

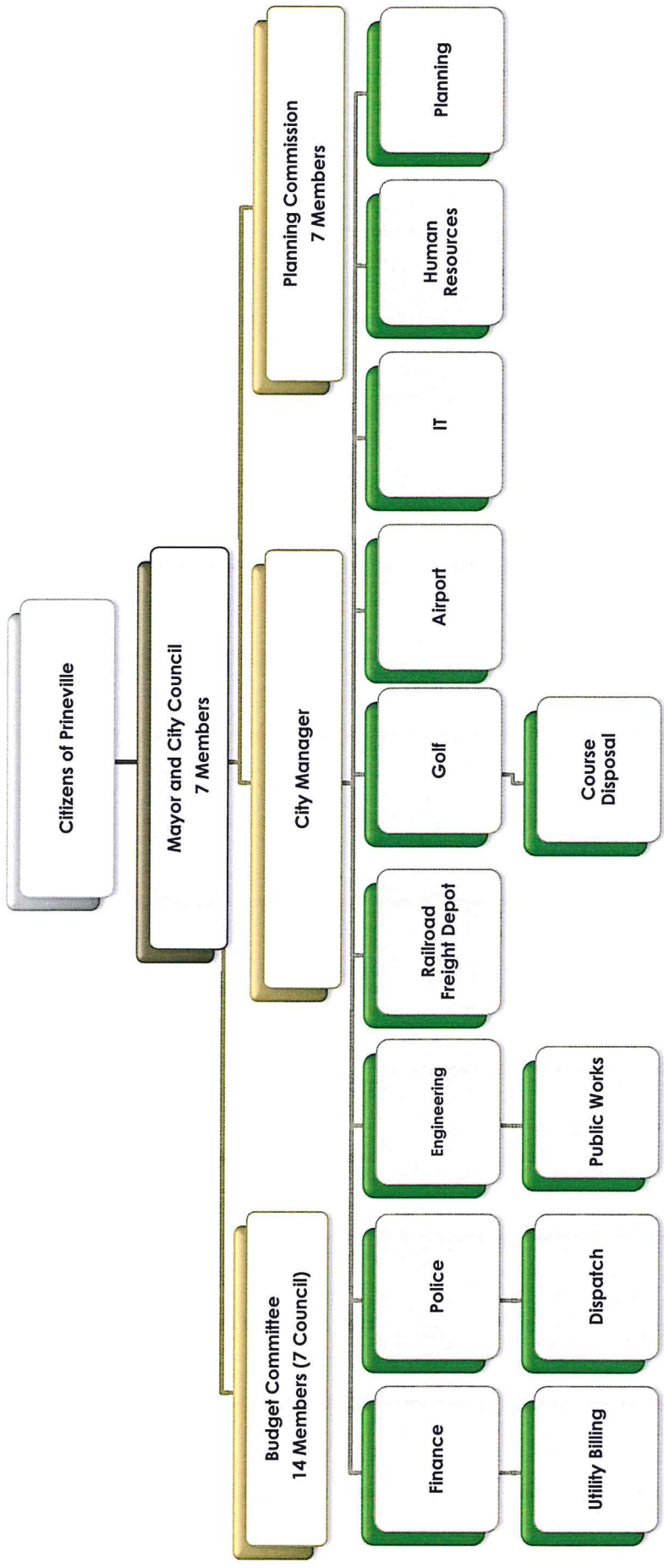
INTRODUCTION

We are confident that you will find the City of Prineville a dynamic and rewarding place to work and we look forward to a productive and successful association! The employees are the most valuable resources of the City of Prineville. This handbook has been written to serve as a guide for the employee/employer relationship providing you with employment provisions and expectations.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines; it is not to be considered a contract. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. We have tried to anticipate many of your questions, but in no way do we believe that this document will provide every answer. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Human Resource Department. Neither this handbook nor any other city document confers any contractual right, either express or implied, to remain in the city's employ. Nor does it guarantee any fixed terms and conditions of your employment. **Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the city, or you may resign for any reason at any time.** No supervisor or other representative of the city (except the City Manager) has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

No employee handbook can anticipate every circumstance or question about city policy. As the City continues to grow and State and Federal laws change, the need may arise to revise, supplement, or rescind policies or portions of the handbook from time to time. Any changes will be approved by the City Manager before you are notified of such changes to the handbook.

The collective bargaining agreements and applicable state and federal laws will supersede the information given in this document, unless the policy is not contained in the collective bargaining agreement.



The City of Prineville's Mission Statement

The City of Prineville provides quality municipal services and programs which contribute to our reputation as a desirable place to live, work and play.

We strive to improve our quality of life through transparency; open communication; investment in essential infrastructure; public safety; community programs; and business, while staying within the constraints of fiscally responsible government.

