



Personnel Manual

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CONTINUITY OF POLICIES

Right to Change or Discontinue

The policies and procedures in this manual are not intended to be contractual commitments by the City of Coburg and employees shall not construe them as such. They are intended as guides to management and descriptive of suggested procedures to be followed.

The City of Coburg reserves the right to revoke, change, or supplement these guidelines at any time without notice. Such changes shall be effective immediately upon approval by the City Council unless otherwise stated.

No policy is intended as a guarantee of continuity of benefits or rights. No permanent employment or employment for any term is intended or can be implied by statements in this manual.

GENERAL EMPLOYMENT POLICIES

Equal Opportunity Policy

The City of Coburg is an Equal Opportunity employer.

No employee of the city will discriminate against an applicant for employment or a fellow employee because of race, creed, color, religion, sex, national origin, ancestry, age or any physical or mental disability. No employee of the city will discriminate against any applicant or fellow employee because of the person's veteran status.

This policy applies to all employment practices and personnel actions including advertising, recruitment, testing, screening, hiring, selection for training, upgrading, transfer, demotion, layoff, termination, rates of pay and other forms of compensation or overtime.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) is a comprehensive federal civil rights law that specifically protects individuals with physical and mental disabilities from discrimination in the workplace.

Individuals are protected under the ADA if any of the following conditions exist:

- They currently have a physical or mental condition that substantially limits their ability to normally conduct a major life function (walking, seeing, hearing, breathing, etc.);
- They have a history of such impairment; and/or,
- They are perceived to have such impairment.

The ADA also prohibits discrimination on the basis of an individual's relationship to someone (parent, sibling, child, spouse/significant other, etc.) with a disability.

The City of Coburg offers equal employment opportunities for qualified individuals who may have a physical or mental disability, but are still able to perform essential job functions. Essential functions are defined as the fundamental non-marginal duties of the position being held or sought. A job function is essential if the position exists for the performance of the function, there are only a limited number of employees available to perform it, or it is so highly specialized that an expert is required to perform it.

Reasonable accommodation is available to employees and applicants, as long as the accommodation does not cause undue hardship on the City of Coburg. Individuals protected by the ADA should discuss their needs for possible accommodation with their supervisor.

Recruitment

The City of Coburg aggressively recruits to attract top caliber individuals to all levels of its organization. City positions may be filled by either transfer or promotion of existing employees or by new employees who are recruited or apply. Recruitment may be conducted through advertising, employment agencies, schools, employee referrals or technical and trade referrals. Supervisors/managers should consider the most appropriate method of recruitment for filling departmental positions. All recruitment shall be conducted in an ethical, professional and non-discriminatory manner.

The City of Coburg provides equal employment opportunity to all applicants on the basis of demonstrated ability, experience and training.

Announcement of New Positions

The availability of all job openings will be announced within the City prior to outside recruitment for any position. The job description giving job title, class, department, job functions and qualifications will be posted for viewing by all employees.

An applicant must have at least six months experience in his or her current position before applying for another city position, unless approved by the City Administrator. All present employees are encouraged to review the requirements for each position and apply for those positions in which they are interested. All applications will be given the same consideration as outlined in the city recruitment policy.

Employee Selection and Development

The City of Coburg provides equal opportunity to all applicants on the basis of demonstrated ability, experience, training, and potential. Qualified persons are selected without prejudice or discrimination as stated in the city's Equal Opportunity Policy.

A formal city job description will define the job-related tasks and qualifications necessary to assume the position. The defined tasks and stated qualifications will be the basis for screening applications. The City of Coburg will conduct structured initial interviews limited to job-related questions to assess each candidate's experience, demonstrated ability and training. The telephone may be used for these initial interviews.

Recruiting is only one part of continued employee development, which is a five-part process designed to help retain good workers. The employment development process includes (1) recruiting, (2) interviewing, (3) hiring, (4) training and (5) evaluation.

Recruiting - Recruiting involves a variety of factors:

Developing a job description

Finding candidates through employee referral, job boards, advertising in trade magazines and the general media and executive recruiters

Interviewing — Interviewing also involves a variety of factors:

Telephone screening to determine if candidates meet the job description

- Initial one-on-one interviews
- Follow-up interviews with peers
- Checking references and backgrounds
- Gaining the consensus of interviewers to hire or not to hire

Before extending an employment offer and upon the applicant's prior agreement, at least two applicant references must be checked. Inquiries are to be made in a professional manner requesting only factually verifiable and job-related information. The reference data is used only as supplemental information for the hiring decision.

Hiring — Once the mayor and department head have decided to make the offer and has confirmed key terms, the next step involves making the verbal and written offer culminating in the employee's first day as an employee of the City of Coburg. Following employment, the references and interview ratings must be retained for up to one year and then may be destroyed.

After candidate interviews, verification of employment history and reference inquiries, the hiring department head is responsible for the employment offer. After the verbal offer has been made and the candidate has agreed to the essential terms of the offer (typically the position, employee classification, salary or rate, and the starting date), a written offer will be prepared and submitted to the candidate in person or by mail confirming the verbal offer and will include the essential terms of the verbal offer as agreed to by the candidate. The candidate will be required to sign and date an acceptance of the written offer that will state as follows:

"The undersigned accepts the above employment offer and agrees that it contains the terms of employment with The City of Coburg and that there are no other terms express or implied. It is understood that employment is subject to verification of identity and employment eligibility and may be terminated by The City of Coburg at any time for any reason."

The verbal or written offer must never express or imply that employment is "permanent," "long-term," of a specific duration, or words of similar meaning. An exception may be made where a temporary position of known duration is to be filled. Employment may be made contingent upon certain job-related factors, such as obtaining a specific state or federal license when appropriate or desirable.

After the candidate has accepted the employment offer, she or he will be required to provide documentation of identity and employment eligibility in accordance with federal law. Form I-9, shall be used for this purpose.

Here is an outline of the hiring process:

- Make verbal offer
- Follow-up with basic offer letter outlining key terms
- Receive acceptance of offer letter from new employee
- File paperwork

Training — All new employees will be provided with an orientation briefing, which will be held within their first week of employment with the city. The orientation is designed to acquaint the new employee with the city and its policies.

