



CITY OF POWELL

PERSONNEL MANUAL SUMMARY OF POLICIES

Adopted June 16, 2015 – Ordinance#2015-22  
(Revised January 19, 2016 – Ordinance#2016-04)  
(Revised September 6, 2016 – Ordinance#2016-40)  
[\(xxxx – xxxx\)](#)

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### SECTION 3: WORKPLACE RULES

#### A. Reimbursement for Business Expenses Incurred

City employees may receive reimbursement for ordinary, necessary, and reasonable expenses and gratuities incurred while traveling on official City business. Such travel, however, must have been previously authorized and approved by the City Manager. Such expenses may include: mileage reimbursement at a certain amount per mile when required to use your personal vehicle for non-commuting travel, parking costs and highway tolls, meals and overnight lodging. Itemized receipts for reimbursable expenses must be submitted to the City. If approved by the City Manager, reimbursement for business expenses incurred may include:

Program Registration. One hundred percent (100%) for full-time employees taking program or training sessions directly related to their City position. The request shall include a description of the program or training.

Lodging. One hundred percent (100%) City paid for actual cost of government rate, single occupancy room, plus reasonable gratuities.

Transportation. One hundred percent (100%) City paid for airfare, but in no case greater than coach class. If vehicle rental is authorized, one hundred percent (100%) City paid, but in no case greater than economical size vehicle when available. If personal vehicle is authorized for out-of-state travel, the City pays at a rate to be determined by City Manager. If personal vehicle is authorized for in-state travel, the City pays at the current IRS prevailing rate.

The City prohibits an employee to utilize a specific airline frequent flyer accumulation card (and/or using the flight to obtain any other personal benefits) while on City business.

1. Meals. Meals included as part of the program fee shall be paid at one hundred percent (100%) by the City regardless of the training or conference's location.

The costs of meals and/or refreshments for non-routine work sessions shall be paid for by the City. Such work session meals and/or refreshments shall be previously authorized by the City Manager. See the City Manager for any requests to purchase meals and/or refreshments for routine work sessions.

For training or conferences that require overnight stays, the City will pay up to fifty-six dollars (\$56.00) per day for meals and gratuities. The following are

the maximum amounts that may be deducted from the fifty-six dollars (\$56.00) per day availability if meals were included as part of the program fee: nine dollars (\$9.00) for breakfast, thirteen dollars (\$13.00) for lunch and twenty-nine dollars (\$29.00) for dinner.

For training outside the City that do not require overnight stays, the City will pay a thirteen dollars (\$13.00) per diem; if all the following is valid: (a) the training program did not include a meal, (2) the training lasts five (5) hours or longer without drive-time to and from the training, (3) the training is mandatory (for Police) or required to maintain a license. The meal receipt needs to be signed by the supervisor that designates the per diem requirements are met.

2. Other travel expenses. Ordinary and necessary business expenses will be reimbursed. Examples are: parking at airport, taxis, and shuttle buses.
3. Receipts. Itemized receipts are required for all business expenses incurred. The City will reimburse up to five dollars (\$5.00) for a missing business expense receipt with explanation as to why the receipt is missing only if it is a personal reimbursement. Improper or continued use of the missing business receipt exception will may result in disciplinary action being brought against the employee.
4. Gratuities. When the cost of the service includes a built-in gratuity the City will pay one hundred percent (100%) (e.g. restaurants where the number of participants at the table is over eight). The City will not reimburse for any additional gratuity over the built-in gratuity.

The City recommends utilizing 15% of the cost as the rule-of-thumb for giving gratuities.

The City will not reimburse employees for transportation between an employee's home and work, personal expenses incurred while traveling, payment of traffic fines or penalties incurred. Please consult the City Manager for further details.

#### B. Use of City Vehicles

Except for certain designated management employees, City vehicles shall solely be used for official City business. Employees, as representatives of the City, are expected to be courteous to the public, use reasonable care while driving, and must obey all traffic laws. Use of cellular phones while operating a City-owned motor vehicle is prohibited. Any traffic citation issued, parking or moving, shall be the responsibility of the driver.

