



CITY OF ST. LOUIS

Including:
T.A. Cutler Memorial Library

EMPLOYEE HANDBOOK

City of St. Louis
Including:
T.A. Cutler Memorial Library

ACKNOWLEDGMENT

I acknowledge that I have received an up-to-date copy of the Employee Handbook for the City. Any changes, in this Handbook, will supersede and replace prior policies and procedures. I further understand that no one at the City has the authority to enter into any agreement for employment contrary to “employment at will.”

I agree to conform to the policies of the City as they exist, and as they may be amended. I understand and agree that the City, in its sole discretion, may update and revise the policies and procedures described in this Handbook at any time.

I also understand that, should I bring a claim against the City, arising out of my application for employment, employment with, or separation from employment with the City, I agree to do so within 180 days of the event giving rise to the claim, or the time limits provided in any statute for such claim, whichever is shorter, or be forever barred from bringing such a claim. I expressly waive any limitation period which is longer than 180 days.

Signature of Employee

Date

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**City
General Policy**

Personnel Policy Number	1.1 (page 1 of 1)
Effective Date:	September 2, 2014
Policy Regarding:	Applicability

This Personnel Handbook applies to every employee of the City, including employees of all special boards and commissions such as the Library Board. These bodies may elect to vary this policy in whole or in part upon approval of the city council.

“Chief Administrative Officer” as used in these policies means the following:

City Manager
Library Director

“City” as used in these policies means the following:

City of St. Louis
T.A. Cutler Memorial Library

Employees, who are members of a union that has an employment contract with the City, will only be entitled to those benefits in the union contract. All other aspects of this handbook shall apply to union employees unless abridged or modified by the contract and the union contract shall be the governing document for such abridgements or modifications.

City General Policy

Personnel Policy Number	1.2 (page 1 of 1)
Effective Date:	September 2, 2014
Policy Regarding:	Public Relations

An important requirement of every job is public relations. As an employee of the public, these relations are especially important, and you should treat each citizen with the same respect and courtesy you do your department head. The following is a list of public relations guidelines that usually result in citizen satisfaction.

- Identify your department and your name when answering the telephone. A pleasant “Good Morning” or “Good Afternoon” is much appreciated by the caller.
- If approached by a citizen asking for information or making a complaint, give assistance if you can; if you are not able to help or if the citizen seems dissatisfied; suggest that the person call the proper department head or the City Manager. Always thank citizens for their interest and concern.
- Let citizens who have a complaint get the matter “off their chest”...do not interrupt them. Even if you feel the complaint is completely unjustified, be very hesitant in disputing the irate citizen. It is better to promise to check the matter than to argue with such a person.
- Keep a written record of any complaint or request you receive, as it may be needed for future reference.
- Maintain the best possible personal appearance in keeping with the work you are doing, as this is a reflection of the City.

**City
General Policy**

Personnel Policy Number

1.3 (page 1 of 1)

Effective Date:

September 2, 2014

Policy Regarding:

City Services

As a City employee, you may be asked about services of the City. The principal services are:

- a) Produces and sells electricity and water.
- b) Operates and maintains a Wastewater Treatment Facility
- c) Builds and maintains sewers, water lines, streets and parks
- d) Provides police and fire protection
- e) Maintains a library, swimming pool, and cemetery.
- f) Provides street lighting
- g) Collects property taxes to finance City, School and County services
- h) Provides yard waste, brush and leaf pickup
- i) Administers all Elections.

**City
General Policy**

Personnel Policy Number	1.4 (page 1 of 1)
Effective Date:	September 2, 2014
Policy Regarding:	Employment-at-will

This personnel policy handbook is not intended to create a contract between the City and any employee, or to grant a right to any employee to be continued in his or her employment, or to limit the right of the City to terminate its employees with or without cause. Likewise, employees are not limited in terminating their employment as they see fit, except in the payment of unused vacation time, as discussed in the vacation section of this policy.

The City retains the right to deviate from, change, delete, add to, interpret or cancel, in whole or in part, any of the provisions set forth herein, at the City's sole discretion, at any time, with or without prior notice. This personnel policy, approved by the City Council, supersedes and replaces all previous policies and documents.

This document and its supplements contain information about a person's employment relationship with the City. The only way any condition, contained herein, can be changed is by written documentation approved by the City Council or City Manager. Department Heads, City boards, and other City employees, cannot offer or give greater or different conditions or benefits than are contained herein.

**City
General Policy**

Personnel Policy Number	1.5 (page 1 of 1)
Effective Date:	September 2, 2014
Policy Regarding:	Non-Discrimination

As provided by Title VII of the Civil Rights Act of 1964 and the Elliott-Larsen Civil Rights Act of 1976, and all other applicable State and Federal Statutes, it is the policy of the City to grant equal employment opportunities to all qualified persons without regard to race, color, sex, religion, national origin, genetic information, sexual orientation, age, weight, height, marital status, disability, and any other classification protected by law.

The City will provide equal opportunity in employment, hiring, discharge, recruitment, pay rates, promotion, fringe benefits, job assignments, training and any and all aspects of the employment relationship with the employee. In addition, the City will not tolerate any retaliation against an employee asserting discrimination for any of the above reasons.

Additionally, in accordance with Executive Order 13166, the City has adopted a Limited English Proficiency Plan which is included as part of the Non-Discrimination Policies of the City (see Supplement B).

City General Policy

Personnel Policy Number	1.6 (page 1 of 3)
Effective Date:	September 2, 2014
Policy Regarding:	Illegal Harassment

Title VII of the Civil Rights Act of 1964 and the Elliot-Larsen Civil Rights Act of 1976, as well as related statutes, prohibit discrimination because of race, color, sex, religion, national origin, genetic information, sexual orientation, age, weight, height, marital status, disability, and any other classification protected by law, in all employment practices, including terms, conditions and privileges of employment. The policy of the City is to avoid all illegal discrimination and all illegal harassment, based upon these same characteristics, in the work place.

While this policy focuses on sexual harassment in the workplace, the principals set forth apply equally to other forms of illegal harassment, based upon the characteristics set forth, above.

Sexual harassment is defined as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where such conduct has the purpose or effect of unreasonable interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment”. Acts that constitute sexual harassment include, but are not limited to, unwelcome sexual advances, comments, conduct and suggestions where:

1. Submission to such conduct or communication is either an expressed or implied term or condition of obtaining or retaining employment.
2. Submission to or rejection of such conduct or communication is used as a basis for an employment decision affecting the harassed person.
3. The conduct has the purpose or effect of substantially interfering with an affected person’s work performance or creating an intimidating, hostile, or offensive work environment.

Illegal harassment by an employee, department head, supervisor, or others will not be tolerated. The City will actively investigate any allegation of illegal harassment.

**City
General Policy**

Personnel Policy Number	1.6 (page 2 of 3)
Effective Date:	September 2, 2014
Policy Regarding:	Illegal Harassment

All department heads and supervisors, as part of their job requirements, will be responsible for preventing and eliminating illegal harassment in their respective departments or work areas. Such behavior by employees, contractors, and other non-employees who have reason to be dealing with the City will not be tolerated.

1. Employee Responsibility: Any employee who believes that he or she is the victim of illegal harassment by anyone in the course of City employment should promptly report to either the department head or the City Manager, the details regarding the incident(s) which are believed to constitute illegal harassment. While not required, it is requested that all such reports be in writing, and that the report state specific details of the alleged illegal harassment behavior, including naming the alleged harasser(s) and naming witnesses.
2. Management Responsibility: All members of the City's management are responsible for ensuring that illegal harassment does not occur within their area of authority.
 - A. Any complaint of illegal harassment must receive the immediate attention of the supervisor or department head to whom it is made and must be reported immediately to the City Manager or Assistant City Manager.
 - B. Investigation of a complaint of illegal harassment normally will be conducted by the City Manager or designee.
 - C. Because of their sensitive nature, complaints of illegal harassment will be investigated with particular care and will remain, to any extent possible, confidential. However, strict confidentiality cannot be ensured.

**City
General Policy**

Personnel Policy Number	1.6 (page 3 of 3)
Effective Date:	September 2, 2014
Policy Regarding:	Illegal Harassment

- D. Information concerning a complaint of illegal harassment will be released by the City only on a need to know basis. More specifically, unless required by an applicable court order or unless otherwise required by law, information will not be released to an affected employee's family, the news media, or a prospective employer seeking a reference.

The purpose of this provision is to protect the confidentiality of the employee who files a complaint, to encourage the reporting of any incidents of illegal harassment, and to protect the reputation of any employee wrongfully charged with illegal harassment.

- E. If the investigation reveals that the complaint is valid, prompt disciplinary action designed to stop the harassment immediately and to prevent its recurrence will be taken.
- F. Retaliation of any kind shall not be permitted against any person who has set forth a complaint of discrimination or harassment, or likewise, against any person who participates in any investigation of discrimination or harassment.

**City
General Policy**

Personnel Policy Number 1.7 (page 1 of 1)
Effective Date: September 2, 2014
Policy Regarding: Disability Accommodation

Any employee with a disability, which qualifies for the protections provided in the Persons with Disabilities Civil Rights Act or the Americans with Disabilities Act should notify the appropriate supervisor of any need for an accommodation. The Supervisor will notify the City Manager of the need, and the City will consult with the employee and the employee's physician, to attempt to identify a reasonable accommodation for the employee. The employee should notify the supervisor as soon as the need for an accommodation is known, so that prompt and appropriate action can be taken to accommodate an eligible employee.