On the first day of employment, the employee's supervisor is responsible for assisting the employee in completing all check-in and benefit enrollment procedures. In addition the supervisor will ensure that the new employee receives an introduction within the city and is provided with in-depth information regarding his or her specific role and responsibilities within his or her department.

Evaluation — Giving constructive feedback at various times during the employment relationship is the final stage of the employment development process. New and existing employees will be provided with feedback at least once a year.

Supervisors will provide the following:

New employees will be provided performance evaluation criteria before the end of the 1st month of employment

Semiannual review for all probationary employees

Mandatory Annual Performance Reviews for all employees

Probationary Employment Period

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The City uses this period to evaluate employee capabilities, work habits, and overall performance to determine eligibility for regular status with the City.

Employees work on a probationary basis for the first six months after their date of hire. Police Personnel are subject to a twelve month probationary period. Significant absence(s) automatically extend a probationary period by the length of the absence(s). If the City determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for a specified period up to three additional months.

Employees on probation are not entitled to the full set of rights and privileges applicable to regular employees. Specific exclusions vary between employment categories. Probationary employees generally do not have the right to grieve termination, apply for personal leaves of absence, or receive educational assistance. Employees on probation can be terminated at any time for any reason, or for no reason, with or without cause or notice. Similarly, employees on probation may resign at any time with or without notice. Upon satisfactory completion of the initial probationary period, employees enter regular" employment status.

Employees who are promoted or transferred within the City must complete a secondary probationary period of six months with each reassignment to a new position. In cases of promotions or transfers within the City, an employee who, in the sole judgment of management, is not successful in the new position may be removed from that position at any time during the secondary probationary period. If this occurs, the employee will be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and the City's needs. Benefits eligibility is not changed during the secondary probationary period that result from a promotion or transfer within the City.

Completion or extension of the probationary period does not alter the at-will employment relationship.

Employment Classifications

There are three classifications of employees:

Regular Full-time — An employee who works a minimum 40-hour workweek on a regularly scheduled basis.

Regular Part-time — An employee who works less than a normal workweek on either a regularly scheduled basis or on an irregular basis. Part-time employees who work twenty hours or less per week not entitled to regular benefits.

Temporary — An employee hired for a position required for only a specific, known duration, usually less than six months, and who is not entitled to regular benefits. A temporary employee may be full-time or part-time.

All employees are classified as exempt and nonexempt according to these definitions:

Salaried Exempt — Positions of an executive, administrative or professional nature, as prescribed by federal and state labor statutes, which are exempt from mandatory overtime payments.

Salaried Nonexempt (hourly) — Positions defined by statute, which are covered by provisions for overtime payments.

Employment Record Keeping

Access to Personnel Files

The City of Coburg maintains a personnel record for each employee, and access to those records is restricted to authorized persons only. The records contain applications, written evaluations, performance counseling notices, correspondence, and other information pertinent to employment. Authorized persons are individuals in a direct line of supervision over the employee to whom the file applies.

Your personnel file is available for review by making advance arrangements with the City Administrator. We will provide copies of personnel records or files as required by law, but you may be asked to reimburse us for the reasonable cost of providing copies.

Employees also may review their medical records, which are kept in a separate locked file. Although all medical information is confidential, the City of Coburg complies with the Health Insurance Portability Administration Act (HIPAA) when allowing access to employee medical records. All requests must be made in writing and signed and dated by the employee wishing to review their own medical file.

Change in Personal Data

Keeping your personnel records current can be important to you with regard to pay, payroll deductions, benefits, and other matters. If you have changes in any of the following items of information, it is your responsibility to notify Payroll and the City Administrator.

- Name
- Marital status
- Address
- Telephone number
- Dependents
- Person to be notified in case of emergency
- Job related physical or other limitations that impact employment
- Changes in status of driver's license or CDL if required to drive for the City of Coburg.
- Changes in job related professional licenses
- Other information having a bearing on your employment

All changes in personal information must be made in writing and signed/dated by the employee who the changes effect.

Sexual Harassment

The City of Coburg will not allow any form of sexual harassment within the work environment. Sexual harassment interferes with work performance and creates an intimidating, hostile or offensive work environment. Sexual harassment influences or tends to affect the career, salary, working conditions, responsibilities, duties or other aspects of career development of an employee or prospective employee; or creates an explicit or implicit term or condition of an individual's employment. It will not be tolerated.

Sexual harassment, as defined in this policy, includes, but is not limited to, sexual advances, verbal or physical conduct of a sexual nature, visual forms of a sexual or offensive nature (e.g., signs and posters) or requests for sexual favors.

Any intentional sexual harassment is considered to be a major violation of city policy and will be dealt with accordingly by corrective counseling and/or suspension or termination, depending upon the severity of the violation.

Performance Improvement

Performance improvement may be suggested whenever city management believes that an employee's performance is less than satisfactory and can be resolved through adequate counseling. Corrective counseling is completely at the discretion of city management. The city desires to protect its investment of time and expense devoted to employee orientation and training whenever that goal is in the city's best interests. The city expressly reserves the right to discharge "at will." Even if corrective counseling is implemented, it may be terminated at any step at the discretion of management. The City of Coburg, in its sole discretion, may warn, reassign, suspend or discharge any employee at will, whichever it chooses and at any time.

The supervisor/manager will determine the course of action best suited to the circumstances. The steps in performance improvement are as follows:

Verbal counseling — As the first step in correcting unacceptable performance or behavior, the

supervisor/manager should review pertinent job requirements with the employee to ensure his or her understanding of them. The supervisor/manager should consider the severity of the problem, the employee's previous performance appraisals and all of the circumstances surrounding the particular case. Stating that a written warning, probation or possible termination could result if the problem is not resolved should indicate the seriousness of the performance or misconduct. The employee should be asked to review what has been discussed to ensure his or her understanding of the seriousness of the problem and the corrective action necessary. The supervisor/manager should document the verbal counseling for future reference immediately following the review.