### C. Vehicle Accidents

Employees involved in an accident while operating a City vehicle, shall:

1. Remain at the scene and leave the vehicle in the exact same position which it came to rest after the accident unless instructed to move it by law enforcement official(s) or for public/personal safety reasons;
2. Immediately contact the appropriate law enforcement agency to report the accident and request an ambulance, if needed;
3. Remain polite and helpful at all times;
4. Record all necessary information regarding the other drivers involved;
5. Contact the Employee's Department Head as soon as possible;
6. Complete an incident report within twenty-four (24) hours of the accident.

### D. Electronic Communication and Information Systems

#### 1. Communication Information Systems

Supervisors are responsible for instructing employees on the proper use of communications services and equipment used by the City for both internal and external business-related communications.

The unauthorized personal use of the City's communications information systems, including, but not limited to computers, email, facsimile machines, and copiers, is expressly prohibited. All software and electronic communications, including all communications and information stored, transmitted, received, or contained in such communication and information systems, are the City's property. Therefore, employees should have no expectation of privacy in connection with their use of the City's communication and information systems, or the transmission, receipt, or storage of information by mail, facsimile, e-mail, Internet transmission, or any other means. Employees may not use the City's address for receiving personal mail or use City stationery or postage for personal mail.

To ensure the proper use of its communications information, such as e-mail and facsimile machines, a supervisor may monitor the use of these systems and equipment from time to time. However, no employee, except those expressly authorized, shall monitor other employee's communication. Thus, employees should not access, view, read, listen to, tamper with, copy, retrieve, change, print, or delete another employee's information or communications without that person's permission. Employees should avoid sending information anonymously or that is otherwise disguised or does not correctly identify the sender.

All software owned by the City will be used in accordance with the licensing agreements. Employees shall not make unauthorized copies of any software. Software will be provided to employees as a result of a needs assessment and appropriate authorization. Unauthorized copying of City provided software or the use of undocumented software (non-licensed) on computers could subject the employee and/or the City to civil and criminal penalties.

Using the City's electronic communication and information system for abusive, unethical, or inappropriate purposes will not be tolerated and may be considered grounds for disciplinary action, including termination of employment.

Examples of inappropriate employee usage include, but are not limited to, the following:

- a. Uses that violate local, state and/or federal law.
- b. Soliciting or recruiting others for commercial ventures, religious or political causes, outside organizations, or other matters that are not job-related.
- c. Using computers or information systems in association with the operation of any for-profit business activities or for personal gain.
- d. Threatening others.
- e. Sending chain letters.
- f. Soliciting money for religious or political organizations or causes.
- g. Using the Internet for political activity.
- h. Harassing or disparaging others based on age, race, color, national origin, sex, sexual orientation, disability, religion, military status or political beliefs. Harassment and disparagement include, but are not limited to, slurs, obscene messages, or sexually explicit images, cartoons, or messages.
- i. Uploading or downloading games, viruses, copyrighted material, inappropriate graphics or picture files, illegal software, and unauthorized access attempts into any system.
- j. Sending or soliciting sexually-oriented messages or images.
- k. Any use that could possibly bring embarrassment or harm to the City, including sending rude or obscene messages.
- l. Gambling.
- m. Downloading and viewing non-work-related streaming audio or video.
- n. Mounting personal web pages or establishing links to the City of Powell's web site outside of a factual representation (e.g. - an online resume posted by an employee may have a link back to their employer's website).
- o. Intentionally disrupting network traffic or crashing the network and connecting systems.



- p. Establishing external network connections that could allow non-City employees access to the City's network unless approved by the City's designated IT representative.

Privacy and confidentiality: No City employee shall provide access to confidential information through the Internet, e-mail, or on-line services, unless authorized for work-related purpose(s). No employee shall use the Internet, e-mail, or online services of any other employee without authorization. All City employees shall use reasonable safeguards when using the Internet, email, or on-line services to avoid mistaken distribution on another's information.