City of Prineville

Employee Handbook

Table of Contents

Introduction

1. About Your Employment

- Definitions of Employment Status
- Equal Employment Opportunity
- Whistleblower Protection
- Recruiting and Selections
- Employment of Relatives
- Employment of Minors
- Rehires
- New Hire Orientation
- Probationary Periods
- Performance Evaluation
- Personnel Records and Privacy

2. About Your Compensation

- Salary Program Administration
- Recovery of Overpayment to employees
- FLSA Exempt & Non-exempt Status
- Emergency Pay Advance
- Hours of Work and Paydays
- Overtime/Compensatory Time
- Management Leave
- Final Paychecks

3. About Your Benefits

- Vacations
- Paid Holidays
- Sick Leave
- Protected Leave – Absence without Pay
- Leaves of Absence with Pay

Leave Donation Program
Employee Assistant Program
Education Incentive
Employee Benefits
Worker's Compensation – Return to Work

4. About Our Conduct Expectations

Workplace Expectations
Drug Free Workplace
Workplace Violence
Code of Ethics
Smoking in the Workplace
Discipline and Discharge
Administrative Grievance
Harassment

5. About Our Communication

Bulletin Boards & Posting Information
Social Media
Personal Communications Devices
Electronic Communication Systems

6. About Your Separation

Employee Separation
Exit Interviews

7. About Our Travel Guidelines

Training Request and Documentation
Employee Incurred Expenses and Reimbursement
Vehicle Usage and Safety

1 ABOUT YOUR EMPLOYMENT

❖ DEFINITIONS OF EMPLOYMENT STATUS (Policy #010)

City of Prineville maintains standard definitions of employment status and classifies all employees for the purpose of personnel, payroll and benefits administration. The following definitions are currently in use.

FLSA Exempt: Management, supervisory, professional, and administrative employees whose positions meet specific test established by the Fair Labor Standards Act (FLSA) and state law and who are exempt from overtime pay requirements.

FLSA Non-exempt: Employees whose positions do not meet FLSA and State exemption tests and who are paid one-and one-half (1-1/2) times their regular rate of pay for hours worked in excess of forty (40) hours in one (1) week.

Non-union: employees who are not included under a collective bargaining agreement.

Union: Employees who are included under a collective bargaining agreement.

Full-time: Employees scheduled to work forty (40) hours or more per week in a consistent manner.

Hourly: Employees directly hired by the City or Mid Oregon Personnel and or by an employment agency will work less than thirty (30) hours per week and 130 hours per month.

Probationary Employees: New employees with less than one (1) year of service or as defined in policy #55

Regular: Employees who have completed the probationary period.

Temporary: Employees filling positions on an immediate, short-term basis. May be hired through an employment agency.

Seasonal: a hourly employee that is hired with the expectation that he or she will be needed for a specified period of time or not more than eight (8) months a year.

Volunteer: Individuals who perform services on behalf of the City of Prineville on a volunteer non-compensated basis. Volunteers may work a full-time work schedule. Regardless of the number of hours worked, volunteers are not entitled to benefits and are expected to comply with all City policies and procedures.

Contract Employees: In hired for a specific job at a specific rate of pay. A contract employee does not become a regular addition to the staff and is not considered a permanent employee.

Exclusions

Independent Contractors: Individuals providing labor or services to the City are not considered employees.

❖ **EQUAL EMPLOYMENT OPPORTUNITY (Policy #020)**

The City of Prineville is committed to maintaining a workplace which is free of discrimination. No aspect of employment within the City is to be influenced in any manner by race, color, religion, sex, age, national origin, veteran status, mental or physical disability, or other class of protection which is addressed by state or federal law. Any concerns in this area should be immediately reported to the Human Resources Manager/or your Department Head. *(For further information, see Policy #020 in the Human Resource Policy and Procedure Manual.)*

WHISTLEBLOWER PROTECTION (Policy #022)

- ❖ The City of Prineville prohibits the taking of any retaliatory action for reporting or inquiring about alleged improper or wrongful activity. All employees, managers/supervisors and elected officials are encouraged to report in good faith all information regarding alleged improper or wrongful activity. *(For further information, see Policy #022 in the Human Resource Policy and Procedure Manual.)*

❖ **RECRUITING AND SELECTIONS (Policy #030)**

It is the general philosophy of the City of Prineville to hire job candidates who best demonstrate the technical and professional skills which meet the requirements of the position and the City's goals. The selection committee considers all relevant factors, such as communication and interpersonal skills, creativity and initiative, demonstrated ability to be responsible and accountable, and other characteristics associated with quality performance. The City of Prineville hiring practices are intended to comply with all applicable state and federal laws. *(For further information, see Policy #030 in the Human Resource Policy and Procedure Manual.)*

❖ **EMPLOYMENT OF RELATIVES (Policy #035)**

Applications for employment by relatives of City employees will be considered on a strictly competitive basis. Restrictions related to placement and supervision are in place to prevent problems of supervision, safety, security and morale. Under this policy, "relatives" include current spouse, children, parents, grandparents, siblings, grandchildren, aunts, uncles, first cousins, or corresponding in-laws or

“step” relations. For the purpose of this policy “spouse” means those employees having legal marital relationships, as well as employees involved in relationships, which in the City’s judgment are characterized by the permanence, duration, and stability usually associated with marriage. (Domestic Partnerships, either heterosexual or homosexual)

Current City employees and their relatives cannot be hired into the same department. City employees may not be hired or promoted into a position where they directly or indirectly supervise a relative. In situations where employees become related after employment and a conflict of interest is the result, a reasonable time will be provided to resolve the concern. Possible resolutions to a conflict of interest include transfer, reassignment, or separation; however, the City reserves the right to make the final determination of the resolution to be implemented where a specific business necessity has been identified by the City. *(For further information, see Policy #035 in the Human Resource Policy and Procedure Manual.)*