Written counseling — If the unacceptable performance or behavior continues, the next step should be a written warning. Certain circumstances, such as violation of a widely known policy or safety requirement, may justify a written warning without first using verbal counseling. The written warning defines the problem and how it may be corrected. The seriousness of the problem is again emphasized, and the written warning shall indicate that probation or termination or both may result if improvement is not observed. Written counseling becomes part of the employee's personnel file, although the supervisor/manager may direct that the written warning be removed after a period of time, under appropriate circumstances.

Non-Paid Leave — If the problem has not been resolved through written counseling or the circumstances warrant it, or both, the individual should be placed on non-paid leave. Non-paid leave is a serious action in which the employee is advised that termination will occur if improvement in performance or conduct is not achieved within the probationary period. The employee's supervisor, after review of the employee's corrective counseling documentation, will determine the length of probation. Typically, the non-paid leave period should be at least one week and no longer than 30 days, depending on the circumstances. A written non-paid leave notice to the employee is prepared by the Mayor or City Administrator. The letter should include a statement of the following:

- The specific unsatisfactory situation;
- A review of oral and written warnings;
- The length of non-paid leave;
- The specific behavior modification or acceptable level of performance;
- Suggestions for improvement;
- A scheduled counseling session or sessions during the leave period; and
- A statement that further action, including termination, may result if defined improvement or behavior modification does not result during the non-paid leave. "Further action" may include, but is not limited to, reassignment, reduction in pay, grade or demotion.

The supervisor and City Administrator should personally meet with the employee to discuss the probationary letter and answer any questions. The employee should acknowledge receipt by signing the letter. If the employee should refuse to sign, the supervisor/manager may sign attesting that it was delivered to the employee and identifying the date of delivery. The probationary letter becomes part of the employee's personnel file.

On the defined probation counseling date or dates, the employee, supervisor and City Administrator will meet to review the employee's progress in correcting the problem which led to the probation. Brief written summaries of these meetings should be prepared with copies provided to the employee.

At the completion of the probationary period, the supervisor will determine whether the employee has achieved the required level of performance and to consider removing the employee from probation, extending the period of probation or taking further action. The employee is to be advised in writing of the decision. Should probation be completed successfully, the employee should be commended, though cautioned that any future recurrence may result in further disciplinary action.

Involuntary Termination — The involuntary termination notice is prepared by the supervisor with concurrence of, and review by, the City Administrator. The employee is notified of the termination by the supervisor and City Administrator. The employee will be issued a final check which contains all wages due and accumulated compensatory time, if any, **by the end of the first business day after the notice of termination per ORS 652.140 (1)**. Involuntary termination is reserved for those cases that cannot be resolved by corrective counseling or in those cases where a major violation has occurred and cannot be tolerated.

The following definitions and classification of violations, for which corrective counseling, performance improvement or other disciplinary action may be taken, are merely illustrative and not limited to these examples. A particular violation may be major or minor, depending on the surrounding facts or circumstances.

Minor violations — Less serious violations that have some effect on the continuity, efficiency of work, safety, and harmony within the city. They typically lead to corrective counseling unless repeated or when unrelated incidents occur in rapid succession. Here are some examples of minor violations:

- Excessive tardiness;
- Unsatisfactory job performance;
- Defacing city property;
- Interfering with another employee's job performance;
- Excessive absenteeism;
- Failure to observe working hours, such as the schedule of starting time, quitting time, rest and meal periods;
- Performing unauthorized personal work on city time;
- Failure to notify the supervisor/manager of intended absence either before or within one hour after the start of a shift; and
- Unauthorized use of the city telephone or equipment for personal business.

Major Violations — Serious violations would include any deliberate or willful infraction of city rules and may preclude continued employment of an employee. Here are some examples of major violations:

- Insubordination
- Fighting on city premises;
- Carrying or bringing firearms or dangerous weapons to work or on to city property as described in City of Coburg Resolution Number 2000-4.
- Repeated occurrences of related or unrelated minor violations, depending upon the severity of the violation and the circumstances;
- Any act which might endanger the safety or lives of others;
- Departing city premises during working hours for personal reasons without the permission of the supervisor/manager;
- Deliberately stealing, destroying, abusing, or damaging city property, tools, or equipment or the property of another employee or visitor;
- Disclosure of confidential city information or trade secrets to unauthorized persons;
- Willfully disregarding city policies or procedures;
- Willfully falsifying any city records;
- Willfully deleting any files and city records;
- Employee's conviction for or confession to fraud, misappropriation, embezzlement, theft or the like against the city;
- Employee's conviction of a felony or a crime involving moral turpitude;
- If Employee performs any intentional act which, under the reasonable man standard, damages the reputation of the city;
- Employee's conviction for or confession to sexual harassment in any form towards employees

of the city or anyone affiliated with the city; or
Employee's excessive absence from performing his duties for the city, as determined by the city, in the city's sole and absolute discretion.

Termination

Terminations are to be treated in a confidential and professional manner by all concerned. The City of Coburg must assure thorough, consistent and evenhanded termination procedures. This policy and its administration will be implemented in accordance with the city equal opportunity statement.

Terminated employees are entitled to receive all earned pay, including vacation pay.

Employment with the city is normally terminated through one of the following actions:

Dismissal — involuntary termination for substandard performance or misconduct; or

Layoff — termination due to reduction of the work force or elimination of a position

Resignation — An employee who wants to terminate employment, regardless of employee classification, is expected to give as much advance notice as possible. Two weeks or ten working days is generally considered to be sufficient notice time.

Dismissal — In any case involving an employee dismissal, a release should be signed upon review with The City of Coburg legal counsel.

Substandard Performance — An employee may be discharged if his or her performance is unacceptable. The supervisor/manager shall have counseled the employee concerning performance deficiencies, provided direction for improvement, and warned the employee of possible termination if performance did not improve within a defined period of time. The supervisor/manager is expected to be alert to any underlying reasons for performance deficiencies such as personal problems or illegal drug abuse. The management team must concur in advance of advising the employee of discharge action. Documentation to be prepared by the supervisor/manager shall include reason for separation, performance history, corrective efforts taken, alternatives explored and any additional pertinent information.

