business serving alcohol as a main source of income or while purchasing or consuming alcohol.

All uniform shirts must have a logo with the 3 blue bar "Stillwater" logo on top (approximately 60% of the total logo area) and the department/division logo and/or name on the bottom (approximately 40% of the total logo area). Supervisors may have their logos embroidered on their shirts. All others must be on a patch.

All uniforms must be returned to the City when a new uniform is issued or upon termination of employment.

For employees that are not required to wear a uniform but are required to work outside of a City facility on occasion or for employees that have extensive customer interaction, a City identification badge will be provided.

Employees who are not required to wear a uniform may, but are not required to, purchase a shirt with the Stillwater logo to wear at work

611 Driver's Responsibilities

Revision Date: August 2007

All employees who drive or may drive City vehicles must have and maintain a driving record that is acceptable to the City (no more than four (4) points). Failure to maintain a current, properly classified Oklahoma driver's license and/or an acceptable driving record may result in suspension or termination of employment if the driver's license is needed for the performance of essential job duties. In no case shall an employee operate a vehicle or vehicle/trailer combination unless properly licensed to do so. Personal use of City vehicles is strictly prohibited unless prior authorization is obtained from the City Manager. Non-employees of the City shall not operate a City vehicle or be a passenger in any vehicle not intended to transport the public. City vehicles are not to be left unattended with the key in the ignition and shall be locked when not in use. Seatbelts must be worn at all times by all drivers and passengers.

Authorized drivers shall follow all traffic regulations and safe driving practices. Safe driving practices include steps to ensure the driver's total concentration and safe operation of vehicle, such as, but not limited to: determining clear directions before departing; not taking notes; eating; flipping through papers; manipulating radios, personal data assistants or other equipment while the vehicle is moving; and not operating a vehicle when the ability to react is impaired. While operating a motor vehicle, employees shall either refrain from cell phone use altogether, use hands-free equipment that allows both hands to stay on the wheel, or pull over to the side of the road before making or accepting a call.

Employees who are involved in an accident while traveling on City business must promptly report the accident to their immediate supervisor and local authorities.

612 Business Travel Expenses

Effective Date: October 2004

The City will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the department head. Please refer to the City's *Purchasing Manual* for all policies and procedures relating to business travel expenses.

Employees shall contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, any

other business travel issues, or to obtain the full policy from the *Purchasing Manual*.

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

613 Computer and E-mail Usage

Effective Date: October 2004

Computers, computer files, the e-mail system, and software furnished to employees are City property intended for business use. Employees shall not use a password, access a file, modify computer code, add or delete files, expose the system to outside threats, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored. Personal, incidental use of e-mail must be limited to non-work hours. All files, communications, and material on the City computer system may be subject to disclosure under provisions of the Oklahoma Open Records Act. Computer files are business records of the City; accordingly, they may be used in administrative, judicial or other proceedings to the extent allowed by law.

The City strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the City prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

The e-mail system shall not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters, or to communicate personal preferences, criticisms, or recommendations.

The City purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the City does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. The City prohibits the illegal duplication of software and its related documentation and installation of personal software programs.

Employees shall immediately notify their supervisor and/or the Information Technology Department upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

614 Internet Usage

Revision Date: August 2007

Internet access to global electronic information resources on the World Wide Web is provided by the City to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted during non-work time.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of the City and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees shall always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The City reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed or collected and stored via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it shall not be put on the Internet. Employees are also responsible for ensuring that the person or source providing any material over the Internet has the appropriate distribution rights.

Information Technology shall be notified prior to downloading information from the internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by the City in violation of law or City policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission

- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person or other systems on the City's network to which the user is not explicitly authorized.
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous e-mail messages
- Engaging in any other illegal activities
- Interfering with the successful operation of an individual's, the City's, or another organization's computers or networks by causing excessive or unnecessary traffic or releasing hostile computer viruses, worms, or Trojan horse programs.

615 Cell Phone Usage

Revision Date: August 2007

1. Personal Cellular Phones

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of company phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. A reasonable standard is to limit personal calls during work time to no more than one per day as needed. Employees are therefore asked to make any other personal calls on non-work time and to ensure that friends and family members are aware of the company's policy. Flexibility will be provided in circumstances demanding immediate attention.

The City will not be liable for the loss of personal cellular phones brought into the workplace.

2. Personal Use of City-provided Cellular Phones

Where job or business needs demand immediate access to an employee the company may issue a business-owned cell phone to an employee for work-related communications. To protect the employee from incurring a tax liability for the personal use of this equipment, such phones are to

be used for business reasons only. Phone logs will be audited regularly to ensure no unauthorized use has occurred.