❖ **EMPLOYMENT OF MINORS (Policy #040)**

As a general rule, employees of the City must be at least eighteen (18) years of age. The City may hire students or others who are ages fourteen (14) through eighteen (18) years of age, during school breaks, at peak work periods, or on an internship basis. *(For further information, see Policy #040 in the Human Resource Policy and Procedure Manual.)*

❖ **REHIRES (Policy #045)**

Former employees who apply to be rehired must complete the same application process, undergo the same evaluation and on the same basis as other applicants. *(For further information, see Policy #045 in the Human Resource Policy and Procedure Manual.)*

❖ **NEW HIRE ORIENTATION (Policy #050)**

All newly hired or rehired employees must participate in our employment orientation program. This program offers new employees information regarding the policies, procedures and benefits associated with employment at the City of Prineville. Individual departments are responsible for ensuring that new employees receive job and department-specific familiarization. *(For further information, see Policy #050 in the Human Resource Policy and Procedure Manual.)*

❖ **PROBATIONARY PERIODS (Policy #055)**

Unless otherwise stated in a collective bargaining agreement, all newly hired, promoted, demoted or transferred employees serve a probationary/introductory employment period of 12 months. The probationary period is the final step in the

recruitment and selection process and is key in determining whether the employment relationship should continue. During probation, the City may elect to end a person's employment at any time for any reason. Probationary employees are not subject to any progressive discipline guidelines. In turn, employees have the right to terminate employment at any time for any reason. The probationary employment period may be extended beyond the normal period upon mutual agreement between the Department Head and Human Resources.

Prineville Police Officers Association = 18 months

911 and Police Association non-sworn employees = 12 months

City of Prineville Railway, Local 737 (formerly 121) Members = 12 months

Public Works Department, Local 737 (formerly 121) Members = 12 months

Non-bargaining Members = 12 months

Non-bargaining Members Promotions = 6 months

Demotion = 6 months

(For further information, see Policy #055 in the Human Resource Policy and Procedure Manual.)

❖ **PERFORMANCE EVALUATION (Policy #610)**

Performance evaluations for regular full-time and part-time employees will receive an annual performance evaluation; more frequent evaluations may be conducted at any time at the discretion of the Department Head. Newly-hired employees shall be evaluated at any time throughout their probationary period and then on an annual basis. Our evaluation process is designed with the goal of accomplishing the following objectives.

- To enhance individual employee performance and ensure effective and efficient business operations.
- To summarize both formal and informal performance discussions held with employees throughout the review period.
- To document performance areas in which employees are meeting expectations and to identify opportunities for improvement.
- To establish performance goals and set action plans to correct performance shortcomings.
- To enhance the development plan for the employee's career.

(For further information, see Policy #610 in the Human Resource Policy and Procedure Manual.)

❖ **PERSONNEL RECORDS AND PRIVACY (Policy #060)**

The City's official employee records are maintained by the Human Resources Department. Current employees are welcome to schedule an appointment to view their own file during normal business hours. Employees may also receive a

certified copy of their employment records, and the City will charge the actual cost of furnishing such records. Employee files contain information related to your employment with the City, including address and telephone number, performance records, and benefit information. Access to employee files is restricted to the City Manager, Human Resources manager and Department Head on a need to know basis. Employee files are the property of the City and may not be removed from the Human Resources office. Please be sure to keep your address, beneficiary and other important information updated. Report any significant changes to the Human Resources Department promptly.

The City will only verify information requested by outside sources for credit or other purposes with a release form showing your signed authorization. All employment references and information requests, including employment or earnings verification, will be directed to Human Resources for processing. *(For further information, see Policy #060 in the Human Resource Policy and Procedure Manual.)*

2 ABOUT YOUR COMPENSATION

❖ **SALARY PROGRAM ADMINISTRATION (Policy #110)**

The City strives to pay salaries competitive with those in surrounding jurisdictions recognizing individual effort and contribution. The classification plan will consist of a comprehensive listing and definition of all classifications and salary ranges in City service. The Human Resource Manager will administer a review of all City Classifications and assigned compensation levels on a regular schedule. The Human Resource Manager will submit findings to the City Manager for review. Compensation levels are typically reviewed every five (5) years. *(For further information, see Policy #110 in the Human Resource Policy and Procedure Manual.)*

❖ **RECOVERY OF OVERPAYMENT TO EMPLOYEES (Policy #113)**

The City is entitled to recoup all overpayments of wages or reimbursements made to employees regardless of the cause of overpayment. In the case of overpayment, the City must be able to clearly show that the employee received more than he or she was due under the agreed-upon wage rate more than the hours actually worked, or more than what should have been appropriately reimbursed.

❖ **FLSA EXEMPT & NON-EXEMPT STATUS (Policy #115)**

All positions within the City are classified as either FLSA exempt (paid a salary and not eligible for overtime) or FLSA non-exempt (paid an hourly rate or salary and eligible for overtime). This is required by the Fair Labor Standards Act (FLSA) and other federal and state laws. Status as exempt or non-exempt is not related in any way to union or non-union status. Based upon the current federal and state guidelines, the Human Resources Department will determine the FLSA status of a position prior to hiring. Any questions or concerns about FLSA status should be directed to the Human Resources Department.

(For further information, see Policy #115 in the Human Resource Policy and Procedure Manual.)