Misconduct — An employee found to be engaged in activities such as, but not limited to, theft of city property, insubordination, conflict of interest or any other activities showing willful disregard of city interests or policies will be terminated as soon as the supervisor/manager and management team have concurred with the action. Termination resulting from misconduct shall be entered into the employee's personnel file. The employee shall be provided with a written summary of the reason for termination. No salary continuance or severance pay will be allowed.

Layoff

This policy defines and establishes City policies and procedures for termination of employees by layoff. Its goal is to assure that layoffs are handled consistently, equitably and in a manner that minimizes the City's financial and legal liabilities and optimizes the continuing delivery of City services. A layoff is defined as the termination of an employee due to the elimination of a position. A position may be eliminated as part of a reorganization, elimination or contracting out of a

program or service, lack of work or funds, or other reasons.

Layoff may not be utilized as an alternative to a disciplinary termination or demotion of an employee.

Procedures for Selection of Employees

In the event of a layoff, the Department Head, subject to review and approval by the City Administrator, will identify the number of positions, by classification, to be eliminated. Following identification of the positions to be eliminated, the Department Head will identify the employees to be laid off. In selecting employees, the Department Head may consider any or all of the following factors, and will review the criteria with the City Administrator.

“Merit,” defined as the employee’s qualifications and demonstrated performance in current or related classifications and/or the employee’s ability to perform effectively in the remaining position(s).

“Seniority” in the employee’s current classification

“Seniority,” defined as the employee’s total length of regular continuous service with the City. Where so required by the applicable collective bargaining agreement, seniority will be the controlling factor in selecting employees for layoff.

Guidelines for Application of Merit and Seniority Considerations

Assessment of merit should be based upon documented qualifications and performance as reflected in the employee’s experience, education and performance appraisals. Assessments that are not supported by documented considerations such as these are subject to review by the City Administrator and Mayor.

In cases where merit is relatively equal:

The ability to perform effectively in the position for which the employee is being considered should take precedence over performance in past assignments.
Seniority should take precedence over other remaining factors.
Seniority in the affected classification should take precedence over City wide seniority.

Reassignment and Bumping Procedures

Employees identified for layoff pursuant to the procedures above may be considered for reassignment to other positions according to the following hierarchy of options. Generally, each option will be pursued only if the previous options do not result in a position being available.

1. Vacant positions in the employee’s current department.
2. Vacant positions in other City departments.
3. Displacement of the least senior employee in the employee’s current department in the employee’s current classification.
4. Displacement of the least senior employee in the employee’s current department in other classifications in which the employee has formerly served and has demonstrated effective performance.

In all cases the employee must be qualified for the position in question. For the purposes of this section, qualified means meeting the qualifications listed on the classification specification and possessing any special qualifications required for performance of the particular position. Positions to be filled by employees on notice of layoff or by employees being recalled are exempt from posting.

Notification of Layoff

Employees identified for layoff will be provided fifteen calendar days notice of layoff, pay in lieu of notice or a combination thereof. The notice will specify the employee's potential options and rights to reassignment. Employees electing to accept reassignment to currently filled positions must inform the City in writing within five calendar days from notice of layoff. Employees requesting reassignment to a vacant position must notify the City in writing within five calendar days from notice of layoff.

Employees displaced as a result of the exercise of options outlined in this policy will be notified as required in the above paragraph and afforded the same reassignment options.

Recall

Employees who are laid off or demoted in lieu of layoff will be placed on recall lists for the classification from which laid off in order of seniority for a period of one year from the effective date of the layoff.

When a recall list is established, available positions will be offered to qualified employees on the recall list prior to being posted and filled from other sources, with the exception of employees transferring from within the same classification.

The determination as to whether an employee on a recall list is qualified will be based on the criteria identified under the reassignment and bumping procedures.

Termination Processing Procedures —The City Administrator will approve and direct the termination procedure.

All outstanding advances charged to the terminating employee will be deducted from the final paycheck by the payroll department.

On the final day of employment, the supervisor must receive all keys and city property from the employee.

The supervisor and City Administrator shall conduct an exit interview with the employee.

The employee will pick up his or her final payroll check at the time of the exit interview. **The final check will be provided in accordance with ORS 652.14091-3).**

Grievance Procedure

The City of Coburg recognizes the value of a grievance procedure that provides for the timely review of employee grievances in a fair yet workable manner. A grievance is considered to be any dispute between an employee and the city which impacts on an employee's ability to perform. Although purely personal matters between employees would not ordinarily give rise to a grievance subject to this grievance procedure, any matter that adversely affects an employee's ability to perform his or her job could be the subject of a grievance. Use good individual judgment and common sense as your guide.

An employee may express a verbal grievance to his or her immediate supervisor/manager. If the concern is not resolved to the employee's satisfaction within one week, the employee may put in writing the details of his or her grievance and submit the grievance to the City Administrator through their immediate supervisor/manager.

The City Administrator will review the written statement and decide the matter. The employee and his or her supervisor will request a hearing with the City Administrator for resolution of the problem. The problem will be discussed in the presence of the employee and supervisor. Final resolution of the grievance will be made by the City Administrator and discussed with the employee and supervisor.

The decision will be reduced to writing, a copy given to the employee and supervisor/manager, with the original kept by the City Administrator. A copy will be filed in the employee's personnel file when appropriate.

Appeal of the grievance decision by the City Administrator shall be in writing to the City Council.

Employment Disputes

Any dispute or claim that arises out of or that relates to employment with The City of Coburg or that arises out of or that is based on the employment relationship (including any wage claim, any claim for wrongful termination or any claim based on any employment discrimination or civil rights statute, regulation or law), including tort or harassment claims (except a tort that is a "compensable injury" under workers' compensation law), shall be resolved by arbitration in accordance with the then effective commercial arbitration rules of the American Arbitration Association by filing a claim in accordance with the Association's filing rules, and judgment on the award rendered pursuant to such arbitration may be entered in any court having jurisdiction thereof.