Any employee who believes that he or she may need an accommodation must advise his or her supervisor within 182 days of the need for an accommodation, or within 182 days of the time in which they became aware of the need for an accommodation.

Additionally, in accordance with Executive Order 13166, the City has adopted a Limited English Proficiency Plan which is included as part of the Disability Accommodation Policies of the City (see Supplement B).

City Employment Status Policy

Personnel Policy Number	2.1 (page 1 of 1)
Effective Date:	September 2, 2014
Policy Regarding:	Classification

The City hires employees to fill full-time, temporary, seasonal or part-time positions.

- A **Full-time** position is one in which the employee works a full 35 or more hour work week on a regular basis. Full-time employees are eligible to receive the benefits described in this Handbook, unless otherwise excluded or limited.
- A **Temporary or Seasonal** position is one in which the employee works a full or part-time schedule but for a limited duration.
- A **Part-time** position is one in which the employee works less than 35 hours during the workweek on a continuous basis.

In case of necessary budget cuts the Chief Administrative Officer may reduce a full-time employee's hours down to 32 hours a week on a temporary basis. Full-time employees so reduced will be able to keep their benefits.

Employees appointed to temporary, seasonal or part-time positions are not, unless otherwise specifically indicated or unless otherwise required by law, eligible to receive the fringe benefits afforded full-time positions.

**City
Employment Status Policy**

Personnel Policy Number	2.2 (page 1 of 1)
Effective Date:	September 2, 2014
Policy Regarding:	Orientation Period

New employees and employees transferring into a new position will go through an orientation period to provide them an opportunity to show that required work can be performed satisfactorily in a timely and orderly fashion. All employees should demonstrate that they can give priority to completing their own specific job assignments, so that any surplus time may be used for helping other employees or performing other duties as time allows.

The orientation period lasts for six months of continuous employment beginning with the most recent date of hire. The orientation period may be extended if the City feels the extension is necessary to fully evaluate an employee. The orientation period does not alter the at-will status of all covered employees.

**City
Residency Requirement Policy**

Personnel Policy Number 3.1 (page 1 of 1)
Effective Date: September 2, 2014
Policy Regarding: Residency Requirements

In the interest of the City, all employees of the City are encouraged to be, or to become, a resident of the City. Notwithstanding the foregoing, the City understands that residency is not always possible due to housing availability, among other reasons. Nevertheless, the policy of the City regarding the residency of its employees shall be as follows:

Department Heads: Residence within the City is preferred. Residence within a thirty (30) mile radius of the City limits is mandatory.

Other Employees: Residence within a thirty (30) mile radius of the City limits is mandatory.

Employees must satisfy the requirements set forth above within six months of their date of hire; provided, however, that the City Manager may, as a matter of sole discretion, extend such deadline for an additional ninety (90) day period.

This policy shall not apply to current employees, unless such employees change their residence after the effective date of this policy.

**City
Pay and Compensation Policy**

Personnel Policy Number	4.1 (page 1 of 1)
Effective Date:	September 2, 2014
Policy Regarding:	Compensation Plan

The Wages Compensation Plan is based upon rate and benefit study performed by MML. The wage scale is based on 9 Grades with 9 Steps.

Each step increase within pay grades is dependent upon the recommendation of the department head concerned and approval of the City Manager. Testing may be required to prove competency to progress to a higher pay grade. Recommendations shall also be based upon work performance.

Wage recommendations are made by the City Manager and Library Board and submitted to the City Council who approves the wage scale for all employees.

Reference: Appendix A-5

**City
Pay and Compensation Policy**

Personnel Policy Number: 4.2 (page 1 of 1)
Effective Date: September 2, 2014
Policy Regarding: Non-exempt employees - overtime

The City reserves the right to schedule the work hours of the employees and to modify work schedules according to the needs of the operations. The normal work week for full time positions consists of forty (40) hours; the normal work day consists of eight (8) hours. The City reserves the right to require and schedule employees to work overtime, or on various schedules, according to the needs of the operations. This may involve working a shortened work week, or a flexible work schedule, at the discretion of the Supervisor.

Eligible employees working in excess of forty hours per week shall be paid at the rate of time and one half of their regular rate of pay. Overtime shall not be paid twice for the same hours worked. Supervisors will endeavor to equalize overtime. If overtime is equalized, seniority will be given consideration in overtime assignments.

Overtime must be authorized prior thereto by the employee's department head, by the department head's designated assistant or by the establishment of additional administrative procedures. Any employee working unauthorized overtime will be subject to discipline.

When an employee is called in to work outside of the employee's regular hours of work, the employee shall be paid a minimum of two hours of overtime pay. If an employee is asked to work extra immediately before or after the employee's working time, this is not considered a call-in. If more than two hours are necessary, the department head must be contacted.

Recognized paid holidays, paid personal business leave, paid vacations, paid sick time, and work lost due to work related disability (up to the end of the day on which the disability arose) shall be considered as time worked for purposes of determining overtime pay. Unpaid leaves of absences shall not count as time worked for purposes of computing overtime.

**City
Pay and Compensation Policy**

Personnel Policy Number: 4.3 (page 1 of 1)
Effective Date: September 2, 2014
Policy Regarding: Exempt employees

For hiring purposes, as well as designating the method of compensation, the following positions are considered “exempt” and, as such, are not eligible for overtime pay and are paid at the biweekly rate of their annual salary:

- City Manager
- City Clerk
- Finance Director/Treasurer
- Superintendent Department of Public Works
- Superintendent Water Department/Wastewater Treatment Facility
- Library Director
- Police Chief
-
- Downtown Development Director
- Director of Public Services

For the purpose of this manual, these positions may also be referred to as supervisory, administrative or Department Head.

**City
Work Schedule Policy**

Personnel Policy Number: 5.1 (page 1 of 1)
Effective Date: September 2, 2014
Policy Regarding: Work Hours

The standard schedule of hours and work week is eight (8) hours per day, five (5) days a week, Monday through Friday. The standard workday is from 8:00 a.m. to 5:00 p.m. This may be varied by the Chief Administrative Officer with written notification to the department affected. The Chief Administrative Officer or Department Head may require you to work different hours than those set forth above or may arrange a flexible work schedule with an employee.

Reference: Appendix A - 1

**City
Work Schedule Policy**

Personnel Policy Number: 5.2 (page 1 of 1)
Effective Date: September 2, 2014
Policy Regarding: Absences and Tardiness

It is important to the City that employees report to work on time and work the scheduled hours. If, however, an employee must be absent, the supervisor must be notified by the employee as much before the start of the shift as is reasonably possible (generally at least one hour before the start of the shift), so any scheduling problems may be taken care of.

Absenteeism or tardiness will not be tolerated. In the event an employee is absent for three consecutive days without notifying the supervisor, the employee will be considered a voluntary quit.

**City
Work Schedule Policy**

Personnel Policy Number: 5.3 (page 1 of 1)
Effective Date: September 2, 2014
Policy Regarding: Work Breaks

Each employee shall be entitled to a fifteen (15) minute paid break period during each four hours worked. The starting time of all breaks will be determined by the Department Head.

**City
Payroll Policy**

Personnel Policy Number: 6.1 (page 1 of 1)
Effective Date: September 2, 2014
Policy Regarding: Pay Dates

All employees are paid every other Thursday via direct deposit to their personal bank account. When a Holiday falls on Thursday, employees shall be paid the regular working day preceding the Holiday.

All employees shall provide personal banking information to the Payroll Clerk to allow direct deposit of employee pay.

**City
Payroll Policy**

Personnel Policy Number:	6.2 (page 1 of 1)
Effective Date:	September 2, 2014
Policy Regarding:	Social Security

All employees are covered by the Social Security program of the Federal Government.
Information is available at City Hall.

**City
Payroll Policy**

Personnel Policy Number: 6.3 (page 1 of 1)

Effective Date: September 2, 2014

Policy Regarding: Unemployment Insurance

Eligible employees of the City shall be covered under the Michigan Employment Security Act. A handbook is available at the City Hall for your review.

**City
Payroll Policy**

Personnel Policy Number: 6.4 (page 1 of 1)
Effective Date: September 2, 2014
Policy Regarding: Deferred Compensation

Beyond the MERS retirement programs, eligible employees may elect to participate in the City's deferred compensation plan. The City will deduct amounts authorized by the employee, via payroll deduction, and submit the payments on behalf of the employee to the City's deferred compensation plan. The City will not be responsible for any amount of the payment and cannot be responsible for any aspects of the performance of the plan's funds.

Further information on this program is available from the Payroll Clerk.

**City
Payroll Policy**

Personnel Policy Number: 6.5 (page 1 of 1)

Effective Date: September 2, 2014

Policy Regarding: Employee Dependant Status

The City provides some benefits, as required by law, to the dependents of the employee. It is the employee's duty to inform the Payroll Clerk or Personnel Director of **all** changes in the number and status of the employee's dependents. When a divorce, birth, death, marriage, graduation, adoption or some other similar qualifying event occurs, the City must be informed by the employee so that required benefits can be offered to the dependent person.