❖ **EMERGENCY PAY ADVANCE (Policy #205)**

The City's regular pay day is the end of each month. However, when an emergency causes financial hardship to an employee, a salary advance or draw may be allowed upon approval of the employee's Department Head and the City Manager. The City Manager shall determine if there is an emergency and if the employee, as a result of the emergency, is suffering a financial hardship. *(For further information, see Policy #205 in the Human Resource Policy and Procedure Manual.)*

❖ **HOURS OF WORK AND PAYDAYS (Policy #210)**

The general office hours are from 8:00 AM to 5:00 PM, Monday through Friday. Management reserves the right to modify schedules consistent with the needs of the City, and as addressed in any collective bargaining agreement.

City Employees shall have a one (1) hour lunch break in approximately the middle of their work day. Non-exempt employees are not permitted to work through a meal period unless approval from your manager is obtained prior to the scheduled meal break. If you are a non-exempt employee and you are required to work during your meal period, you will be paid for your meal time. If an employee frequently works through a meal and /or rest period without their manager's approval, the employee may be subject to disciplinary action up to and including termination.

You are also authorized by Oregon law to take two fifteen (15) minute break periods each full day worked. These breaks periods are paid, and should be taken in the middle of each segment, whenever possible.

Paydays are on the last working day of each month. If the last day of the month falls on a Saturday or Sunday, paychecks will be distributed on the Friday prior to the established payday. If a City holiday falls on a payday, you will receive your check on the last workday prior to the holiday.

All non-exempt employees are required to accurately record attendance and all hours worked on their time cards/time sheets and submit the time records in a timely fashion to their immediate supervisor for their signature. Exempt employees will only record exemptions on their time sheets and will submit to their supervisor for signature. Attendance and time records are City records, and care must be exercised in recording the hours worked, overtime hours, vacation, sick leave and other absences. You may not clock, sign in or out, or prepare time records for anyone else. Inaccurate time records or tampering with any time record may lead to discipline, up to and including termination. For information on exempt or non-exempt employees reference policy #225.

(For further information, see Policy #210 in the Human Resource Policy and Procedure Manual.)

❖ **OVERTIME/COMPENSATORY TIME (Policy #215)**

Overtime: Our policy on the payment of overtime follows the provisions of the Fair Labor Standards Act (FLSA) and the applicable state laws. Overtime is paid to union employees in accordance with applicable collective bargaining agreements or in the following manner, whichever is applicable:

Non-exempt employees are paid overtime for hours worked beyond 40 hours in our work week. (For purposes of overtime payment, the City's established work week is 12:00am Sunday through 11:59pm Saturday. The airport work week begins 12:01am Monday and ends at 12:00am midnight on Sunday). Exempt employees refer to Policy #225.

Only hours actually worked will be used to calculate overtime pay. Paid time off for holidays, jury duty, vacation, sick leave or other leave of absence will not be considered "hours worked." Overtime worked by non-exempt employees must be authorized in writing in advance by a Supervisor or Department Head.

Compensatory (Comp) Time: If comp time is given rather than overtime, it must be mutually agreed to have compensatory time in lieu of overtime pay. All comp time must be exhausted before any use of vacation time is approved. Comp time is accrued at the overtime rate of time and-one-half and is paid at the straight time rate. You may accumulate up to a maximum of 60 hours of comp time. Any balance beyond the maximum will be paid on the next regular pay day. Comp time will be paid out at full-value upon termination of employment. If an employee is reclassified to FLSA exempt status, they may be given the option of payout or carryover for use within 60 days. *(For further information, see Policy #215 in the Human Resource Policy and Procedure Manual.)*

❖ **MANAGEMENT LEAVE (Policy #225)**

To recognize individual efforts, performance, and achievements, and to compensate for times when exempt employees spend more hours at work than normal due to special projects or increased workloads. FLSA Exempt employees may be granted up to eighty (80) hours additional paid leave per fiscal year to non-represented employees who are not eligible for overtime compensation. The granting of management leave hours will be at the discretion of the City Manager. *(Also, see Policy #225 in the Human Resource Policy and Procedure Manual.)*

❖ **FINAL PAYCHECKS (Policy #710)**

Employees who are involuntarily terminated will receive their final paycheck no later than the end of the next business day following the termination (ORS 652.140(1)). Every effort will be made to provide employees who voluntarily terminate employment their final paycheck on their last day worked. Employees will pick-up their final paychecks from Human Resources so that the appropriate out-processing can occur.

Prior to or on the last day of work the supervisor must obtain all equipment and keys from the separating employee. *(Also, see Policy #710 in the Human Resource Policy and Procedure Manual.)*

3 ABOUT YOUR BENEFITS

❖ VACATIONS (Policy #310)

The City encourages and requires each employee to take an annual vacation as paid time off away from work. The City does not provide vacation pay unless vacation time is actually taken as time off from work, or upon separation. The following schedule applies to the accrual of vacation time (union employees should refer to their contract for accrual schedules):

1-5 years	8 hours earned per month	Cap: 96 hours
5-10 years	10 hours earned per month	Cap: 120 hours
10-15 years	12 hours earned per month	Cap: 144 hours
15-20 years	14 hours earned per month	Cap: 169 hours
20+ years	16 hours earned per month	Cap: 192 hours

Vacation leave benefits will stop accruing once the cap has been reached. During a leave of absence without pay vacation leave does not accrue.

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

Sergeants may accumulate vacation accruals to a maximum of one- and one-half years of accruals.