Performance Review

The City of Coburg has adopted a management by objective approach to performance appraisal. It is the supervisor's/manager's responsibility to develop and maintain a work environment in which employees can openly discuss performance and develop plans. The employee will be

notified in writing ten days in advance of the performance review date. Also included in the notification will be the time, place, and the discussion topics for the employee to prepare for the review. The employee, as well as the supervisor/manager, is to bring the following to the review meeting:

A summary statement of the progress made toward meeting his or her employment goals;
Examples of job-related areas demonstrating greatest strengths and identifying areas where additional training is needed;

An outline of job-related tasks in which the employee can participate to improve performance;

A recommendation of job responsibilities and goals to be established for the next six-month period;

A summary of overall employment performance.

The supervisor is responsible for establishing a relaxed atmosphere at the performance review and encouraging two-way communication. The discussion should be conducted in a positive manner, in complete privacy and with no interruptions. The supervisor shall verify that the employee is familiar with his or her job duties, previous goals and the appraisal criteria or factors. At the conclusion of the performance appraisal, the employee will be requested to sign the appraisal verifying that he or she participated in the evaluation. The employee should be encouraged to submit comments about the appraisal that will become part of the record. The employee must be given a signed copy of the appraisal. The appraisal is then submitted for review by the City Administrator.

Following the performance review, the supervisor will rank the employee's performance according to his or her relative level of contribution to the city. Factors will include how well the employee has met the objectives agreed upon in the last review and the employee's level of contribution to the success of the department's function and work relative to other employees.

The supervisor will rank the employee in one of four overall groupings:

Not Satisfactory
Some Improvement needed
Meets Standards
Exceeds Standards

Any employee receiving a rating of 1 or 2 must be put on warning with a corrective action plan to address the issues identified.

Rest Periods

Nonexempt employees are permitted two paid 15-minute rest periods. Rest periods are to be scheduled as near the middle of the morning and afternoon as possible.

Jury Duty

The City of Coburg will grant employees time off for mandatory jury duty or court appearances as a witness when the employee must serve or is required to appear as a result of a court order or subpoena. A copy of the court order or subpoena must be supplied to the employee's supervisor/manager when requesting time off.

The employee is entitled to full pay for each day of jury duty. However, time off for court appearances as a party to any personal, non city associated civil or criminal litigation shall not be compensated and the employee must arrange for time off without pay or use accrued vacation or personal leave for appearances.

Voting

The City of Coburg encourages all employees to vote. Employees are encouraged to use flextime hours for this purpose or to take advantage of polling hours prior to the beginning or following the end of your workday. If this cannot be arranged, your supervisor/manager will approve time off to vote either at the beginning or end of your workday, provided that you give at least one day's notice to your supervisor.

Employee-Incurred Expenses and Reimbursement

The City of Coburg will pay all actual and reasonable business-related expenses incurred by employees in the performance of their job responsibilities. All items purchased or charged by the employee are to be itemized on the approved city expense report. His or her manager must approve all such expenses incurred by an employee before the accounting department will make payment.

Expense reports are to be submitted to the Finance Department and supported by evidence of proof of purchase, e.g., receipts. Expense reports are due in the Finance Department prior to the last working day of each month.

Expenses submitted after the last working day of the month in which they are incurred will be paid on a deferred basis.

Travel Reimbursement

This policy establishes the general guidelines and procedures to be followed when city business travel is required:

Travel-related expenses are to be detailed on a city purchase order form;

Employees who prefer to use their personal vehicles for their convenience on city business, including trips to the airport, will be reimbursed at the standard mileage rate, assuming that the time and distance involved is reasonable under the circumstances;

All parking expenses and highway tolls incurred as a result of business travel will be reimbursed;

All air travel must be approved in advance by the City Administrator. All personnel will travel

economy class. The duplicate airline ticket receipt should be attached to the the travel reimbursement form.

Employees should request advance approval for use of a rental car at their destination. If a rental car is used, additional insurance should not be purchased because of our existing insurance coverage. A copy of the rental car agreement form must accompany the city purchase order form;

Employees should select moderately priced lodging convenient to their destination to minimize time and expense. A detailed receipt from the hotel or motel must accompany the reimbursement form unless such is unavailable, in which case a credit card receipt is acceptable;

Employees must submit receipts for meals or accept the allowable per diem rates with the reimbursement form. Reasonable tips, when paid by the employee and noted on the receipt, will be reimbursed;

Travel reimbursement requests are to be submitted to the Finance Director prior to the last working day of the month in which expenses are incurred.

Use of Rental Car on City Business

Employees required to travel because of their job responsibilities may rent a car upon receiving the approval of their supervisor.

An economy or compact size car will be the employee's first choice in obtaining a rental car. The City of Coburg is self-insured for damage to rental cars used on city business. Any additional insurance charges offered as an option by the rental city are not reimbursable.

A copy of the rental car agreement must accompany the employee's travel expense report.

Conferences and Meetings

Employees may request time off and city financial support to attend conferences or meetings sponsored by institutions or professional organizations. The subject matter to be presented must relate directly to the employee's position or provide beneficial information to be shared in the employee's department.

The employee's supervisor and the City Administrator must approve the employee's participation in the conference or meeting.

The city will pay for the following expenses if attendance is approved: registration fees, travel costs, lodging and meal expenses not covered by registration.

Time off for attendance and travel during normal working hours will be paid at the normal rate of pay.

Required Administrative Approval

All employee travel, mileage, purchase requisitions and other business-related expense reports must have the City Administrator's approval. Employees are required to request approval in advance of expenditures whenever possible to ensure no delay in city reimbursement. All expense reports are due in the Accounting department prior to the final working day of each month. Prior to being processed by the Finance Director, these reports must have the employee's signature and date and be approved by the employee's supervisor.

EMPLOYEE RELATIONS AND CONDUCT

On Duty Conduct

The conduct of City of Coburg employees affects the ability of the City to serve its citizens and also the taxpayer's impression of City government. Employee safety, productivity and morale are dependent upon the conduct of employees.