**City of St. Louis
Leave Time Policy**

Personnel Policy Number: 7.1 (page 1 of 6)
Effective Date: September 2, 2014
Policy Regarding: Family Medical Leave Act

- I. General Purpose: This policy establishes the rights and obligations of the City of St. Louis and its employees with respect to leave necessary for the medical care of employees and their families.
- II. Qualification For Leave: Employees must have been employed for at least twelve (12) months and have worked at least 1,250 hours in the year preceding the date the employees seek to start the leave.
- III. Available Leave: Eligible employees are entitled to take up to twelve (12) weeks of leave during any twelve (12) months period, measured backward from the date on which the leave is to begin, for the following purpose.
 - A. Child Care – Leave may be taken because of the birth, adoption, or foster-care placement of a child in order to care for the child.
 - 1) Child care leave must be concluded within twelve (12) months from the date of the birth, adoption or foster-care placement.
 - 2) Child care leave may be taken intermittently.
 - 3) Parents who are both employees of the City and who are eligible to take leave are entitled to take a combined twelve (12) weeks of leave for child care purposes under this paragraph.
 - 4) Employees who anticipate taking leave under this paragraph are required to provide notice of their intent at least thirty (30) days prior to the date leave is anticipated to begin, or such notice as is practicable if leave becomes necessary before such 30 day notice may be given.

**City of St. Louis
Leave Time Policy**

Personnel Policy Number: 7.1 (page 2 of 6)

Effective Date: September 2, 2014

Policy Regarding: Family Medical Leave Act

- B. Family Care – Leave may be taken to care for a spouse, son, daughter, or parent who has a serious health condition.
- 1) A serious health condition is generally one: (a) which requires inpatient treatment, or (b) which causes an absence from work, school, or normal activities for more than three (3) days and requires treatment by or under the direction or supervision of a health care provider on two or more occasions, or as defined by applicable law.
 - 2) Employees requesting leave under this paragraph must present a certification from a health care provider containing the date of which the serious health condition commenced, the probable duration of the condition, the appropriate medical facts regarding the condition, a statement that the employee is needed to care for the family member, and an estimate of the amount of time such care will be required.
 - 3) Employees taking leave under this paragraph may take the leave intermittently upon production of a health care provider's certification that the intermittent leave is necessary for, or will, assist the care of the family member and that provides the dates and duration any treatment and leave is expected. Employees using leave on an intermittent basis must try to schedule the leave to minimize disruption to normal operations. An employee may be reassigned to an alternative position, with equivalent pay and benefits, that better accommodates the recurring periods of leave.
 - 4) Employees who anticipate taking leave under this paragraph are required to provide notice of their intent at least thirty (30) days prior to the date leave is anticipated to begin, or such notice as is practicable if leave becomes necessary before such 30 day notice may be given.

City of St. Louis
Leave Time Policy

Personnel Policy Number: 7.1 (page 3 of 6)
Effective Date: September 2, 2014
Policy Regarding: Family Medical Leave Act

- C. Self-Care – Leave may be taken when the employee is unable to perform the essential functions of the position that the employee holds.
- 1) Employees seeking leave for self-care must have a serious health condition, as defined by paragraph IIIB(1) above.
 - 2) Employees requesting leave under this paragraph, must provide a certification from a health care provider containing the date the serious health condition commenced, the probable duration of the condition, the appropriate medical facts regarding the condition, and a statement that the employee is unable to perform the essential functions of the position. Employees seeking the certification must provide the health care provider with a written job description and/or list of essential functions of the position.
 - 3) Employees taking leave under this paragraph may take the leave intermittently upon production of a health care provider's certification that the intermittent leave is medically necessary and the expected duration of the leave. Employees who elect to use the available leave on an intermittent basis must try to schedule the leave to minimize disruption to normal operations. An employee may be reassigned to an alternative position with equivalent pay and benefits that better accommodates the recurring periods of leave.
 - 4) Employees who anticipate taking leave under this paragraph are required to provide notice of their intent at least 30 days prior to the date leave is anticipated to begin, or such notice as is practicable if leave becomes necessary before such 30 day notice may be given.

**City of St. Louis
Leave Time Policy**

Personnel Policy Number: 7.1 (page 4 of 6)

Effective Date: September 2, 2014

Policy Regarding: Family Medical Leave Act

D. Qualified Exigency Leave – An employee may take up to twelve (12) weeks of FMLA leave for a “qualifying exigency” that arises when a spouse, parent, or child is on or has been called to active duty. The availability of this twelve (12) weeks of qualifying exigency leave will be based upon the “rolling” twelve (12) month period described above. A qualified exigency leave can be taken for: (1) Short-Notice Deployment; (2) Military Events, (3) Childcare and School Activities; (4) Financial and Legal Arrangements; (5) Counseling; (6) Rest and Recuperation; (7) Post-Deployment Activities; and (8) Other events that arise out of the active duty or military call-up, where the employer and employee agree that such leave shall qualify as an exigency and agree to the timing and duration of the leave. The employee will be required to provide certification of a qualifying exigency leave, on the first occasion that an employee requests such leave.

E. Failure to Provide Required Certifications – Failure to provide the certifications required under this paragraph may result in denial of the leave or the request for leave on an intermittent basis.

IV. Eligible employees will be required to use available paid leave time as part of their FMLA leave. In most cases the maximum leave available under this policy is twelve (12) weeks of a combination of paid and unpaid leave.

A. Child or Family Care – Employees taking leave upon the birth or adoption of a child, or placement of a foster child under paragraph IIIA above, or for the care of a son, daughter, spouse, or parent under paragraph IIIB above, must use accrued vacation or personal leave as part of their FMLA leave.

B. Self Care – Employees unable to perform the essential functions of their job and who take leave under paragraph IIIC above, must use accrued vacation, personal, and sick leave as part of their FMLA leave.

City of St. Louis
Leave Time Policy

Personnel Policy Number: 7.1(page 5 of 6)

Effective Date: September 2, 2014

Policy Regarding: Family Medical Leave Act

V. Benefits While on Leave: During any period of leave under this policy, an employee's group health insurance coverage will be maintained at the same level and under the same conditions as before the leave began.

- A. Employees who normally make a contribution toward their health insurance coverage must continue to do so. If on paid leave, the employee's contribution will be collected in the same manner as if the employee were reporting to work. During periods of unpaid leave, the employee must arrange with the payroll office, prior to commencement of the leave, for payment of the employee's share of the premium.
- B. An employee who does not return to duty from unpaid leave under this policy for at least thirty (30) calendar days will be liable for the department's group health insurance premium contribution and any part of the employee's share paid by the department; unless the failure to return to duty is caused by continuation, recurrence, or onset of a serious health condition that would entitle the employee to leave under this policy or for circumstances beyond the employee's control. Where recovery of premiums is permitted, the employee remains responsible to reimburse the city. Failure to return following the conclusion of the leave period will, unless otherwise excused as an accommodation for a disability, be considered a voluntary resignation.
- C. Employees will not accrue other benefits while in an unpaid leave status, including seniority rights.

VI. Return to Duty – Upon return to duty, an employee is entitled to restoration to the former position or an equivalent position with equivalent pay and benefits, except as limited by existing law.

- A. An employee who has taken leave for self-care under paragraph IIIC above, will be required to present a certification of fitness for duty from a health care provider prior to commencement of work. Failure to provide the certifications may cause denial of reinstatement.

**City of St. Louis
Leave Time Policy**

Personnel Policy Number: 7.1 (page 6 of 6)

Effective Date: September 2, 2014

Policy Regarding: Family Medical Leave Act

- VII. Military Care Giver Leave -- If an employee is the spouse, son, daughter, parent, or next of kin of a “covered service member” in the military, who is suffering from a “serious injury or illness,” he or she is entitled to take up to twenty-six (26) weeks of leave during a single twelve (12) month period to care for the “covered service member.” This twelve (12) month period begins on the first day the eligible employee takes this military caregiver leave to care for a covered service member, and not on the “rolling” basis described in the first portion of this exhibit. Any other leaves taken under FMLA during the twelve (12) month period, other than military caregiver leave, are considered in calculating how much leave the employee has available, up to twenty-six (26) weeks. The employee will be required to provide certification that the “covered service member’s” serious injury or illness was incurred in the line of duty on active duty.

**City
Leave Time Policy**

Personnel Policy Number: 7.2 (page 1 of 2)
Effective Date: September 2, 2014
Policy Regarding: Paid Sick Time

Paid sick time is a benefit for employees and is to be used in case of illness for themselves or immediate family members when such care requires the employees' presence and assistance to manage their medical needs. Immediate family members are defined as spouse, children, siblings, parents, grandchildren and grandparents. Under extenuating circumstances, see Section 7.3.

Paid sick time is earned and accrued at the rate of ten (10) hours per month and shall be kept to the employee's credit to a maximum of 500 hours. Once the maximum of 500 hours is reached, an employee shall continue to earn sick leave at the rate of ten (10) hours per month. If at the end of the City's Fiscal Year an employee has accumulated paid sick time greater than the 500 hours, one-half of the accumulated paid time in excess of 500 hours shall be paid to the employee and the remainder will be lost. Payment for these hours will be made at the pay rate at which the hours were earned as soon as practicable after fiscal year end.

Paid sick time shall be calculated at an eligible employee's straight hourly rate for the time absent. A minimum of ½ hour shall be charged for any absence and ½ hour increments thereafter.