Use of Vacation:

An employee may take vacation subject to the advance approval of the supervisor or department head. An employee may not use vacation leave during his/her first (1st) month of employment although vacation leave shall be credited from the date of employment. Employees may use accrued vacation leave beginning with their second (2nd) month of employment unless stated otherwise in union contract. *(For further information, see Policy #310 in the Human Resource Policy and Procedure Manual.)*

❖ **HOLIDAYS (Policy #315)**

Regular full-time employees are eligible for holiday pay from the employee's date of hire. The following days are recognized as paid holidays:

<u>Holiday</u>	<u>Date Observed</u>
New Year's Day	January 1 st
Martin Luther King Day	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday of May
Independence Day	July 4 th
Labor Day	First Monday in September
Veterans Day	November 11 th
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve – 4 hours	December 24 th
Christmas Day	December 25 th
New Year's Eve – 4 hours	December 31 st
Floating Holiday	Employee's Choice

When the holiday occurs on a Saturday, the holiday will be observed the Friday before it occurs and when the holiday occurs on a Sunday, the following Monday will be observed as the holiday.

Employees should check with your Department Head regarding which holidays you may be entitled to and the process for taking holidays if you are required to work one of the above dates.

If a City-paid holiday falls during an employee's scheduled vacation, or sick leave, the holiday will not be counted as vacation or sick leave taken. *(For further information, see Policy #315 in the Human Resource Policy and Procedure Manual.)*

❖ **SICK LEAVE (Policy #320)**

Sick leave is available when a personal illness or off-the-job accident prevents you from being at work. Sick leave may be used for immediate family members.

Full-time employees accrues sick leave at the rate of eight (8) hours per month of employment. Full-time employee sick leave caps may differ by department in compliance with the collective bargaining agreements. For full-time employees not covered in collective bargaining units and hired after August 2006, you may

earn up to 1,200 hours maximum. Sick leave benefits will stop accruing once the cap has been reached. When this total is reduced below the maximum allowable, the benefit will begin accruing again.

At the employee's option sick leave accrued time may be paid out at retirement at the following rates:

After 10 years of service 50%

After 15 years of service 66%

After 20 years of service 100%

This payout option is available if employment is terminated other than just cause.

Any remaining sick leave accrued time not paid out will be reported to PERS for calculation in your retirement benefit. If you are Tier 1 or Tier 2, you may wish to run a calculation on the PERS website to see what the benefit difference may be with the sick leave accrual added or not added prior to making a payout choice.

When an employee suffers off-the-job injury or illness and is not able to perform the full range of functions required by their position, the employee may request a modified duty assignment. The restrictions to the duty are established by the employee's qualified health care provider and based upon the review of the essential functions of the employee's current position. The employee's request, together with the restrictions noted on the *Release to Return to Work Form* is to be provided to Human Resources.

The Department Head and Human Resource Manager will make the determination, on a case by case basis, if modified duty request is approved for employee's job assignment.

If the modified duty request is denied, employees must use sick leave and/or FMLA leave until such time as either the restriction change (modified duty request is re-evaluated) or a full duty release is received.

A full duty release, documented on the *Release to Return to Work Form* is required from the physician before an employee may be approved to return to full duty. (For further information, see Policy #320 in the Human Resource Policy and Procedure Manual.)

❖ **PROTECTED LEAVE- ABSENCE WITHOUT PAY (Policy #321)**

We recognize that certain family and medical situations may require you to take time away from work. City of Prineville provides protected leave for qualifying employees in the form of family, medical, domestic violence, and military leave in conformance with the Family Medical Leave Act (FMLA), Oregon Family Medical Leave Act (OFLA), Oregon Victims of Certain Crimes Leave Act (OVCCCLA), and Oregon Military Family Leave Act (OMFLA). (*For further information see Policy #321 in the Human Resource Policy and Procedure Manual.*)

❖ **LEAVES OF ABSENCE WITH PAY (Policy #325)**

Any employee may be granted regular pay for any leave of absence caused by jury duty, appearance when subpoenaed as a witness or official court appearance, or other judicial proceedings; the death of an immediate family member.

TYPES OF LEAVES:

Jury Duty - When an employee is called for jury duty, the employee shall be granted leave of absence with pay. However, the employee shall be required to transfer any compensation received for the performance of such duty to the City.

Death of Immediate Family Member - In the event of a family death, Full-time City employees are allowed up to 4 days off (with pay) for the loss of an immediate family member. Part-time employees may request up to 4 days off without pay. The term immediate family member includes spouse or domestic partner, parent, sister, brother, child, grandchild and grandparents of the employee or the employee's spouse or domestic partner.

Expression of Breast Milk - Female employees breastfeeding a child 18 months or younger are allowed a reasonable period of time each time the employee has a need to express milk. At a minimum, the employee is allowed a break of not less than 30 minutes during each four hour period or major part of a four hour work period.

The employee may use accrued leave time to be paid while on domestic violence leave.

In addition, absent an undue hardship to the City, the City will make reasonable safety accommodation(s) as requested by a victim of domestic violence, sexual assault or stalking, in response to actual or threatened domestic violence, sexual assault or stalking, as may be required by law.