City employees are hereby put upon notice that all Internet browsers furnish a trail that traces all sites visited by the user of that computer terminal. The City may access this trail and monitor employee Internet use as it considers appropriate. The City may access and monitor employee Internet, email, and other online uses by employees as it considers appropriate.

Discipline for misuse: Employees who improperly use the Internet, email, and other online services in violation of the policy will be subject to discipline, up to and including termination.

#### Receiving Inappropriate Materials through the City's electronic communication and information system

Employees who receive inappropriate materials via the City's electronic communication and information system should never forward such materials to other employees or third parties and are expected to delete or destroy such materials immediately and notify the sender not to send any other materials of the same or a similar nature. In addition, employees should contact their immediate supervisor if they receive inappropriate materials from other City employees, contractors, vendors, or other outside parties.

## 2. Cellular Phones

City owned cellular phones and services may be provided to certain City employees to conduct business activities related to their particular employment. Upon resignation or termination of employment, or at any time upon request, the employee shall produce the cellular phone and its accessories for return or inspection.

City owned cellular phones are for official business. All equipment, software, cellular phone accessories, and information stored, transmitted, received, or contained in such cellular equipment are the City's property. Therefore, employees have no expectation of privacy in connection with their use of the

City's cellular phones. Features other than phone use must not be used or activated without direct authorization from a supervisor. Employees should only use text messages when it is absolutely necessary.

Employees will reimburse the City for any personal usage on a timely basis.

Routine audits of the cell phone usage bills will be done by the City to verify that the employee is reimbursing the City.

Lost or stolen equipment should be immediately reported to the employee's supervisor. Repair or replacement of cellular equipment will be the responsibility of the City (employee's department).

Employees who send emails or texts on their phone are expected to set up their phone so copies of the sent message are saved on the city's email server for public records retention.

An employee shall not email or text while driving on City business.

### 3. Record Retention

Employees are responsible for the retention of records within the area of their job description. Records may be of different media type including but not limited to paper, electronic, video or email.

Employee responsibilities:

- i. Understanding and use of current record retention schedule.
- ii. Regular review of records to determine retention.
- iii. Submission of records for destruction to City Clerk or authorized records clerk.
  - Use of proper storage procedures for retained records

### 4. Employee Off-Duty Electronic Communication

The City supports the free exchange of information and camaraderie among employees on the internet off-duty. However, when internet blogging, chatroom discussions, email, text messages, or other forms of electronic communication extend to employees revealing confidential information about the City, or engaging inappropriate material about the City or its employees, the employee who posts such information or assists in posting such material may be subject to discipline action, up to and including termination.

While off-duty, employees are reminded to be careful of the information they disclose on the internet, including social media sites. The following uses of social media off-duty are strictly prohibited:

- a. Comments or displays about coworkers or supervisors or the City that are vulgar, obscene, threatening, intimidating, harassing, or a violation of the City's workplace policies against discrimination, harassment, or hostility on account of age, race, religion, sex, ethnicity, nationality, disability, military status, or other protected class, status, or character. The City's policies with respect to these prohibitions apply to off-duty conduct.
- b. Statements or uses of the City's logo or trademark which are slanderous or detrimental to the City, including evidence of the misuse of the City's authority, insignia, or equipment.
- c. Disclosure of confidential and/or proprietary information acquired in the course of employment. Confidential information includes not only information that would not be available pursuant to a public records request, but also any information which does not relate to an issue of public concern.
- d. Comments or displays which impact employee's abilities to perform their job duties or the City's ability to maintain an efficient workplace.
- e. Engagement in unprofessional communication. "Unprofessional communication" includes that which, if left unaddressed, could potentially result in civil or criminal cause of action against the City. "Unprofessional communication" also includes that which the City could demonstrate has a substantial risk of negatively affecting the City's reputation, mission or operations, such as slander, defamation or other legal cause of action.

