

TABLE OF CONTENTS

	<u>Page</u>
POLICIES AND PROCEDURES	1
Foreword.....	2
Part I: Statement of Purpose	3
Purpose	3
Scope of Coverage	3
Statement of Equal Opportunity.....	3
Americans with Disabilities Act (ADA) Statement.....	3
Administrative Responsibilities	4
Part II: Employment Process	7
<u>Exceptions</u>	7
Procedures for Filling Vacancies	7
Employment of Family Members	9
<u>Orientation of New Employees</u>	9
Employment Handbook	9
Part III: Conditions of Employment	11
<u>Exception</u>	11
Probation.....	11
Transfer.....	11
Promotion.....	11
Progressive Discipline/Uniform Disciplinary Code.....	12
Resignation.....	15
Reduction in Force.....	15
Loss of Job Requirement.....	15
Mandatory Retirement Age	16
Examinations	16
Political Activity	16
Workplace Harassment (Including Sexual Harassment) and Discrimination.....	16
Outside Employment	18
Use of City Property, Equipment and Personnel	19
Employee Evaluation	19
Exit Interview	19
Residency Requirements.....	19
Suggestion System.....	20
City-Owned Vehicle Usage	20
Inclement Weather.....	21
Carrying of Deadly Weapons Prohibited.....	21
Violence in the Workplace	22
Computer, Information Systems and Electronic Mail Policy	22
<u>Social Networking Policy</u>	23
Drug-Free Workplace Policy	23

<u>Exposure Protection Plan</u>	23
<u>Return-to-Work Temporary Limited Duty Policy.....</u>	23
	<u>Page</u>
<u>Credit Checks</u>	24
 Part IV: Classification Plan	25
Allocations	25
Written Specifications	25
Regular Review/Evaluation.....	25
Reclassification.....	25
Categories of Employment.....	26
 Part V: Compensation Plan	29
Pay Plan	29
Hours of Work.....	29
Overtime	29
Compensatory Time.....	29
On-Call Duty	30
Workweek	30
Time Cards	30
Periodic Review	30
Implications of Personnel Actions	31
Minimum Salary	31
Salary Increases	32
Annual Salary Adjustments.....	32
 Part VI: Benefits.....	33
Holidays	33
Vacation (Annual) Leave.....	33
Personal Leave.....	35
Disability Leave.....	35
Temporary Disability Not Covered By Workers Compensation	36
Maternity Leave	36
Family and Medical Leave	36
Bereavement (Funeral) Leave	36
Leave of Absence without Pay.....	37
Absence without Leave.....	37
Emergency Leave.....	37
Military Leave.....	38
Jury Duty	38
Insurance	38
Retirement	39
Expense Reimbursement	39
Career Development.....	39
Taxable Benefits	41

Appendix A: Code of Ethics	43
Appendix B: Grievance Procedure	53
Appendix C: Drug-Free Workplace.....	57
Appendix D: Exposure Protection Plan	63
	<u>Page</u>
Appendix E: <u>Temporary Limited Return-to-Duty Policy</u>	73
PAY/CLASSIFICATION PLAN	99
 Authorized Positions	101
 Salary Scale.....	102
POSITION DESCRIPTIONS	107
 City Clerk/Treasurer.....	109
 Assistant City Clerk/Treasurer	113
 Customer Service Representative III	117
 Customer Service Representative II	121
 Customer Service Representative I	125
 Utility Clerk/Secretary (Part Time)	129
 Zoning Administrator (Part-Time).....	133
 IT Administrator (Part-Time).....	137
 Building Inspector	141
 Fire Chief	133
 Assistant Fire Chief (Fire Services)	137
 Assistant Fire Chief (Emergency Medical Services).....	141
 Fire Captain (Fire Services).....	145
 Fire Lieutenant (Fire Services)	149
 Fire Fighter/Paramedic	153
 Fire Fighter/EMT	153
 Fire Fighter/Recruit	157
 Fire Fighter/Paramedic (Recruit)	157
 Maintenance/Zoning Officer.....	189
 Water Superintendent	193
 Sewer Superintendent	197
 Maintenance Worker II.....	201
 Maintenance Worker I.....	205
 Maintenance Worker (Recruit).....	205
 Police Chief	217
 Police Captain.....	221
 Police Sergeant	225
 Police Officer I	229
 Police Officer (Recruit).....	233