If an employee experiences a severe personal emergency that results in the need to use the company's cellular phone, he or she is required to report this use to their department head within 48 hours. The employee will be asked to sign a form specifying the number called and the reason for the call, as well as a specific authorization to deduct the cost of the call from his or her paycheck when the bill is received. Failure to report such use or failure to reimburse the company for the cost of the call will result in tax liability for the employee as well as possible disciplinary action, up to and including termination.

Employees in possession of company equipment such as cellular phones are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the phone in good working condition within 24 hours may be expected to bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

As a City representative, cell phone users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a cell phone. While operating a motor vehicle, employees shall either refrain from cell phone use altogether, use hands-free equipment that allows both hands to stay on the wheel, or pull over to the side of the road before making or accepting a call.

616 Citizen Relations

Effective Date: October 2004

Every employee represents the City to the public. How employees present themselves and the way they perform their jobs presents an image of the entire organization. Citizens judge all City employees by how they are treated with each employee contact. All employees are expected to be courteous, friendly, helpful, and prompt in the attention given to citizens.

Employees shall refrain from making recommendations, criticism, etc. of individuals, businesses or organizations during work time or when representing themselves as agents of the City.

617 Employee Relations

Effective Date: October 2004

It is the responsibility of all employees to be respectful, to be fair in treatment of others and to conduct themselves in a non-discriminatory manner in their associations with other employees. For minor employee/employee conflicts, the parties should first attempt to address the issue without a supervisor's intervention. If the issue persists both parties should relay the information to their immediate supervisor for further consideration.

618 Drug-Free Workplace

Revision Date: August 2007

The City is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe working environment, job applicants and employees may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and alcohol. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment.

The Employee Assistance Program (EAP) (refer to section 318) provides confidential counseling and referral services to employees for assistance with such issues as drug and/or alcohol abuse or addiction. It is the employee's responsibility to seek assistance from the EAP prior to reaching a point where his or her judgment, performance, or behavior has led to imminent disciplinary action. Participation in the EAP after the disciplinary process has begun may not preclude disciplinary action, up to and including termination of employment.

While on City premises and while conducting business-related activities off City premises, no employee may use, possess, manufacture, distribute, sell, or be under the influence of alcohol or illegal drugs. 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.

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.

Under the Drug-Free Workplace Act, an employee must notify the City within five (5) working days of a criminal conviction for drug-related activity occurring in the workplace.

Testing for City employees includes testing for pre-employment, post-accident and reasonable suspicion.

Those employees who are required to maintain a commercial driver's license as a condition of employment will also be subject to random alcohol and drug testing. For more information please refer to the full testing policy.

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

619 Attendance and Punctuality

Revision Date: August 2007

Employees will be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the City. In instances when employees cannot avoid being late to work or are unable to work as scheduled, they shall notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Employees failing to report for work, without notification to their supervisor, for more than three consecutive days will be deemed to have abandoned their job and resigned from employment with the City.

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

620 Visitations

Effective Date: August 2007

Children, family members or friends are welcome for occasional, brief visits in the workplace. However, the frequent, regular or extended presence of others during work hours is not allowed for the following reasons: the potential for interruption of work, health and safety issues, and liability to the organization.

621 Reporting to Work During Inclement Weather

Revision Date: August 2007

The City of Stillwater provides a wide array of services, including many emergency-related functions. Therefore, it is the City's policy to maintain normal operating hours during inclement weather. Generally, all employees are expected to report to work. However, in case of a severe weather emergency, it may be necessary to adjust normal staffing levels. An employee who is unable to report to work due to inclement weather shall immediately contact their supervisor and shall use accrued comp time, annual vacation leave or personal leave. Individual departments may develop and implement additional procedures during inclement weather.

622 Personal Appearance

Revision Date: August 2007

Personal cleanliness standards contribute to the morale of all employees and affect the image the City presents to customers and visitors.

During business hours or when representing the City, employees are expected to present a clean, neat, and tasteful appearance. Employees shall dress and groom themselves according to the requirements of their position and accepted social standards. This is particularly true for

employees with jobs involving contact with customers or visitors in person.

Supervisors and department heads are responsible for establishing reasonable dress codes appropriate for their departments. If a supervisor feels an employee's personal appearance is inappropriate, the employee will be asked to leave the workplace until properly dressed or groomed. Under such circumstance, the employee will not be compensated for the time away from work. When necessary, reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines shall be followed:

- Shoes must provide safe, secure footing, and offer protection against hazards.
- Tank tops, tube or halter tops may not be worn as outerwear.
- Offensive body odor and poor personal hygiene are not professionally acceptable.
- Perfume, cologne, and aftershave lotion shall be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.

Employees shall comply with the requirements of their department relating to "casual days", wearing apparel, personal appearance, and hygiene.