Social media sites may be inspected by the City for cause to determine potential violations of the City's policy. If an employee believes that an online communication violates any City policy, the employee should immediately report the communication to his or her supervisor. The City may investigate the matter, determine whether such communication violates City policies, and take appropriate action. This action may include discipline up to and including termination.

This policy does not apply to communications protected by the U.S. or Ohio Constitutions. Employees should see their supervisors with any questions or concerns about this policy.

## 5. Passwords

Employees are required to maintain passwords for accessing City computers and records. The employee's password(s) shall be provided to the City Manager, or his designee when leaving the City or when requested.

### E. Use of City Credit Card, ~~or~~ Prepaid Card or Merchant Card

City credit, ~~or~~ prepaid, or merchant cards shall solely be used for official City business and personal use is forbidden. The name of the City shall appear on each card.

-A "credit card account" means any bank-issued credit card account, store-issued credit card account, financial institution-issued credit card account, financial depository-issued credit card account, affinity credit card account, or any other card account allowing the holder to purchase goods or services on credit or to transact with the account, and any debit or gift card account related to the receipt of grant monies.

1. Credit cards are kept in the Finance Department and may be checked out after completion of a credit card usage form. Employees must return City credit cards within a reasonable amount of time and employee use will be documented by the Finance Department.
2. Employees must retain an itemized receipt to document all charges and must turn all receipts into the Finance Department. The employee is liable in person and upon any official bond the officer or employee has given to the City to reimburse the City the amount for which the officer or employee does not provide itemized receipts in accordance with this policy.
3. Lost or stolen cards must be reported immediately to the Finance Department.
4. Employees who use the credit card improperly or for an unauthorized use are liable for the expenditures and ~~will~~may be subject to discipline, up to and including termination.
5. All full-time employees are eligible to use a credit card account.
6. Credit cards can be used for any pre-authorized purchase order expenditure(s).
7. The Finance Department is the only department authorized to issue, reissue and cancel a credit card account. Only the City Manager and Director-level employees are authorized to have a credit card account on an on-going basis. All other full-time employees are eligible to request and be authorized a credit card be issued for a specific purpose and specific time period with approval from their Department Head, City Manager and Finance Director.

8. The overall monthly credit limit for the City account is \$25,000.00 with each individual department card limit, not to exceed \$12,000.00 per month. The department card limit may be raised up to \$15,000.00 for a limited time or for a specific expenditure with approval of the Finance Director. The monthly maximum credit card limit per card is \$15,000.00. This amount can be raised up to \$30,000.00 for a limited time or specific expenditure.

~~—The Parks and Public Service Department(s) often have an after-hour need for the credit card due to special events, weather related events, accident related events, and other types of unknown events. The Parks and Public Service Department(s) will be issued one credit card to be kept at their building to be checked out after completion of a credit card usage form for after-hour use. This special credit usage form will include a place for a second employee to document the removal of the credit card. Employees must return this credit card within a reasonable amount of time. The Finance Department will review this process periodically (a minimum of three times a year) by going to their building and verifying that the card is in or out by the credit card usage form. The credit card usage form needs to be sent the Finance Department at the end of each calendar year. When a second employee is not available, the Finance Director or Assistant Finance Director will be sent an email to document the use of the card. These emails will be attached to the credit card usage form at the end of each calendar year.~~

4.

A "prepaid card account" means any pre-funded credit or merchant card allowing the holder to purchase goods or services only to the amount funded with the account.

1. Prepaid cards are kept in the Finance Department until they are signed outneeded by the requesting department. Employees must return the prepaid card by 5:00pm on Fridays unless permission is granted by the Finance Director, or when the card is exhausted or when there is a negligible amount remaining on card, or when no longer needed on a daily basis.

Employees must retain itemized receipts to document all charges and must turn all receipts into the Finance Department. The Finance Department will track the balances of each prepaid card account. The employee is liable in person and upon any official bond the officer or employee has given to the City to reimburse the City the amount for which the officer or employee does not provide itemized receipts in accordance with this policy.