If an eligible employee becomes ill and is off work three days or more, a written doctor's excuse will be required to return to work.

Paid sick time may also be used up to the maximum accumulated by the employee for absences by injuries covered by Worker's Compensation. (See Section 8.3)

Upon retirement, employees (hired before 12/20/94) shall be entitled to be paid one half of any accumulated unused paid sick time, at the rate of pay prevailing at the time of such retirement. Retiring employees hired after 12/20/94 shall be entitled to be paid one half of any accumulated sick time over 500 hours at the rate of pay prevailing at the time of such retirement.

City Leave Time Policy

Personnel Policy Number: 7.2 (page 2 of 2)

Effective Date: May 7, 2016

Policy Regarding: Paid Sick Time
Part-Time Paid Medical Leave

It is the policy of the City of St. Louis to comply with the Michigan Paid Medical Leave Act, PA 369 of 2018 (MPMLA). An official state of Michigan poster containing important information about the MPMLA is located by the required federal and state labor postings and is posting in applicable employee corridors and/or breakroom areas.

For purposes of this policy, “paid medical leave” means leave to which an eligible employee is entitled under the MPMLS that has not already been provided to the employee by the City through another form of paid leave.

This policy applies to Part Time workers. An “eligible employee” will be a part time employee employed on a consistent basis (more than 25 weeks in the benefit year) and averages more than 25 hours per week. The allotment of Medical Leave will be applied on July 1st based on the previous year look back for eligibility. Eligible employees will be allotted 40 hours of medical leave per benefit year. The City has designated the benefit year under the MPMLA to be the fiscal year (July 1 to June 30).

“Hours worked” for the purposes of the MPMLA does not include hours taken off from work by an eligible employee for paid leave.

Medical leave shall be taken in one (1) hour increments.

An eligible employee must, when requesting to use paid medical leave, comply with the City’s notice, procedural, and documentation requirements of Full-Time requests for sick leave, except to the extent such requirements are inconsistent with the MPMLA.

New employees who are determined to be eligible at the time of hire for paid medical leave will accrue a proration allotment based on the benefit year remaining as of the date of hire and are permitted to use the benefit AFTER 90 days of employment. If the City cannot determine eligibility upon hire, a 90 day measurement period will be used to determine eligibility.

A maximum of 40 hours may be carried over from one benefit year to the next. Any Medical Leave in excess of 40 hours shall be permanently forfeited if not used by June 30.

There is no payment of accrued or accumulated Medical Leave on termination.

City Leave Time Policy

Personnel Policy Number: 7.3 (page 1 of 1)
Effective Date: September 2, 2014
Policy Regarding: Donation of Paid Sick Time

Occasionally there are extenuating circumstances where an employee needs extra paid sick leave. Other employees may donate their accumulated paid sick time to the employee in need, if the Chief Administrative Officer approves the donation.

In the event of such a circumstance, the following guidelines and conditions must be met to exercise this provision*:

- This provision can be used only for the employee's illness, not that of a family member.
- Employees in need must first use all of their paid time (sick, vacation, etc) before any time can be received.
- Employees in need will be allowed to receive up to six (6) weeks of paid sick time in total.
- The employee donating paid sick time recognizes that this is considered a donation of time and will not be repaid or replaced.
- The employee donating paid sick time must have more than 240 hours of sick leave accumulated to be eligible at the time of donation.
- Employees donating paid sick time can give up to a maximum of twenty percent (20%) of their paid sick time over the 240 hours, but, no recipient of donated hours may exceed 500 hours sick leave used per fiscal year.

*This provision must be executed as part of a Family Medical Leave (Section 7.1). The ability to receive donated sick time does not extend the employee's 12 week entitlement to FMLA leave. Donated sick time may not be used during absence related to a Worker's Compensation insurance claim (Section 8.3).

City Leave Time Policy

Personnel Policy Number: 7.4 (page 1 of 1)

Effective Date: September 2, 2014

Policy Regarding: Unpaid Leave of Absence

At one time or another, an employee may find a need for a leave without pay. Full time or part time employees may be granted a leave of absence upon approval of the City Manager.

Requests for leaves of absence shall be made in writing, shall be signed by the employee, shall state the reasons the leave is requested and the length of time the employee desires, and shall be given to the department head for review and comment. The department head shall transmit the request to the Chief Administrative Officer.

Leaves of absence shall be without pay and benefits, except that employees may continue their group hospitalization by paying to the City the entire monthly premium. The City will attempt to return the employee to the same job, if it is still open and if the employee is still fully qualified for it. Whether or not the employee will be able to return to the same job depends on the length of the leave and other circumstances in each case. The City cannot, however, guarantee that the employee will be re-employed upon expiration of the leave. An employee who fails to return to work upon expiration of the leave of absence shall be presumed to be a voluntary quit.

If additional time is required, the employee must reapply no later than fifteen days prior to the expiration of the approved leave of absence. The extended leave of absence will be reviewed based on the circumstances of the request and the needs of the City at the time.

The granting or denial of any leave of absence, including any renewed or extension, shall be at the City's sole discretion, based on the availability of qualified substitute help, the needs of the City, the frequency of such requests, and or other factors deemed pertinent by the City. The granting or denial of any leave or a renewal or extension in a given case shall not be deemed a practice or precedent insofar as any other case is concerned.

**City
Leave Time Policy**

Personnel Policy Number: 7.5 (page 1 of 1)

Effective Date: September 2, 2014

Policy Regarding: Jury Duty

If an employee is called for jury duty, the supervisor should be promptly notified. If the employee cannot reach the supervisor, the employee may notify the City Clerk or the Chief Administrative Officer. An employee called for jury duty shall keep the City informed of the scheduled days to serve.

The City will pay any full-time employee who is called for jury duty eight (8) hours at the employee's regular hourly rate of pay, if the employee would have worked but for the jury duty, up to a maximum of thirty (30) working days. Any juror's fees, not including mileage, shall be given or assigned to the City within 45 days of jury duty served. At any time the City does not receive jury duty fees from the employee within 45 days of jury duty served, absence from work to serve jury duty shall be deducted from any paid time off benefit.

Employees, who are on jury duty and are dismissed by the Court before their work day is half over, must report promptly back to complete the work day.

**City
Leave Time Policy**

Personnel Policy Number: 7.6 (page 1 of 1)
Effective Date: September 2, 2014
Policy Regarding: Military Leave and Veteran's Rights

The Veteran's Preference Act and Uniformed Services Employment and Reemployment Rights Act of 1994 provide for special rights for city employees and applicants who are serving, have served or are about to serve in this country's military services.

Employees who are inducted into the armed forces, or called to active duty, will be granted an extended unpaid leave of absence. Employees returning from such a leave of absence will be accorded such rights and benefits as set forth in the applicable statutes. When military reserve active duty assignments are required, leaves of absence may also be obtained. Employees should discuss such plans with the Chief Administrative Officer, as soon as they are aware of the need for military leave, so that they can be informed of the requirements for military leave and the City can make the necessary adjustments to cover the employee's absence.

**City
Leave Time Policy**

Personnel Policy Number: 7.7(page 1 of 1)
Effective Date: September 2, 2014
Policy Regarding: Bereavement Leave

Upon request, a full time seniority employee will be granted up to three (3) consecutive days as funeral leave days with pay when a death occurs in the employee's immediate family.

Immediate family is defined as: Mother, Father, Sister, Brother, Spouse, Child, Grandchild, Grandparent, Sister-in-law, Brother-in-law, Mother-in-law, Father-in-law, or a Step relation in any of these named categories.

An employee shall be granted funeral leave of up to one day with pay to attend the funeral of a relative not listed above, or where the employee has responsibility of serving as a pallbearer.

In unusual circumstances, subject to approval of the Chief Administrative Officer, an employee may use up to twenty-four hours of accumulated sick leave for an extended bereavement leave with pay.

**City
Leave Time Policy**

Personnel Policy Number: 7.8 (page 1 of 1)
Effective Date: September 2, 2014
Policy Regarding: Holidays

Section 7.7 HOLIDAYS

The City observes the following as legal paid holidays each year.

MAJOR HOLIDAYS

New Year's Day
Memorial Day
Fourth of July
Labor Day
Thanksgiving
Christmas

MINOR HOLIDAYS

President's Day
Good Friday
Day after Thanksgiving
Day before Christmas
Day Before New Year's

Both Major and Minor holidays falling on Sunday shall be observed by the City the following Monday. Holidays falling on Saturday shall be observed by the City the preceding Friday.

When Christmas falls on a Saturday, the Thursday before shall be observed as the "Day before Christmas" and Friday shall be observed as Christmas. When Christmas falls on Monday, the Friday before shall be observed as the "Day before Christmas". The same also applies to the Day before New Year's and New Years Day.

An employee must work the scheduled day before and the scheduled day after a regular holiday or be excused from work, to be eligible for holiday pay.

**City
Leave Time Policy**

Personnel Policy Number: 7.9 (page 1 of 1)
Effective Date: September 2, 2014
Policy Regarding: Personal Business Leave

On July 1 each year, all full time employees shall be eligible for five (40 hours) personal business days per year.

Personal business days may be used in any combination of time blocks with a minimum of a half hour. . Time must be rounded to the next quarter of the hour. Personal business days may be used as vacation.