623 Acceptance of Gifts

Effective Date: October 2004

Employees should not directly or indirectly solicit any gift or accept or receive any gift – whether it be money, services, loan, travel, entertainment, hospitality, promise, or any other form – under the following circumstances: (1) it could be reasonably inferred or expected that the gift was intended to influence them in the performance of their official duties; or (2) the gift was intended to serve as a reward for any official action on their part. This policy is not intended to isolate employees from normal social practices where gifts among friends, associates, and relatives are appropriate for certain occasions.

624 Contact with News Media

Effective Date: October 2004

Unless express authorization has been given by the City Manager to make media statements on behalf of the City all requests for information shall be referred to the City Manager's Office.

625 Solicitations

Effective Date: October 2004

Every effort is made to prevent interference with employees at their work. Sales representatives, collection agencies, and other unauthorized people are not allowed in work areas during working

hours without prior approval. Solicitations, fund raising drives and promotions must be authorized in advance by the City Manager.

With the exception of such authorized solicitations, employees are not permitted to distribute or circulate any printed matter which tends to promote or publicize the activities of any individual or organization during working time or in established work areas. Any questions regarding solicitations or distributions shall be directed to the Human Resources Director.

626 Confidential Information

Revision Date: August 2007

Employees with access to sensitive information are required to maintain the highest level of confidentiality. Examples of sensitive information include, but are not limited to: law enforcement arrest and criminal activity information, medical and health information, passwords, financial information, personal identification information, regulatory enforcement information, civil defense information, employment information, plans and designs, information considered confidential by state statutes, and other related information.

Access to confidential information shall be strictly limited to that information needed to perform assigned duties. All employees are expected to hold confidential information in the strictest confidence, whether such information is in written, electronic or spoken form. Such information shall only be reviewed, retained and/or discussed in private, and only for work-related purposes.

Inappropriate releases of confidential information shall result in disciplinary action up to and including termination. All questions regarding the use and handling of confidential information, and all public or employee requests for such information shall be immediately forwarded to the Human Resources Department.

627 Bulletin Boards

Effective Date: October 2004

Bulletin boards are available in all departments for posting information of general interest to employees. All notices posted are to be directly related to the City of Stillwater for business purposes and shall be submitted to the department head for approval prior to posting. Any notices to be posted in the common areas of City facilities shall be submitted to the City Manager's Office for approval prior to posting.

628 Return of Property

Effective Date: October 2004

Employees are responsible for all City 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. 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.

629 Security Inspections

Effective Date: October 2004

The City prohibits the possession, transfer, sale, or use of illegal drugs, alcohol, firearms, explosives, or other improper materials on its premises.

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

The City will not tolerate theft or unauthorized possession of the property of employees, the City, visitors, or customers.

701 Employee Conduct and Work Rules

Revision Date: August 2007

Employees are required to follow rules of conduct that will protect the interests and safety of all employees and the organization and actively demonstrate the employment expectations as included in the City's Statement of Mission, Vision and Commitment.

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

- Violation of any rules contained within this manual.
- Damage or neglect equipment or property.
- Dishonest statements or actions.
- Falsification of timekeeping records, job application, or any other work document.
- Inappropriate use of City identification card or position with the City for personal gain.
- Failure to meet any required physical fitness standard.
- Theft or inappropriate removal or possession of property.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating City-owned or leased vehicles or equipment.
- Fighting or threatening violence in the workplace.
- Disruptive activity in the workplace, including creating disharmony among other employees.
- Negligence or improper conduct leading to damage of City-owned or leased or customer-owned property.
- Insubordination or other disrespectful conduct.
- Violation of safety rules.
- Use of tobacco products in prohibited areas.
- Sexual or other unlawful or unwelcome harassment to other employees or the public.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- Excessive absenteeism or any absence without notice.
- Unauthorized absence from work station during the workday.
- Unauthorized use of telephones, mail system, or other City-owned or leased equipment.
- Unauthorized disclosure of confidential information.
- Violation of personnel policies.
- Unsatisfactory performance or conduct.
- Conviction of a felony or of a misdemeanor involving baseness, vileness or depravity (moral turpitude).
- Violation of the law during on-duty hours or off-duty hours if the violation would tend to render the reasonable employer insecure, or the citizens of the City insecure, in the continued employment of the employee.
- Failure to notify supervisor immediately after being charged with a misdemeanor or

felony.

- Failure to notify the City immediately after receiving a traffic citation.

Employees must notify the Human Resources Department of any arrests, the filing of any criminal charges, and the disposition of any criminal charges pending against them. Notification shall occur within five (5) business days of notification to the employee. Information relating to arrests and/or criminal charges shall be treated and maintained as part of the employee's confidential file.

Employees are encouraged to maintain their personal financial affairs in an acceptable manner.