It is the City's goal to maintain a positive and productive working atmosphere. Employees are expected to use good judgment and to conduct themselves in such a manner as to create a positive working environment for themselves and their co-workers and to project a positive impression of City government to the public.

Off Duty Conduct

Generally, we regard off-duty activities of employees to be their own personal matters. However, certain types of off-duty activities concern us because of the potential negative impact on the City of Coburg's reputation within the communities we serve. Therefore, employees who engage in or are associated with illegal or otherwise harmful conduct that adversely affects the City of Coburg or their own ability or credibility to carry out employment responsibilities may be subject to disciplinary action, up to and including termination.

Truthfulness

Failure to Respond. No employee shall fail to timely respond to official calls for service, dispatched calls, notices of assignments, or any other method of direction to perform at a designated place or by a designated time.

Responding to Calls for Service. An employee must not respond to any dispatched call for service without authorization.

Requests for Assistance. When the public requests assistance or advice or makes complaints or reports, either by telephone or in person, all pertinent information will be obtained in an official and courteous manner and will be properly and judiciously acted upon consistent with established procedures.

Citizen Complaints. An employee shall courteously and promptly accept a complaint made by a citizen against any employee of the City, or against any City policy or procedure, and attempt to resolve the complaint if possible. If an employee is unable to resolve the complaint, it must be immediately reported to the supervisor. An employee must immediately notify the supervisor if the complaint involves loss or destruction of property, personal injury, alleged criminal or civil law violation, or any other circumstance the employee determines to justify the immediate notice.

Testimony and Answering Questions. An employee shall truthfully answer all questions put to him or her by a supervisor and render material requested related to the employee's duty and conduct and also to the operations and efficiency of the department and its personnel. For purposes of this paragraph, "supervisor" includes any employee designated to exercise authority in a given situation.

Identification. An employee must furnish name, job title, and department name to any person requesting that information as a result of actions taken by the employee in the performance of official City business.

Departmental Reports, Truthfulness. No employee may knowingly enter, or cause to be entered, any inaccurate, false, or improper information, or misrepresent the facts in any City records or reports, whether such reports are oral or written. Employees must be truthful at all times in oral or written reports, whether under oath or not, and no material facts may be omitted or cause to be omitted from any report.

Fictitious Illness or Injury Reports/Deception. An employee must not feign illness or injury, falsely report to be ill or injured, or otherwise deceive or attempt to deceive any official of the City as to the condition of personal health.

Abuse of Process/Withholding Evidence. An employee shall not, at any time, intentionally manufacture, falsify, destroy, or withhold evidence or information, nor knowingly or intentionally make any false accusation or criminal charge.

Fraudulent Employment. No employee shall procure or maintain employment in the City by means of willful misrepresentation or omission of any fact concerning the employee's personal history, qualifications for employment, or physical condition.

False Report. No employee shall make a false oral or written report or statement, nor by any means induce another person to do so.

Confidentiality

Employee

The City of Coburg recognizes our employees' rights to privacy. In achieving this goal, the (City of Coburg) adopts these basic principles:

1. The collection of employee information will be limited to information the (City of Coburg) needs for business and legal purposes.
2. Personal information and information in personnel records ordinarily will not be disclosed except as permitted or required by law or as authorized by the employee. Verifications of employment dates may be provided without written approval.

Note: This may limit the (City of Coburg) to give job references, unless they are provided written consent to discuss your personnel records.

3. Internal access to employee records will be limited to those employees having an authorized need-to-know.
4. You are permitted to see the personal information maintained about you in our records, and you may correct inaccurate factual information or submit written comments in disagreement with any material contained in your personnel records.
5. All employees involved in record keeping will be required to follow these policies and practices. Violations of this policy will result in corrective action, up to and including termination.

6. Medical records are kept in a separate file and are only accessible to the employee, an employee representative with written consent and the employer, on a need-to-know basis.

City of Coburg

Oregon law provides that “every person has a right to inspect any public record of a public body in this state.” “Public body” includes cities and counties and other public entities. Although there are some exceptions, most records in a public body are available to the public for inspections. It is the intent of the City of Coburg to be responsive to requests for public records. Employees are to forward all requests for public information to the Administrator / City Recorder

Attendance and Punctuality

To maintain a safe and productive work environment, the City expects each employee to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the City. In the rare instances when an employee cannot avoid being late to work or is unable to work as scheduled, the employee should notify the supervisor as soon as possible in advance of the anticipated tardiness or absence. Individual departments, divisions or sections are responsible for establishing their own procedures for employees to follow when unable to report to work as scheduled. As a general City-wide guideline, the following procedures are recommended:

An employee calling in sick should notify the supervisor as soon as possible but not later than 30 minutes following the regular reporting time.

An employee should speak directly to the supervisor and include the reason for the absence and the expected duration.

When the supervisor cannot be contacted by telephone, a message may be left with office support staff, other manager or next level of supervisor.

An employee should call in each day they are unable to report for work.

Exceptions are permitted when it is clear that additional days off will be necessary at the discretion of the supervisor.

Any employee absent for three consecutive workdays without notifying the City of Coburg or failing to return from an authorized leave of absence shall be considered to have voluntarily resigned.

Personal Relationships in the Workplace

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships. For these reasons, the employment of relatives requires careful review.

A “relative” means the spouse, domestic partner, son, daughter, mother, father, brother, brother-

in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent, or stepchild of the employee. This applies to all employees without regard to the gender or sexual orientation of the individuals involved. Relatives of a current employee may not occupy a position that will be working directly for, or supervising, the relative. Likewise, a domestic partner or an individual involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a domestic partner or dating relationship. The City also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a domestic partner or dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions. If a relative, domestic partner or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to the City Administrator. Relationships between employees that evolve into any of the above described situations will result in one of the employees being required to transfer or resign. The conditions described above also apply to Temporary Employees.