New hire employees, personal business days will be prorated from the date of hire to the next July 1 rounded to the nearest whole day. For example: 40 hours personal business days divided by 12 months times the number of whole months remaining to be worked until July 1, rounded to the next quarter hour . An employee hired February 15 would have 4 months remaining until July 1 $((4/12) \times 40) = 13.33 = 13.5$ hours personal time. New hire employees are eligible to use personal business days while serving a probationary period. Any new hire employee terminated during a probationary period shall forfeit any personal business days that may have been accrued but not used.

Prior to use of any personal business days, the employee is required to make written request, which must receive the approval of the supervisor or department head prior to the personal business day being taken. Such approval is at the discretion of the department head.

Personal business leave will be lost if not taken in the year allotted.

**City
Leave Time Policy**

Personnel Policy Number: 7.10 (page 1 of 3)
Effective Date: September 2, 2014
Policy Regarding: Vacation

Full-time employees shall earn vacation leave with pay in accordance with the following schedule based upon their completed vacation benefit years of service as of July 1 each year:

After one full vacation benefit year of service	80 hours;
After five full vacation benefit years of service	120 hours;
After ten full vacation benefit years of service	160 hours;
After eighteen full vacation benefit years of service	200 hours.

Each employee will be credited with vacation leave on July 1 of each year, to be used during the next 12 months.

An eligible employee is qualified to receive vacation leave in accordance with the schedule above provided the employee has worked at least 1600 hours during the previous vacation benefit year (July 1-June 30.)

Employees with less than one vacation benefit year of service or who worked less than 1600 hours during the previous vacation benefit year are eligible for pro-rated vacation based upon the number of hours actually worked. For example, a full time employee with ten vacation benefit years of service who has worked 800 hours in the previous vacation benefit year is eligible for $800/1600 \times 160 = 80$ hours of vacation. An employee with less than one vacation benefit year of service, vacation would be based on the actual number of hours worked from the employee's date of hire to July 1 divided by 1600 and multiplied by 80.

For the purpose of vacation leave eligibility, all paid leave shall count as hours worked. Unpaid leave shall not count as hours worked for the purposes of calculating vacation benefit eligibility. Further, one hour of work shall be counted as one hour of work even though the hour worked may have been paid at rate greater than the employee's hourly rate. Workers' Compensation is not paid leave

**City
Leave Time Policy**

Personnel Policy Number: 7.10 (page 2 of 3)
Effective Date: September 2, 2014
Policy Regarding: Vacation

Vacation leave will not be paid for hours actually worked.

Vacation leave may not be taken unless approved by the Department Head. In deciding whether or not to grant an employee's vacation request, the Department Head shall consider the time of the vacation request, the City's work schedule, availability of other employees, and the seniority of the requesting employee.

Employees who give at least two weeks advance written notice of the termination of their employment with the City will be paid for vacation benefits as provided in this policy. Terminal vacations (taken after the employee's last active day at work) will not be counted as advance notice of an employee's termination.

The City believes vacations are valuable for the employee's personal health and effectiveness. Employees are, therefore, encouraged to take their full vacation allowed each year; however, a maximum of 40 hours may be carried over from one vacation benefit year to the next. Any vacation in excess of 40 hours shall be permanently forfeited if not used by June 30. Under special circumstances, vacation leave can be accumulated of more than forty (40) hours with written approval from the City Manager. All hours over the forty (40) carried over must be used within the next year or be forfeited.

**City
Leave Time Policy**

Personnel Policy Number: 7.10 (page 3 of 3)
Effective Date: September 2, 2014
Policy Regarding: Vacation

Earned vacation shall be that vacation leave time due the employee for work performed during the previous vacation benefit year. Vacation shall be earned on July 1. Accrued vacation shall be that vacation time accumulated during the vacation benefit year that would be credited to an employee's vacation leave balance the following July 1.

An employee who has worked less than 1600 hours at the time of termination will have accrued a pro-rata vacation based upon the number of hours actually worked; provided however, that hours lost (based on 40 hours per week) as a result of a worker's compensable injury suffered in the course of employment with the City, which renders the employee unable to return to work following said injury, shall be counted toward the 1600 hour minimum.

Upon termination of employment, an employee shall be paid for vacation leave earned and accrued, except in the case of voluntary quit with less than two (2) weeks notice. In the case of voluntary quit with less than two (2) weeks notice, all vacation leave earned shall be paid, however, any accrued vacation shall be forfeited. If an employee is terminated during the orientation period, all vacation leave earned or accrued as defined in this policy, shall be forfeited.

**City
Leave Time Policy**

Personnel Policy Number:	7.11 (page 1 of 1)
Effective Date:	September 2, 2014
Policy Regarding:	Requests for Leave

Unless stated differently for a particular type of leave, any request for leave must be requested in writing before the start of the day that the employee will be absent, except in the case of an emergency. Vacation leave in excess of ten (10) calendar days should be requested three months in advance. All leave granted is upon written approval of the proper department head.

Reference: Appendix A - 2

City Benefits Policy

Personnel Policy Number:	8.1 (page 1 of 2)
Effective Date:	September 2, 2014
Policy Regarding:	Retirement System

The City and each eligible employee is a member of the Michigan Municipal Employees Retirement System, which is known as MERS. Employees are members of one of two plans; the MERS Defined Benefit plan or the MERS Defined Contribution plan.

MERS Defined Benefit Plan:

This is a Defined Benefit retirement plan. Full Time employees hired before June 1, 1999 are eligible members for this plan.

Membership and benefits are designated as “Plan B-4” and are well described in a booklet entitled *MERS Member Handbook* available from the Payroll Clerk.

MERS Defined Contribution Plan

Full Time employees hired on or after June 1, 1999, are eligible members for the MERS Defined Contribution Benefit Plan. Membership packets and investment information are available from the Payroll Clerk.

Employees of this plan are required to contribute, on a pre-tax basis, three percent (3%) of their gross wages as a condition of participation in the plan. The City shall contribute on behalf of each participant, eight percent (8%) of the gross wages (subject to the limitations of sections 415(c) and (e) of the Internal Revenue Code).

Membership and benefits are designated as “MERS Defined Contribution Plan” and are well described in a booklet entitled *MERS Member Handbook* available from the Payroll Clerk.

**City
Benefits Policy**

Personnel Policy Number: 8.1 (page 2 of 2)
Effective Date: September 2, 2014
Policy Regarding: Retirement System

Members are vested after completing the five-year vesting terms. The vesting schedule for this plan is as follows:

<u>Years of Completed Service</u>	<u>Percent Vesting Requirements</u>
Zero	0%
One	20%
Two	40%
Three	60%
Four	80%
Five	100%

City Benefits Policy

Personnel Policy Number: 8.2 (page 1 of 3)
Effective Date: September 2, 2014
Policy Regarding: Insurance

A. Worker's Compensation:

All employees are included in the Worker's Compensation Insurance program carried by the City. (See Section 8.3 Worker's Compensation)

B. Dental Insurance:

The City agrees to provide dental insurance to eligible employees, which pays reasonable charges for the following services:

Class I – (Type I: with copayment of 0%) Preventive and Diagnostic services for oral examinations, emergency treatment of pain relief, cleaning and topical applications of fluoridation.

Class I – (Type II: with copayment of 20%) Minor restorative services, x-rays as required, oral surgery, procedures for diseased/damaged nerves (root canals), gums and supporting structures of the teeth.

Class II – (Type III: with copayment of 50%) Major restorative services for cast restorations and crowns. Also covers services and appliances such as bridges and dentures.

This benefit commences on the first day of the month following the employee's first full month of employment.

C. Term Life:

Each eligible employee shall be covered by term life insurance payable on death. All policies shall pay double indemnity for accidental death. The City shall pay the entire premium.

This benefit commences on the first day of the month following the employee's first full month of employment.

**City
Benefits Policy**

Personnel Policy Number: 8.2 (page 2 of 3)
Effective Date: September 2, 2014
Policy Regarding: Insurance

D. Group Hospitalization:

All eligible employees receive Group Hospitalization.

For new hire employees who currently have coverage under a Blue Cross/Blue Shield health insurance plan, the 30-day eligibility waiting period will be waived. This is a transfer courtesy in place by Blue Cross/Blue Shield and the City will extend the same courtesy to new employees. Should BCBS revoke this courtesy, so shall the City.

Employees opting not to take the City's health insurance will be paid \$1,000.00 per benefit year. Payments for opting not to take the City's health insurance are made to employees on a monthly basis

All employees shall pay 20% of the cost of health insurance.

For further information on the benefits contact the Payroll Clerk at City Hall.

Generally, this benefit commences on the first day of the month following the employee's first full month of employment.

**City
Benefits Policy**

Personnel Policy Number: 8.2 (page 3 of 3)
Effective Date: September 2, 2014
Policy Regarding: Insurance

RETIREES:

An eligible employee may continue to be a member of the City's hospitalization and dental insurance after retirement, subject to the conditions herein:

1. Employees should request, in writing, their desire to continue hospitalization insurance.
2. The retired employee will pay to the City, in advance by the first day each month, the cost to have such insurance
3. If an employee fails to deposit the cost of the premium with the City on time, the employee's insurance may be cancelled and not renewed.