Employee may be required to provide certification that the employee, child or dependent is a victim of domestic violence, sexual assault or stalking, and that the leave or safety accommodation is taken for one of the covered purposes. *(For further information, see Policy #325 in the Human Resource Policy and Procedure Manual.)*

❖ **LEAVE DONATION PROGRAM (Policy #326)**

This establishes a policy for allowing City employees to donate earned vacation and or sick hours to a co-worker who is absent from work due to a catastrophic health condition and has exhausted all accrued leave. *(For further information, see Policy #326 in the Human Resource Policy and Procedure Manual.)*

❖ **Military Leave (Policy #327)**

The purpose of this policy is to define the provisions for employees to take leaves of absence for military serve or training. *(For further information, see Policy #327 in the Human Resource Policy and Procedure Manual.)*

❖ **EMPLOYEE ASSISTANT PROGRAM (Policy #335)**

The employee assistance program is designed to provide the City's employees and their families with confidential counseling service. It helps employees with problems, including but not limited to problems associate with:

Alcoholism/Drug Abuse	Parent-child relationships
Depression	Behavioral disorders
Drug Abuse	Divorce/Separation
Gambling	Personal Relationships
Anxiety and Stress	Eating Disorders

EAP is staffed by experienced, professional counselors who will provide information, immediate treatment or referral to other sources. All contact with the service is confidential unless the employee waives the confidentiality in writing.

"Life Balance" services are also available through our EAP. Legal services, Will preparation, ID theft services, Wellness Resources, Home Ownership Program and other services.

Employee Assistance Program provided by Deer Oaks
1-888-993-7650

(For further information, see Policy #335 in the Human Resource Policy and Procedure Manual.)

❖ **EDUCATION INCENTIVE (Policy #340)**

All full-time employees are eligible for benefits under this policy when funds are available. Employees may pursue a degree or take individual courses at approved and accredited educational institutions under this program.

To qualify for reimbursements under this policy, each class must be related to the employee's position. The employee must submit a written request to their Department Head, and the request must be approved in writing in **advance** of registration by the applicable Department Head and City Manager.

(For further information, see Policy #340 in the Human Resource Policy and Procedure Manual.)

❖ **EMPLOYEE BENEFITS (Policy #345)**

City of Prineville provides comprehensive group insurance programs for eligible employees. At the time of publication, your options include the following:

- Medical, Dental, Vision, Prescription Drug
- Group Life Insurance
- Long Term Disability Benefits
- Flexible Spending Account
- PERS (Public Employees Retirement System) Retirement Benefit
- Deferred Compensation

(For further information, see Policy #345 in the Human Resource Policy and Procedure Manual.)

❖ **WORKER'S COMPENSATION – Return to Work (Policy #350)**

All employees are insured for on-the-job injuries. If an employee is injured on the job, they should notify their supervisor immediately. Failure to do so could result in delay or denial of employee's worker's compensation claim.

An Employee *Work Related Accident/Incident Analysis Report* should be completed by the employee as soon as possible after an on-the-job injury. If the injured employee is not seeking medical attention, the Incident Analysis Report is the only form that needs to be completed.

If it is necessary to see a qualified health care provider, the injured employee should obtain and complete sections one (1) through twenty-nine (29) of the *801* form before leaving for or immediately upon return from the qualified health care provider. The *801* form should be returned to Human Resource Manager by no later than the following business day. If a *Work Related Accident/incident analysis report* form was not completed earlier, it must be completed and submitted with the *801* form. Your supervisor may assist you with these

documents, however you are required to sign the **801** unless you are not able to do so due to the injury. Then the supervisor would sign for you.

(For further information, see Policy #350 in the Human Resource Policy and Procedure Manual.)

4 ABOUT OUR CONDUCT EXPECTATIONS

❖ **WORKPLACE EXPECTATIONS (Policy #410)**

In order to effectively operate our City government, certain responsibilities are shared among all employees. Work rules covering personal standards of conduct and standard operating procedures are necessary to protect the health and safety of all employees, to maintain uninterrupted service, and to protect the City's property. The following work rules shall apply to all City employees. These rules are not intended to be all-inclusive. Additionally, City departments may, consistent with the provisions of applicable collective bargaining agreements, establish other rules to ensure the effective operation of the City government, besides the ones below:

- A. You are expected to regard your workplace with respect and attention. City of Prineville records, equipment, and property are to be treated carefully and appropriately. You are responsible for those items in your custody and will be held accountable for their basic maintenance, appropriate use and/ or accuracy.
- B. You are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by the City or outside regulatory bodies.
- C. You are expected to conduct yourself in a professional manner and exhibit a high regard for our customers, vendors, business associates, and co-workers. No breach of professional behavior (i.e. abusive language, harassment, for-profit business during work time, etc.) will be condoned.
- D. You are expected to maintain the confidentiality of organization information or customer information in your possession.
- E. You are expected to be honest in all your actions as an employee. This applies to communications with other City employees and the general public.
- F. Clothing you wear to work should be neat in appearance and be consistent with your job, keeping in mind the impression made on the public, visitors, and other employees and the need to promote organization and employee safety. Good individual judgment is the best guideline, but the City retains the right to decide what clothing is appropriate. Departments may have their own clothing standards which may include a uniform requirement or a need for safety equipment to be worn.

- G. You are expected to be at work on time, remain until your workday ends, and perform the work assigned to or requested of you. If you are unable to be at work on time, you are expected to contact your supervisor prior to the start of your work shift. If that individual cannot be reached, you are expected to contact an alternate supervisor.

- H. Poor attendance or excessive tardiness may lead to disciplinary action, up to and including termination of employment. If you fail to report for work or call in for three (3) days in a row, you will be deemed to have abandoned or resigned from your job. (This does not apply during FMLA/OFLA leave, workers' compensation claims where time-loss is authorized, or where the employee is on a leave of absence as a form of reasonable accommodation for a disability.)