Conflict of Interest

Each employee has an obligation to conduct the City's business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the City wishes to conduct its business. The purpose of these guidelines is to provide general direction so that employees act appropriately and, if needed, can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision, or gains information that is not available to the public that may result in a personal gain for that employee, or for a relative, as a result of the City's business dealings. For the purposes of these guidelines, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that disclosure be made to the City Administrator as soon as possible regarding the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the City does business, but also when an employee or relative receives any "kickback", bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the City. In general, City employees may not accept any gift, gratuity, loan, fee or any other thing of value. However, unsolicited gifts such as flowers and candy are considered "de minimus" and are allowable under this policy as long as such gifts do not provide the employee with any personal gain.

Each employee is expected to report any actual or potential conflict of interest to their supervisor.

Political Activities

Employee involvement in certain political activities is protected under the First Amendment. However, under state and federal law there are some restrictions with which each employee must

comply. State law (ORS 260.432(2)) requires that “no public employee shall solicit any money, influence, service or other thing of value or to promote or oppose any political committee or to promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder while on the job during working hours. However, this section does not restrict the right of a public employee to express personal political views.

The federal Hatch Act requires that an employee whose principal job responsibilities are financed all or in part from loans or grants made by the federal government may not use official influence to interfere with or affect the result of an election or a nomination for office. An employee covered by this act may not, either directly or indirectly, coerce or advise another employee to contribute anything of value in any form whatsoever to any organization or agency for political purposes.

The expression of personal political views while on the job during working hours is permitted only to the extent that it does not interfere with the performance of the employee’s duties or performance of other employee’s duties. Specific activities, such as fundraising, soliciting volunteer help on political campaigns, or disseminating partisan election material while on City time are prohibited.

Employee Privacy

The City of Coburg recognizes our employees’ rights to privacy. In achieving this goal, the city adopts these basic principles:

- a. The collection of employee information will be limited to that which the city needs for business and legal purposes;
- b. Confidentiality of all personal information in our records will be protected;
- c. All in-house employees involved in record keeping will be required to adhere to these policies and practices. Violations of this policy will result in disciplinary action;
- d. Internal access to employee records will be limited to those employees having an authorized, business-related, need-to-know basis. Access may also be given to third parties, including government agencies, pursuant to court order or subpoena;
- e. The city will refuse to release personal information to outside sources without the employee’s written approval, unless legally required to do so;
- f. Employees are permitted to see the personal information maintained about them in the city records. They may correct inaccurate factual information or submit written comments in disagreement with any material contained in their city records.

Telephone

Personal calls of short duration may be received and made at your desk or workstation. Personal telephone call privileges are subject to change or termination at any time. For instance, if the city telephone lines become overloaded with calls or an employee is found spending more than just limited time on personal calls, this privilege will be revoked either generally or specifically as to the offending employee.

Cell Phones

General Policies. The City of Coburg issues cell phones for the sole purpose of improving operational communications capabilities. The City reserves the right to designate which

employees shall be issued cell phones. In general, City issued cell phones are to be used only for City business and not for personal use either during or outside of an employee's work hours, except as noted below.

(1) Personal Calls. The City of Coburg recognizes the occasional need for employees, during work hours, to make brief personal phone calls to take care of a variety of matters that can only be accomplished during regular business hours. Personal phone calls made on City cell phones should be brief in duration (2-3 minutes) and infrequent (2-3 per day). Longer calls are acceptable when an employee is on break. Examples of acceptable use include making medical appointments, scheduling service technicians, conferring with a child's school, talking to family members and contacting a spouse or child care giver to advise them that the employee is going to be late getting home or picking up children.

(2) Emergency Personnel. The City of Coburg also expects to utilize issued cell phone as a means of emergency contact for employees (police and public works) whose positions require emergency response and callback. The City of Coburg encourages employees to carry the phones off-duty and respond if contacted. The City reserves the right to audit cell phone availability (random calls during regular work hours). Repeated non-availability of the employee may be grounds to eliminate the assigned cell phone.

(3) Compliance Audits. The City of Coburg reserves the right to audit employee cell phone usage to monitor compliance with this policy. Non-compliance with this policy will result in the employee being required to reimburse the City for the costs incurred in the personal use of the cellular phone and loss of the City of Coburg cell phone and disciplinary action.

(4) Cellular Phone Care and Return. An employee in possession of City equipment such as a cellular phone is expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment or at any time upon request, the employee may be asked to produce the phone for return or inspection.

Safety Issues for Cellular Phone Use While Driving

(1) Safe Use. An employee whose job responsibilities include regular or occasional driving, and who is issued a cellular phone for City business use, is expected to refrain from using a cellular phone while driving. Safety should come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, the employee is expected to keep the call short, refrain from discussion of complicated or emotional discussions and keep his or her eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area.

Traffic Violations An employee who is cited for a traffic violation resulting from the use of the cellular phone while driving will be responsible for any liability that results from such action.

Dress Code

Employee dress should be neat in appearance and appropriate for position and work task. City of Coburg employees are invited to dress "business casual" in a manner consistent with a professional atmosphere. The impression made on the general public, visitors and other employees and the need to promote city and employee safety should be kept in mind. Good individual judgment is the best guideline.

signing documents to transfer and perfect full rights, title, and interest to and for The City of Coburg. This policy only applies to discoveries, inventions, and improvements conceived or developed during employee's working hours or at any time while the employee is using the city's facilities, equipment, supplies or data.

Computer, E-Mail, and Internet Users

Computers, computer files, the e-mail system, software furnished to an employee, and the equipment, services, and technology provided to access the Internet are City property intended for city business use. As such, the City reserves the right to monitor use of and access to content of these services and retrieve and read any data composed, sent, or received through its online connections and stored in its computer systems.

An employee who has been approved for access to the City's e-mail system may make limited use of the system for personal notification to family members and acquaintances when such use is "de minimus", does not relatively impact employee productivity and is consistent with the standards set in this policy. An employee may make limited use of the Internet before and after work and on unpaid lunch breaks. Such use should be consistent with the standards set in this handbook. This limited use of the e-mail system and Internet will be considered "de minimus" compensation for an employee who is permitted access to the equipment at the sole discretion of the City.