702 Corrective Action

Revision Date: August 2007

The use of corrective action is intended to correct inappropriate or unacceptable employee behavior or conduct, to prevent reoccurrences of such behavior or conduct, and to provide specific guidance to the employee to assist him/her in achieving future behavior and conduct that is considered acceptable. Examples of such behavior or conduct are included in, but not limited to Section 701 "Employee Conduct and Work Rules". Corrective action may include, but is not limited to: verbal warnings, written warnings or reprimands, suspensions with or without pay, temporary or permanent pay reductions, demotions and termination of employment.

It shall be the responsibility of all supervisors and department heads to reasonably and impartially supervise, and when necessary, apply corrective action or recommend corrective action for the personnel assigned to them. Various levels or combinations of corrective action may be used depending upon the severity of the employee behavior or conduct. All supervisors and department heads shall exercise good judgment and discretion in taking or recommending disciplinary action. They shall endeavor to insure that the extent of the penalty is not unreasonable or excessive in relationship to the seriousness of the violation or circumstances for which the employee is being penalized. Such action is to be based on what is best for the department, the City and its employees.

The department head shall consult with the Human Resources Department prior to issuing corrective action. All forms of corrective action issued by a department must be authorized by the department head and in a form as required by the Human Resources Department. In any case of corrective action (except a verbal reprimand), the supervisor or department head shall be responsible to submit a written report through the chain of command. Such report shall be made with the employee's knowledge. The employee shall be required to read and sign the report to acknowledge awareness of it, not to demonstrate agreement or disagreement with it. In the event the employee refuses to do so, a notation to that effect shall become a part of the report. As the report progresses through the chain of command, each supervisor and the department head shall be responsible for adding a written acknowledgment of having received the report and shall supplement it with opinions and recommendations prior to forwarding it to the next level of command.

Any employee, except a newly hired employee, shall have the right to appeal any disciplinary action except verbal warnings to the City Manager. (Concerns over an verbal warnings shall be addressed through Section 704 “Dispute Resolution”.) Any such appeal shall be submitted in writing by the employee within five (5) business days following notification of the action (weekends and holidays excluded). The appeal shall be submitted to the Human Resources Director.

Corrective action other than verbal or written warnings may include a temporary or permanent change in position, status or salary; including but not limited to: suspensions with or without pay, temporary or permanent pay reductions, demotions and termination of employment. Prior to issuance of corrective action other than verbal or written warnings, a predisciplinary hearing with the Human Resources Director must be scheduled by the department head, unless waived by the employee in writing. However, an employee may be temporarily removed from a work site, pending a review of the appropriate corrective action to be taken, if in the opinion of the department head the employee’s actions or behavior result in an immediate and significant safety threat to the employee, co-workers or other persons. Upon removing an employee from the work site, the department head shall immediately contact the Human Resources Department.

703 Due Process

Effective Date: August 2007

In the event that corrective action other than verbal or written warnings is determined to be necessary by a department head, the employee shall be provided with written notice of the charge and an explanation of the City’s evidence. The employee shall be given an opportunity to respond to the charges during a predisciplinary hearing before the Human Resources Director, unless waived by the employee in writing. At the predisciplinary hearing, employees may present evidence and witnesses on their behalf, question the City’s evidence and be represented by any person of their choice at their own expense. The City’s explanation of the evidence at the predisciplinary hearing shall be sufficient to apprise the employee of the basis for the proposed action. This shall not limit the City at a later date from presenting a more detailed and complete case, including presentation of witnesses and documents not available at the predisciplinary hearing. Once all evidence has been submitted, the Human Resources Director shall make a written recommendation to the City Manager. An employee may appeal the decision in writing to the City Manager within ten (10) working days. The City of Stillwater is an employment-at-will employer. The employment of an employee can be terminated at the discretion of the City, with or without cause and with or without notice, at any time, at the option of either the City or the employee.

704 Dispute Resolution

Revision Date: August 2007

The City strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with a verbal warning, established rules of conduct, policies, or practices, they can express their concern through the resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the City in a reasonable, business-like manner, or for using the resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to use the following steps. All information provided by the employee and all responses by supervisors and/or management shall be in writing. Supervisors and/or managers involved in settling disputes shall meet with the affected employee throughout the process. The employee may discontinue the procedure at any step.

1. Employee presents issue in writing on approved form to immediate supervisor within five (5) working days after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present issue to department head.
2. Supervisor responds to issue within five (5) working days.
3. Employee presents issue to department head within three (3) working days, if issue is unresolved at previous supervisory level.
4. Department head responds to issue within five (5) working days.
5. If employee is not satisfied with the department head's response the employee shall appeal to the City Manager by submitting through the Human Resources Department.
6. The Human Resources Director will make a recommendation to the City Manager for resolution of the complaint.
7. The City Manager reviews and considers issue and informs employee of the final decision within ten (10) working days, in writing to all parties concerned and forwards copy of written documents for employee's file. The City Manager has full authority to make any adjustment deemed appropriate to resolve the issue.