City Benefits Policy

Personnel Policy Number: 8.3 (page 1 of 2)

Effective Date: September 2, 2014

Policy Regarding: Worker's Compensation

In order to protect an employee and an employee's family against medical care expenses and lost wages caused by accidents arising out of or in the course of employment, an employee is covered by worker's compensation insurance carried and completely paid for by the City. This insurance provides for payments of all allowable claims and amounts specified under state law. This policy is in accordance with the State of Michigan's Worker's Compensation Act of 1969.

When a work related injury or illness occurs, it must be reported to your Supervisor or Department Head immediately and not to exceed twenty-four hours. All verbal reports must be followed by a written incident report (appendix A4) obtained from the Department Head, which he/she will then file with the City Clerk. A physician visit is required with all written incident reports.

Medical treatment will be sought with the City's designated physicians at:

Occupational Health
321 E. Warwick Dr.
Alma, Michigan
(989) 466-3340

or, in the case of an emergency or in the event the former is closed:

Gratiot Community Hospital
300 Warwick Drive
Alma, Michigan 48801
(989) 463-1101

The employee shall keep the Department Head informed on his/her condition. All appointments, treatments, surgery, referrals, etc. relating to a Workman's Compensation claim must be reported to the Payroll Clerk and approved by the insurance company before the actual event happens. Before returning to work, the employee is required to report to the employee's Department Head, the City Manager, or the next in the chain of command, and provide a return to work slip from the attending physician.

In case of a work incapacitating injury or illness for which an employee is, or may be, eligible to receive disability benefits under the Worker's Compensation Acts

**City
Benefits Policy**

Personnel Policy Number: 8.3 (page 2 of 2)

Effective Date: September 2, 2014

Policy Regarding: Worker's Compensation

an employee may utilize available paid time off benefits to eliminate or reduce the difference between the employee's regular salary or wage and the employee's worker's compensation benefits. Employees may not use donated paid time for leave under this policy.

Upon the exhaustion of the paid time off benefits , the employee shall draw only those benefits allowable under the Worker's Compensation Act of the State of Michigan.

**City
Benefits Policy**

Personnel Policy Number: 8.4 (page 1 of 1)

Effective Date: September 2, 2014

Policy Regarding: Flexible Spending Accounts

Section 125 of the Federal Income Tax Laws allows employees to have their wages, before taxes, reduced for child care purposes and the City to hold those wages for disbursement to covered expenses. .

For further information about this benefit, contact the Payroll Clerk.

**City
Benefits Policy**

Personnel Policy Number:	8.5 (page 1 of 1)
Effective Date:	September 2, 2014
Policy Regarding:	Optional Programs

The City offers its employees, at their option, additional insurance. The employee, via payroll deduction, pays all premiums and costs. The following are the additional offerings:

1. AFLAC Insurance: Offers a variety of insurance including but not limited to, short and long term disability policies, cancer policies, intensive care policies and accident policies. Further information on the aforementioned is available from the Payroll Clerk.
2. Equitable Insurance: Offers additional life insurance. Further information is available from the Payroll Clerk.

Employees should check with the Payroll Clerk regarding eligibility periods for these benefits.

City Benefits Policy

Personnel Policy Number: 8.6 (page 1 of 1)

Effective Date: September 2, 2014

Policy Regarding: Miscellaneous Benefits

Coffee

The City Council expects employees to be cordial to all who may visit City facilities and be able to provide refreshments to visitors. The City provides coffee and condiments to all employees stationed at various locations throughout the City buildings as an employee benefit and to encourage good will toward visitors.

Employee/Board/Commission/Committee member's Recognition Program

The City Council has instituted a recognition program to be designed and implemented by the City Manager from time to time to recognize extraordinary service and performance by City employees and Board/Commission/Committee members.

Clothing Allowance Middle Management Positions

Middle management employees appointed to the positions of Utilities Director, DPW Superintendent, Electric Foreman and Water/Wastewater Superintendent will receive an allowance of a like amount being paid to other members of their respective department per year to be used to purchase uniforms, work boots, Carhartts or other clothing necessary for purposes related to performance of work related to the position. Uniform allowance will be paid each employee monthly throughout the year. Uniform and Carhartt style and color to be worn by each division are subject to the approval of the City Manager. Uniform shirts and Carhartt jackets shall bear the City logo. Uniforms and Carhartts shall be maintained clean and in good repair. Should an employee need to replace any uniform, work boots, Carhartt or other apparel, the cost to replace said apparel shall be born by the employee. All employees are expected to wear uniforms and work boots appropriate for the division.

Discounted Community Center Rental Rates

A once a year discount is provided as a fringe benefit for full time employment and/or membership of the council. Once a calendar year those individuals will be allowed to utilize the community room or training room for two-thirds the residential rate. All other deposits and rules will apply to the use. (Resolution 2015-13).

**City
Training and Education Policy**

Personnel Policy Number: 9.1 (page 1 of 1)
Effective Date: September 2, 2014
Policy Regarding: Mileage and Expenses

Upon the approval of the Department Head and the City Manager, employees who incur expenses for operating their personal automobile for public purposes will be reimbursed. Automobile expenses will be reimbursed at the maximum allowed by IRS regulations.

Payments are received by filing an Expense Reimbursement form with the Department Head. Reimbursement payments are made in accordance with City Council meetings and accounts payable cut-off dates.

Reference: Appendix A - 3

**City
Training and Education Policy**

Personnel Policy Number: 9.2 (page 1 of 1)

Effective Date: September 2, 2014

Policy Regarding: Educational Expenses

The City's policy is to encourage full-time employees to take advantage of educational opportunities in order to improve job performance and to qualify for positions of increased difficulty and responsibility. If approved by the City Administrator, the City will reimburse an eligible employee for educational expenses subject to the following provisions.

1. A written request to the Chief Administrative Officer must be submitted for approval prior to enrollment. The request must include an outline of the course being considered, the expenses involved, and the recommendation of the Department Head.
2. The curriculum must be of direct, appropriate and obvious benefit to the employee for the performance of City employment duties.
3. Proof of the employee's successful completion of the course must be submitted to the Chief Administrative Officer before reimbursement is made by the City to the employee. Successful completion is defined as a final grade of "C" or better.
4. Reimbursement shall be for tuition and books only.
5. Employees who are requested by the City to attend a training school, conference or seminar should consult the policy regarding workshops and seminars.
6. Advance payment will be made only by special request to the Chief Administrative Officer. Expenditures in this instance must be reimbursed by the employee to the City in the event that the course is not completed.
7. A statement must be signed by the employee receiving the educational reimbursement agreeing to refund the expenses paid by the City if the employee voluntarily terminates City employment within 365 calendar days of course completion.

City

Training and Education Policy

Personnel Policy Number: 9.3 (page 1 of 1)

Effective Date: September 2, 2014

Policy Regarding: Workshops and Seminars

Attendance of personnel at special workshops and seminars, which may require out-of-town travel, is based upon the needs of the City for information or training in special areas. Such attendance is voluntary and shall be at the discretion of the Chief Administrative Officer and as provided for in the annual budget.

Additional pay compensation will not be allowed because participation may extend beyond normal working hours.

**City
Training and Education Policy**

Personnel Policy Number: 9.3.1 (page 1 of 1)

Effective Date: September 2, 2014

Policy Regarding: Required Education and Training

If the City requires an employee to attend a special class or seminar, 100% of the tuition, fees, books, travel, meals and lodging will be paid by the City.

**City
Hiring Process Policy**

Personnel Policy Number:	10.1 (page 1 of 1)
Effective Date:	September 2, 2014
Policy Regarding:	Filling of Vacancies

Any job vacancy, which occurs within the City, shall be posted in each department. The posting should include the job description, qualifications and pay rate.

In order to fill vacant positions with the most qualified applicants, the Chief Administrative Officer will have the ability to negotiate a benefit package with potential outside new hires provided that the potential employee has Municipal experience, or experience in the related field, of the vacant position. The amount of leave time granted will be based on the number of years of experience.

**City
Hiring Process Policy**

Personnel Policy Number:	10.2 (page 1 of 1)
Effective Date:	September 2, 2014
Policy Regarding:	Driver's License

Any employee required to drive vehicles, in the course of City employment, must hold a valid Michigan State Driver's License with the proper certification and endorsements for the vehicles applicable to the employee's job. To enable the City to verify the employee holds a valid license an employee shall provide the City with copy of driver's license.

Required CDL endorsement fees will be reimbursed to the employee. File an expense reimbursement form for payment.

Reference: Appendix A-3

City Safety Policy

Personnel Policy Number:	11.1 (page 1 of 1)
Effective Date:	September 2, 2014
Policy Regarding:	Safety Standards

As a requirement for each position with the City, it will be necessary for each employee to wear and/or use proper safety equipment with regard to MIOSHA standards, and standards set by the Safety Committee.

The Safety Committee is comprised of the City Manager and Department Heads. Any questions or concerns an employee may have regarding safety issues or standards should be directed to a committee member.

The requirements for safety standards will be submitted to each employee in a separate document. Safety standards will be maintained and failure to comply will result in disciplinary action.

An employee may refuse to do any work if the employee feels it is unsafe. The employee should notify the supervisor as to why it is felt that the assignment is unsafe to perform and ask the supervisor to demonstrate how to do the job safely.