2. Lost or stolen cards must be reported immediately to the Finance Department.

3. Employees who use the prepaid card improperly or for an unauthorized use are liable for the expenditures and will may be subject to discipline, up to and including termination.

4. All full-time, part-time and seasonal employees are eligible to use a prepaid card account.
5. Prepaid cards are currently limited to recreation-related or special event-related expenditures that have been pre-authorized.
6. The Finance Department is the only department authorized to issue, close-out and cancel a prepaid card account. The Department Head can request for prepaid card(s) to be issued for a specific business-purpose, time period needed along with the rationale as to why a credit card or merchant card account can't be utilized with approval from the Finance Director.
7. Maximum amount allowed on a prepaid card account is \$2,500.00.

~~2. Prepaid cards are also available for approved, business related uses. Employee responsibilities for credit or prepaid cards:~~

~~3. Employees must retain a receipt to document all charges and must turn all receipts into the Finance Department.~~

~~4. Lost or stolen cards must be reported immediately to the Finance Department.~~

~~5. Employees who use the City card improperly or for an unauthorized use are liable for the expenditures and may be subject to discipline, up to and including termination.~~

A "merchant card account" means a procurement card account, gasoline or telephone credit card account, or any other card account where merchant category codes are in place as a system of control for use.

1. Merchant cards (except gasoline) are kept by the Finance Department until they are needed. Employees must return the merchant card within a reasonable amount of time and employee usage will be documented by the Finance Department.
2. Gasoline merchant cards are kept in each vehicle since they are used on a daily basis for most vehicles including evenings, weekends and holidays.
3. Employees must retain a receipt to document all charges and must turn all receipts into the Finance Department. The employee is liable in person and upon any official bond the officer or employee has given to the City to reimburse the City the amount for which the officer or employee does not provide itemized receipts in accordance with this policy.
4. Lost or stolen cards must be reported immediately to the Finance Department.

5. Employees who use the merchant card improperly or for an unauthorized use are liable for the expenditures and ~~will~~may be subject to discipline, up to and including termination.
6. All full-time and part-time employees are eligible to use a merchant card account.
7. Merchant cards can be used for any pre-authorized purchase order expenditure(s).
8. The Finance Department is the only department authorized to issue, reissue or cancel a merchant card account. The Department Head can request a merchant card account be issued along with the business-purpose rationale with the approval from the Finance Director.
9. The monthly maximum for the entire City is \$20,000 for each merchant not merchant card.

#### F. Other Policies

1. Personal telephone calls, except in emergency situations, should be made during breaks or lunch so as not to interfere with the efficient operation of the City.
2. The personal use of any City tools, supplies, vehicles, or equipment, without prior written authorization, is forbidden.
3. Every employee is expected to dress in appropriate work attire. In many cases, this means that you are to dress in a manner that will allow for a safe and efficient performance. In the office, you are to dress in appropriate business attire.
4. Employees are responsible for reviewing information, including job postings, periodically posted on the City bulletin boards. Personal notices may not be posted on them. Employment notices may only be posted after approval by the City Manager, or designee. A separate bulletin board is provided for City citizens.
5. An employee generally should not be on non-public City property, or in the City facilities, outside of his or her regular working schedule unless his or her presence is work-related.
6. Written permission from an employee's immediate supervisor must be obtained before removing any City property from the City's premises.

7. Non-employees are not permitted in the non-public areas of the City facilities at any time without the authorization of the employee's immediate supervisor.
8. All authorized visitors to the City facilities should be treated with professional courtesy.
9. Smoking, including the use of e-cigarettes, is prohibited in City buildings and vehicles.
10. Eating and drinking may be restricted to certain designated areas. Please consult your immediate supervisor for further details.
11. Any employee contacted by the news media (e.g., TV, radio, newspaper, magazine) or another citizen about City operations or a City employee(s), should direct the individual to contact the City Manager or his designee. This avoids duplication, ensures accuracy, and avoids unnecessary confusion concerning who is officially speaking on behalf of the City.
12. Employees are prohibited from soliciting or distributing literature during work hours, including with the use of the City's computers.