(For further review, see Policy #410 in the Human Resource Policy and Procedure Manual.)

❖ **DRUG FREE (Policy #415)**

The City of Prineville has an obligation to its employees and those who come into contact with the City to ensure safe working conditions. To meet that obligation and to further our commitment to promote high standards of employee performance, productivity, health, safety and reliability the City has established this zero tolerance alcohol and drug policy which also includes no use of medical or recreational marijuana. The City requires its employees to report for work in a condition that will permit her/him to perform his/her duties safely and efficiently. The City recognizes that an employee's off-the-job and on-the-job involvement with alcohol and drugs can have an impact on the work environment. Therefore, *Policy #415 in the Human Resource Policy and Procedure Manual* clearly outlines the City's positions regarding the use or possession of alcohol or drugs on the job.

❖ **WORKPLACE VIOLENCE (Policy #435)**

The City understands the importance of a safe and secure environment for our employees and recognize the need to create a violence-free workplace for both you and the public. This policy is intended to prevent workplace violence from occurring and describes prohibited conduct, warning signs identified with potentially violent behavior, procedures for reporting violations of this policy, and other pertinent information that is necessary to help deter violence in the workplace.

We have a "zero tolerance" policy for any actions that threaten our employees or vendors or customers in the workplace. All violent behavior is considered inappropriate in the workplace, on both the part of employees, vendors and

customers, and will not be tolerated. Violence is strictly and specifically prohibited. The use of appropriate force by police officers is not considered violence. No existing policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring or a life threatening situation from developing.

The policy applies to all of our departments with respect to the conduct of all City employees. For the purpose of this policy, the term "employees" of the City includes volunteers in all of our departments but excludes all independent contractors.

(For further information, see Policy #435 in the Human Resource Policy and Procedure Manual.)

❖ **CODE OF ETHICS (Policy #440)**

The City of Prineville and its employees are to adhere to the highest ethical standards and principles in complete compliance with law and regulations in the conduct of City business. Each individual employee is a representative of the City and, therefore, is responsible through his or her actions for projecting high ethical standards.

There are eight (8) basic elements considered in this ethics policy. They are:

1. Conflict of Interest
2. Confidentiality
3. Political Activity
4. Gratuity and Gifts
5. Conversion of City Property for Private Use.
6. Off Duty Conduct
7. Outside Employment
8. Criminal Act

(For further information, see Policy #440 in the Human Resource Policy and Procedure Manual for complete definitions.)

❖ **SMOKING IN THE WORKPLACE (Policy #445)**

All City facilities are "smoke free" areas. Pursuant to Code of Prineville, Chapter 38: Smoke-Free City Facilities, a person may not smoke or carry any lighted smoking instrument within 20 feet of public places, including entrances; exits, windows that open, or ventilation intakes that serve an enclosed area. City employees share in the responsibility for adhering to this policy and for bringing it to the attention of persons visiting City buildings and facilities.

Smoking Instruments

Any cigar, cigarette, pipe, e-cigarettes or other smoking or vaping equipment.

Smoking in City Vehicles and Motorized Equipment

City vehicles are considered designated work areas under this policy and as such are "smoke free".

Smoking Outside Of City Owned Buildings

Smoking or carrying any lighted smoking instrument is prohibited within 20 feet of the exterior of any building the City owns and is occupied by City employees. The no smoking area does not extend into the roadway, but does include driveways, planting strips, sidewalks and pedestrian ways within 20 feet of any exterior entrance door of a City Building.

Smoking Breaks

No additional breaks or rest periods will be granted to employees who smoke.

(For further information, see Policy #445 in the Human Resource Policy and Procedure Manual.)

❖ **DISCIPLINE AND DISCHARGE (Policy #615)**

The principle of progressive discipline shall normally be used for all discipline which is intended to address performance-related deficiencies. The goal of progressive discipline is to correct inappropriate and unproductive behavior and to allow the employee a reasonable opportunity to modify his/her behavior. Good supervision includes coaching sessions between the supervisor and the employee as a means to correct a behavior before it leads to written discipline. Progressive discipline is not appropriate to address "serious offenses" such as theft, workplace violence, harassment, or dishonesty which would warrant immediate discharge. Employees who are the focal point of an employer investigation related to an alleged "serious offense," or actions that create a hindrance to the effective performance of city functions, reflect discredit upon the city, or otherwise render the employee unfit for duty; may be subject to administrative leave without pay pending the conclusion of the investigation. Serious violations, as determined by the City, may be dealt with by any of the disciplinary measures listed below on the first or subsequent offenses. It is not the intent of this policy to promote or require a lock-step progression of disciplinary measures to every disciplinary action.

Disciplinary actions may be invoked in the following order:

1. Oral reprimand
2. Written reprimand

3. Demotion, suspension with loss of pay,* reduction in salary*, or loss of paid leave
4. Discharge

(For further information, see Policy #615 in the Human Resource Policy and Procedure Manual.)

❖ **ADMINISTRATIVE GRIEVANCE (Policy 620)**

This policy is meant to provide employees and supervisors with the procedure for filing and resolving employee grievances.

An administrative grievance is a formal complaint by an employee asserting that he/she has been improperly treated in violation of policy, procedures or rules.