City Safety Policy

Personnel Policy Number: 11.2 (page 1 of 2)
Effective Date: September 2, 2014
Policy Regarding: Accidents and Other Liability

Personal injury, vehicle accidents, and other accidents causing property damage to City or private property are to be reported immediately to your supervisor. If you see an accident or are involved in one:

1. Call for medical aid if needed, and to the extent you are properly trained and are comfortable with doing so, you may provide assistance to the injured person.
2. Take names and addresses of all persons involved in the accident and/or who are witnesses.
3. Notify your supervisor or the police.

Any employee may observe other incidents that could cause a private citizen to make an insurance claim against the City. If such an incident happens:

1. Call for medical aid if needed, and to the extent you are properly trained and are comfortable with doing so, you may provide assistance to the injured person.
2. Gather basic information; names, addresses, telephone numbers of the injured party and any witnesses which observed the scene, along with a basic description of what occurred.
3. If requested, advise the party that the information you are gathering will be reported to the employee of the City who handles the City's insurance. (The City Treasurer)
4. Notify your Department Head or the City Clerk as soon as possible.

City Safety Policy

Personnel Policy Number: 11.2 (page 2 of 2)
Effective Date: September 2, 2014
Policy Regarding: Accidents and Other Liability

There are some things you should not do. They are:

1. Do not make any statement to the party regarding fault, liability or responsibility.
2. Do not guarantee or promise anything to anyone.
3. Do not add to or interpret any third party's description of the incident.
4. Do not tell "why" the incident occurred. Please report facts as to "who, what and where".

Reference: Appendix A-4

**City
General Conduct Policy**

Personnel Policy Number: 12.1 (page 1 of 1)
Effective Date: September 2, 2014
Policy Regarding: Financial Obligations

Employees are expected to pay their debts promptly and to maintain a reputation in the community for honoring their financial obligations. If employees' creditors contact the City in an effort to collect debts from employees, the City will comply with applicable laws concerning disclosure of information.

**City
General Conduct Policy**

Personnel Policy Number: 12.2 (page 1 of 1)
Effective Date: September 2, 2014
Policy Regarding: Outside Employment

City employees are permitted to hold part-time jobs provided the second job does not conflict with the employee's public responsibilities. If an employee is in doubt as to the suitability of any type of other employment or work, the employee should secure the advice of the employee's supervisor. Fatigue due to working another job is a conflict that cannot be allowed.

City General Conduct Policy

Personnel Policy Number: 12.3 (page 1 of 3)

Effective Date: September 2, 2014

Policy Regarding: Drug/Alcohol Free Workplace

The City is dedicated to maintaining a safe and drug/alcohol free workplace. The City recognizes that alcoholism and drug dependence are an illness for which there is effective treatment and rehabilitation. The City encourages any employee with a chemical dependence or alcohol problem to seek professional treatment before the problem becomes a deterrent to job performance. To comply with the Drug-Free Workplace Act of 1988, the City has adopted, and all employees are required to adhere to, the following policies:

1. The unlawful manufacturing, sale, distribution, dispensation, possession or use of a controlled substance is prohibited while on City property, in a City vehicle, or on City time.
2. The consumption or possession of open alcoholic beverages or controlled substances (those not provided by prescription) during working hours (including lunch and rest break periods), in a City vehicle, or on City premises is prohibited.
3. Employees are prohibited from transporting or storing alcoholic beverages or controlled substances in City vehicles or on City premises. The only exception is the Police Department as a normal part of department duties.
4. Employees are prohibited from appearing for work or remaining on duty while under the influence of, or while impaired by, alcohol or the illegal use of controlled substances.
5. The City reserves the right to require an employee to submit to a drug and/or alcohol test when there is a reasonable basis to believe that an employee is impaired or incapable of performing his/her assigned duties. Refusal to submit to a drug and/or alcohol test will result in discipline up to, and including, discharge, despite the City's at-will policy.
6. Any employee involved in an on-the-job accident while operating City vehicles or equipment that results in serious injury to the employee or others and/or significant damage to property will be required to submit to a drug and/or alcohol test. Refusal to submit to a drug and/or alcohol test will result in disciplinary action up to, and including, discharge.
7. Violation of this policy is grounds for disciplinary action up to and including immediate termination, despite the City's at-will policy.

**City
General Conduct Policy**

Personnel Policy Number: 12.3 (page 2 of 3)

Effective Date: September 2, 2014

Policy Regarding: Drug/Alcohol Free Workplace

Pre-Employment Screening – The City will maintain pre-employment screening practices designed to prevent hiring individuals who use illegal drugs, in accordance with applicable law.

Notice of Convictions – An employee must notify the City Manager of any criminal drug statute conviction, no later than five (5) days after such conviction, for any violation occurring in the workplace or in a City vehicle or while performing City business.

Definitions:

“Under the Influence” means, for the purpose of this policy, that the employee is affected by a drug or alcohol or combination of a drug and alcohol in any detectable manner.

NOTE: The symptoms of influence are not confined to those consistent with misbehavior, or to obvious impairment of physical or mental ability such as slurred speech or difficulty in maintaining balance.

“Legal Drug” includes prescribed drugs and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they have been prescribed or manufactured.

“Illegal Drug” means any drug (1) which is not legally obtainable; or (2) which is being used in a manner different from that prescribed; or (3) which is legally obtainable but has not been legally obtained.

“Conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of federal and/or state criminal drug statutes.

“Criminal Drug Statute” means a criminal statute involving the manufacture, distribution, dispensation, use, or possession of any controlled substance.

In addition to this policy, all employees whose job requires them to maintain a CDL are subject to the U.S. Department of Transportation Federal Motor Carrier Safety Administration’s Drug Free Workplace Policy, set forth as Supplement A to these Policies.

**City
General Conduct Policy**

Personnel Policy Number: 12.3 (page 3 of 3)
Effective Date: September 2, 2014
Policy Regarding: Drug/Alcohol Free Workplace

Employees should be aware that counseling and rehabilitation relative to drug abuse is available to the public from many sources, including at least, but not necessarily only the following:

- a) Gratiot County Mental Health Center
320 Warwick Drive
Alma, Michigan 48801
(989) 463-4971

- b) Central Michigan Community Hospital
1221 South Drive
Mt. Pleasant, Michigan 48858
(989) 772-6765

- c) 1016 Recovery Network
2885 Health Parkway
Mt. Pleasant, Michigan 48858
(989) 773-9655

- d) Catholic Family Services
210 Court Street
Mt. Pleasant, Michigan 48858
(989) 773-9328

Reference Supplement A

City General Conduct Policy

Personnel Policy Number: 12.4 (page 1 of 5)

Effective Date: September 2, 2014

Policy Regarding: Disciplinary Action and Rules of Conduct

In any organization, it is necessary to have policies and rules so that the employer and its employees know what is expected of them. The City and its employees are not an exception. The general purpose of this handbook is to advise City employees of the policies and rules established by the City for its employees. The specific purpose of this section is to advise the City's employees of various types of conduct which the City considers to be inappropriate.

Subject to the employment relationship established by this handbook and subject to the City's ability to handle each disciplinary situation on a case-by-case basis according to its discretion, the City shall generally attempt to use progressive discipline as a means to train employees to avoid relatively minor types of misconduct. The City may, in its discretion, decide to not use progressive discipline or to stop using progressive discipline on a particular employee, if the City decides that progressive discipline is not the most effective way to deal with the employee.

Supervisors and department heads may initiate disciplinary action after investigating an offense and consulting with the employee accused of improper conduct. Supervisors and department heads shall not terminate or suspend an employee without the knowledge and consent of the City Manager. Supervisors and department heads are expected to keep the City Manager informed of all disciplinary actions.

All employees are expected to exhibit conduct which is considered to be generally accepted business behavior. Examples of improper conduct include the following items. This list is not intended to be exhaustive or all-inclusive; rather, the list is merely intended to illustrate examples of conduct in which City employees should not engage.

1. Sabotage.
2. Actual or attempted theft of City property or the property of others.

**City
General Conduct Policy**

Personnel Policy Number: 12.4 (page 2 of 5)
Effective Date: September 2, 2014
Policy Regarding: Disciplinary Action and Rules of Conduct

3. Falsification, misstatement, exaggeration, or concealment of facts in connection with employment, promotion, investigation or other proceeding concerning an employee or an applicant.
4. Disorderly conduct, fighting or engaging in dangerous horseplay.
5. Possession, use, or under the influence of alcohol or illegal drugs on City property or reporting for work under the influence of alcohol or illegal drugs. The City retains the right upon reasonable suspicion, to test for drugs or alcohol and failure to submit to such testing may result in disciplinary action up to and including termination.
6. Unlawful gambling or betting on City premises or on City time.
7. Immoral, indecent, or notoriously disgraceful conduct.
8. Disobedience to legitimate authorities, deliberate refusal to carry out a proper order from any supervisor having responsibility for the work of the employee; insubordination.
9. Failure to report a change in personal information, which could in any way affect the offering or receiving of any benefit rendered due to the employment relationship between the employee and the City. This includes a change in the number of the employee's dependents and must be done within one week of the change in dependent status.
10. Absence without reasonable cause.
11. Excessive absenteeism.

**City
General Conduct Policy**

Personnel Policy Number: 12.4 (page 3 of 5)
Effective Date: September 2, 2014
Policy Regarding: Disciplinary Action and Rules of Conduct

12. Reporting late for work or not returning to work after any work break.
13. Failure to report to the supervisor, before the shift starts, when an employee will be absent from work.
14. Threatening, intimidating, coercing or interfering with employees or supervision at any time.
15. Unauthorized possession of, loss of, or damage to City property or the property of others, or endangering the same through carelessness. Assisting any person to gain unauthorized access to the City's records, property, or premises.
16. Carelessness or negligence in the use or handling of City money or property. Revealing confidential information to unauthorized personnel.
17. Making or publishing slanderous statement concerning the City, its operations or its employees, or member of the public.
18. Disrespectful conduct; use of insulting, abusive, rude, threatening or obscene language toward any City employee, any City official, or any member of the general public.
19. Leaving your own department or assigned job during working hours without permission.
20. Unauthorized operation of machines, tools, vehicles or equipment.
21. Inattentiveness to work or disregarding job duties. (e.g. loafing, wasting time, failing to start work at the designated time, quitting work before the proper time, leaving the job during working hours, neglecting work, carrying on personal business during working hours, reading for pleasure during working hours, distracting the attention of other employees).

**City
General Conduct Policy**

Personnel Policy Number: 12.4 (page 4 of 5)
Effective Date: September 2, 2014
Policy Regarding: Disciplinary Action and Rules of Conduct

22. Sleeping on the job.
23. Stopping work or making preparations to leave before the specified lunch, or break period, or quitting time without authorization.
24. Failure to disclose or report an injury, hazardous condition, or an accident to your immediate supervisor. Failure to observe or follow any health, security, or safety rule. Intentional carelessness or unsafe acts.
25. Failure to observe precautions for personal safety, posted rules, signs and safety instructions; failure to use required protective clothing or equipment. Neglect or carelessness that leads to unsafe conditions. Creating or contribution to unsafe conditions or injury.
26. Failure to comply with the City's Ethics Policy. (Resolution 2016-09).
27. Accepting bribes in the course of work for the City.
28. Careless grooming, including failure to wash and clean the employee's body and clothes before reporting to work.
29. Intentional misrepresentation of facts or lying while acting as a City employee.
30. Performing private work on City time and/or violating City policy on outside employment.
31. Unauthorized use of any City telephone, or City credit card.
32. Falsifying attendance records for oneself or another employee.
33. Conviction of any felony, conviction of drunk driving, impaired driving or unlawful blood alcohol level.

**City
General Conduct Policy**

Personnel Policy Number: 12.4 (page 5 of 5)
Effective Date: September 2, 2014
Policy Regarding: Disciplinary Action and Rules of Conduct

34. Violating traffic regulations, reckless driving or improper operation of a City motor vehicle.
35. Possession of firearms, explosives, or other weapons on the premises or on the City's time (authorized police officers are not subject to this prohibition), regardless of whether you hold a valid permit which would otherwise allow you to possess and or carry such weapon.
36. Violation of Policy on Illegal Harassment.
37. Using, threatening, or attempting to use any personal or political influence in an attempt to improve any employee's position or rate of pay.
38. Abuse of sick time.
39. Smoking of tobacco or use of tobacco products in any City building or vehicle.

City Computer Use Policy

Personnel Policy Number: 12.5 (page 1 of 3)

Effective Date: September 2, 2014

Policy Regarding: Computer/Network/Internet Appropriate Use Policy

Every employee is responsible for using the City's computer system, including, without limitation, its electronic mail (E-mail) system and the Internet, properly and in accordance with this policy. Any questions about this policy should be addressed to the City Manager.

The computers that you use at work and the E-mail system are the property of the City and have been provided for use in conducting City business. All communications and information transmitted by, received from, created or stored in its computer system (whether through word processing programs, E-mail, the Internet or otherwise) are City records and property of the City. The computer system is to be used for City purposes only. Employees may, however, use City technology resources for the following incidental personal uses so long as such use does not interfere with the employee's duties, is not done for pecuniary gain, does not conflict with the City's business, and does not violate any City policy: (1) To send and receive necessary and occasional personal communications; (2) To prepare and store incidental personal data (such as personal calendars, personal address lists, and similar incidental personal data) in a reasonable manner; (3) To use the telephone system for brief and necessary personal calls; and (4) To access the Internet for brief personal searches and inquiries during meal times or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

Although the City does not wish to examine personal information, from time to time the City may need to access its technology resources. The City has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, without limitation, reviewing documents created and stored on its computer system, deleting any matter stored in its system (including, without limitation, its E-mail and word processing systems), monitoring sites visited by employees on the Internet, monitoring chat and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing E-mail sent and received by users. Further, the City may exercise its right to monitor its computer system for any reason and without the permission of any employee. Employee use of the City's computer system constitutes consent to all the terms and conditions of this policy.

Even if employees use a password to access the computer system (or any aspect thereof), the confidentiality of any message stored in, created, received, or sent from the City's computers is not assured. Use of passwords or other security measures does not in any way diminish the City's right to monitor and access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to the City as files may need to be accessed by the City in an employee's absence or for any other reason that the City in its discretion deems appropriate. **City**

Computer Use Policy

Personnel Policy Number: 12.5 (page 2 of 3)
Effective Date: September 2, 2014
Policy Regarding: Computer/Network/Internet Appropriate Use Policy

Further, employees should be aware that deletion of any E-mail messages or files will not truly eliminate the messages from the system. All E-mail messages and other files may be stored on a central back-up system in the normal course of data management.

Therefore, employees should not have an expectation of privacy in anything they create, store, send or receive on the computer system.

Notwithstanding the foregoing, even though the City has the right to retrieve, read and delete any information created, sent, received or stored on its computer system, E-mail messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-mail messages that are not sent to them or by them. Any exception to this policy must receive the prior approval of a supervisor.

Professional Use of Computer System Required

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. E-mails, in particular, are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write E-mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on the City's letterhead.

Offensive and Inappropriate Material

The City's policy against discrimination and harassment, sexual or otherwise, applies fully to the City's computer system, and any violation of that policy is grounds for discipline up to and including discharge. Therefore, no E-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law. Further, material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law) may not be downloaded from the Internet or displayed or stored in the City's computers. Employees encountering or receiving this kind of material should immediately report the incident to his or her supervisor.

City Computer Use Policy

Personnel Policy Number: 12.5 (page 3 of 3)

Effective Date: September 2, 2014

Policy Regarding: Computer/Network/Internet Appropriate Use Policy

Confidential Information

Employees may not transmit information over the Internet or through e-mail that is confidential or proprietary. When in doubt, employees must consult their immediate supervisor and obtain approval before transmitting any information which may be considered confidential or proprietary.

Maintenance and Security of System

Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing excessive copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related. In addition, employees should routinely delete outdated or otherwise unnecessary E-mails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

Violations of Policy

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

**City
Social Media Use Policy**

Personnel Policy Number: 12.6 (page 1 of 2)
Effective Date: September 2, 2014
Policy Regarding: Social Media Use

The City recognizes that many employees use electronic social media such as Facebook, MySpace, Twitter, etc. In accordance with Michigan's Internet Privacy Protection Act, MPVA will not (1) request access to pages of an employee's private internet account that are not visible to the public, (2) request passwords to enable it to access private pages, or (3) discipline any employee who refuses/fails to provide such access or passwords.

However, postings made by employees are permanent and may have legal consequences. While the City does not want to intrude unnecessarily into employees' personal lives, given the potential ramifications to the City it is establishing guidelines for employee use of social media. Employees are required to abide by these guidelines, even outside of work, as a condition of employment.

- Employees are prohibited from posting or discussing business secrets or other confidential information of the City. It also prohibits the use of its logo or other branding information.
- Employees are prohibited from making untruthful, defamatory comments about current and former employees, contractors or suppliers or untruthful, defamatory comments about the City.
- Employees are required to be honest in their postings and to not post obscenities.

Social media sites are not the best forum for venting complaints about the City in order to accomplish positive change.

**City
Social Media Use Policy**

Personnel Policy Number: 12.6 (page 2 of 2)
Effective Date: September 2, 2014
Policy Regarding: Social Media Use

POLICIES AND PROCEDURES

- All employees having complaints or suggestions related to their employment, or the terms and conditions of employment, *are encouraged* to communicate directly with their Supervisor or the City Manager.
- While such settings are not foolproof, employees should use privacy settings when appropriate to prevent personal information from becoming public. Also, be aware that anonymous postings do not necessarily remain anonymous.
- Employees posting commentary that may be viewed as an official statement by the City must include the following disclaimer: “The views and opinions expressed are my own and do not necessarily reflect the views of the City of St. Louis.”

Employees will be held personally accountable for their postings. Violations of this policy may result in disciplinary action up to and including discharge and may result in legal action if appropriate.

**City
Amendment of Policies Policy**

Personnel Policy Number: 13.1 (page 1 of 1)
Effective Date: September 2, 2014
Policy Regarding: Amendment of Policies

This handbook is intended primarily as an outline of the important features of working relationships and is not to be construed as a contract for continued employment with the City. If any inconsistency should arise between the handbook and practice, the handbook will govern.

The City may revise or amend this handbook from time to time. The only way any condition contained herein can be changed is by written documentation approved by the City Council or City Manager. Employees will be advised promptly of any amendments.