(For further information, see Policy #620 in the Human Resource Policy and Procedure Manual)

❖ **HARRASSMENT – FREE WORKPLACE (Policy #20)**

The City believes that all employees have a right to work in an environment where the dignity of each individual is respected. For this reason, the City expects all employees to accomplish their work in a business-like manner with concern for the wellbeing of their co-workers. We prohibit harassment of one employee by another employee, regardless of their working relationship or supervisory status. Specifically forbidden is harassment of a sexual, racial, ethnic, age, religious, gender or disability-related nature. Also prohibited is harassment based on another person's membership in a group protected by law or participation in legally protected activities. The City is committed to maintaining a workplace free of such conduct.

(For further information, see Policy #020 in the Human Resource Policy and Procedure Manual.)

5 ABOUT OUR COMMUNICATION

❖ BULLETIN BOARDS & POSTING INFORMATION (Policy #510)

Important job-related information may be displayed on department bulletin boards.

Information should normally be of the following types:

- Legally required posters and notices
- City standards and rules of conduct
- Safety rules and related information
- Management memos and announcements
- Job vacancy postings
- Employment or benefits-related materials

(For further information, see policy #510 in the Human Resource Policy and Procedure Manual.)

❖ SOCIAL MEDIA (Policy #515)

The City of Prineville has a business need to augment traditional communication methods with the use of social media channels. The use of social media presents an opportunity and risk to the City. In general, the City supports the use of social media to further City and department missions and goals.

(For further information, see policy #515 in the Human Resource Policy and Procedure Manual.)

❖ PERSONAL COMMUNICATIONS DEVICES (Policy #520)

The City of Prineville has a business need to provide certain employees access to cellular telephones and data devices which are to be used in a manner consistent with acceptable business practices and within IRS taxable fringe benefit rules. Employees are advised and cautioned that use of a personally owned PCD for business-related purposes may subject the employee and the employee's PCD records to civil or criminal discovery or disclosure under applicable public records laws.

(For further information, see policy #520 in the Human Resource Policy and Procedure Manual.)

❖ ELECTRONIC COMMUNICATIONS SYSTEMS (Policy #525)

This policy establishes the ways in which City of Prineville employees may access and use its electronic communication systems, including electronic mail, access to and use of the World Wide Web, telephones and any other electronic communications.

(For further information, see policy #525 in the Human Resource Policy and Procedure Manual.)

6 ABOUT YOUR SEPARATION

❖ **EMPLOYEE SEPARATION (Policy #710)**

The employee's last day of work shall be the last day on which the employee was physically working the job.

Voluntary Resignation: A voluntary separation of employment which includes the following circumstances:

- Resignation (employees are expected to provide a minimum of two weeks written notice).
- An absence of three (3) or more consecutive working days without any notice to the employee's department head and/or supervisor is considered a "voluntary resignation for job abandonment".
- Failure to return from an approved leave of absence.
- Failure to return from a reduction in force/layoff recall.

Involuntary Termination: A separation in which the employee may not be qualified or adapted for the type of work assigned. This category also includes employees who are unable to perform satisfactorily during the probationary employment period, or employees who are terminated for violation of employee standards of conduct or safety regulations, unsatisfactory job performance, or any other reason deemed appropriate by the City.

Retirement: A voluntary separation which usually includes qualification for benefits under the City's pension plan.

Reduction in Force or Layoff: Work is no longer available, the job has been eliminated, the contract expired, the department closed, etc.

(For further information, see Policy #710 in the Human Resource Policy and Procedure Manual.)

❖ **EXIT INTERVIEWS (Policy #720)**

Prior to leaving the City upon separation, employees will be provided an Exit Interview form which will be returned to Human Resource Manager at a scheduled exit meeting. On occasion it is not possible to meet with the Human Resource Manager, so it might be requested via mail.

(For further information, see Policy #720 in the Human Resource Policy and Procedure Manual.)

7 ABOUT OUR TRAVEL GUIDELINES

❖ TRAINING REQUEST AND DOCUMENTATION (Policy #805)

The purpose of this policy is to establish a procedure by which applications for training are processed within the City, and to describe the method of recording outside training received by City employees.

(For further information, see Policy #805 in the Human Resource Policy and Procedure Manual.)

❖ EMPLOYEE INCURRED EXPENSES AND REIMBURSEMENT (Policy #810)

The City will pay all proper expenses involved in carrying out general business, subject to the following provisions:

- Employees will be reimbursed for all necessary travel expenses which
 1. are directly related to, or associated with, their performance of the City's business;
 2. are properly authorized;
 3. are reasonable expenditures of public funds.
- To obtain reimbursement, employees must submit itemized receipts with Travel Expense Form.
- A volunteer is considered an employee when there is a benefit or compensation is involved. This includes meals or other benefits that could be considered a fringe benefit as outlined by the IRS.

(For further information, see Policy #810 in the Human Resource Policy and Procedure Manual.)

❖ VEHICLE USAGE AND SAFETY (Policy #820)

This policy is to provide guidance to employees regarding vehicles used to perform City business; to maximize the safety of drivers, passengers, and the public when vehicles are driven for our business; to ensure lawful, appropriate use of City-owned vehicles. Our vehicles are to be used by you only in the performance of official City business. Use of our vehicles for personal purposes is prohibited except as authorized in this policy.

(For further information, see Policy #820 in the Human Resource Policy and Procedure Manual.)