The City strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the City prohibits the use of computers, e-mail system, and the Internet in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other unacceptable use includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

All data that is composed, transmitted, or received via the City computer communications systems is considered to be part of the official records of the City and, as such, is subject to disclosure to law enforcement or other third parties under the state's public records law. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful. Even though the City has the right to retrieve and read any data on the computer system, including e-mail messages, this information should still be treated as confidential by each employee and accessed only by the intended recipient. An employee is not authorized to retrieve or read any e-mail message that is not sent to that employee except to monitor compliance with these standards. Any exception to this procedure must receive prior approval from the appropriate Department Head.

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

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

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or

patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not obtained authorization for its use, it should not be put on the Internet. Each employee is also responsible for ensuring that a person sending any material over the Internet has the appropriate distribution rights.

To ensure a virus-free environment, no files or software may be downloaded from the Internet without prior authorization.

Each employee should notify the immediate supervisor, the Department Head or City Administrator upon learning of violations of this policy. An employee may be held personally liable for any damages resulting from violations of this standard.

COMPENSATION

Compensation – General Policies

Equal Pay

The City of Coburg will not pay wages to any employee at a rate less than the city pays employees of the opposite sex for work that is substantially equivalent requiring comparable skills. This policy is to be construed in accordance with applicable federal and state laws and regulations.

Workday

Normal office hours at The City of Coburg are 8am-5pm, Monday – Friday. However, the nature of city business sometimes demands workday or workweek hours different than those listed. Variations to the schedule will be made with approved by the City Administrator.

Payday

Employees will be paid on the last business day of the month. If the last business day of the month falls on a weekend, the payday will be the preceding Friday.

Pay Advances

A pay advance is available on the 15th day of the month. The employee enrollment period for selecting the pay roll advance will occur once per year in December of every year. The Payroll Department will give notice to all employees of the enrollment period. The selection of the payroll advance will be effective until the employee notifies the Payroll Department in writing otherwise. It is the City of Coburg policy to decline all requests for early paychecks. However, employees may cash out vacation time in accordance with the Excessive Vacation Accrual Disposition policy. The cash out of vacation time is at the discretion of the City and dependent upon the availability of funds.

Overtime Compensation

Nonexempt salaried (hourly) employees will be paid at the rate of one and one-half times their regular hourly rate of pay or compensatory time off for all time worked in excess of 40 hours in any one workweek. The form of compensation (paid OT or compensatory time off) is at the discretion of their supervisor

Overtime is never at the employee's discretion. It shall only be incurred and paid at the request of the city through the employee's supervisor. Supervisors shall ensure that no unauthorized overtime hours are worked. The choice of whether the time may be accrued or the employee receives cash payment for overtime will be made by the supervisor. Time that has been accrued as compensatory time may not be converted to cash without prior approval of the Department Head, and then only in those instances where there are sufficient funds budgeted to cover the additional cost.

On- Call Compensation

Employees placed on an on-call status will be required to make themselves accessible by phone or pager and be within a reasonable response time to effectively handle emergencies or other call backs. **Non--Exempt Employees** required to be on-call will be paid \$1.00 an hour for every hour so assigned.

required to make, currently six percent of salary, to their member or individual accounts. Normal retirement age for employees depends on the classification and term of service of the employee, as well as the terms of the retirement plan or tier to which each employee belongs. For instance, regular service employees in PERS Tier I (i.e., whose PERS membership was established prior to January 1, 1996) may retire after 30 years of service with full benefits. For more details, please refer to the PERS Handbook, the PERS website at www.pers.state.or.us or other official sources of information.

BENEFITS

Employee Benefits

Insurance

The City of Coburg offers employees who work thirty hours per week or more a group medical insurance plan. Each employee in the plan will receive a booklet which details its policies, procedures and benefits. The employee shall select the range of coverage when enrolling in the plan, e.g. employee only, full family, medical, and dental, etc. Note that coverage rates are reevaluated and adjusted by the insurance company on an annual basis.

Eligibility

The employee works thirty hours or more per week.

The employee is eligible for coverage effective on the first day of the month following thirty days of employment.

Changes to the employee's health insurance benefits can be made at any time for reasons of life-event changes such as the birth of a child, divorce, loss of coverage through the spouse's employer; however special enrollment rules apply. See the Member Benefit Handbook, provided by Pacific Source for details.

In addition, The City of Coburg provides group life and accidental death and dismemberment insurance coverage to employees and spouses.

The City of Coburg has the right to change insurance companies or to modify or terminate eligibility requirements, benefits, or coverage at any time.

Long Term Disability

The City of Coburg provides a Group Long-term Disability plan. Employees who are regularly scheduled to work 20 hours or more per week become eligible for this plan. The City of Coburg pays the full premium.

Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified dependents the opportunity to continue health insurance coverage under the City's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and dependent children no longer meeting eligibility requirements.

Under COBRA, the employee or dependent pays the full cost of coverage at the City's group

rates plus a small administration fee. The City provides each eligible employee or dependent with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the City's health insurance plan. The notice contains important information about rights and obligations under COBRA. Because COBRA applies to any dependents who are covered under the employee's plan, it is the employee's responsibility to inform the City of Coburg of any qualifying conditions, such as divorce, that are not related to the employee's employment.

Vacation

All regular and probationary, full-time and part-time employees accrue annual paid vacation leave as outlined below. Employees may not take vacation or compensation in lieu of vacation until six months after their date of employment. Any amount in excess of the designated maximum vacation leave will be forfeited.

Service Time (Months)	Hours/Pay Period	Annual Accrual
1 - 12	6.67	10 days
13 - 71	8	12 days
72 - 107	10	15 days
108 - 143	11.33	17 days
144 - 191	12.67	19 days
192 +	13.33	20 days

All vacations must be scheduled in advance with the employee's supervisor. Employees are responsible for planning ahead for vacation and working out a complete schedule with their supervisor. Upon termination, the employee's accrued, but not taken, vacation hours will be added to the final paycheck using the employee's current hours per pay period rate for conversion.

Excess Vacation Accrual Payout

With the approval of the Department Head and City Administrator or Mayor, each fiscal year an employee may cash out up to two weeks, or one half of an employee's accrued vacation leave, whichever is less. In the last two months of the fiscal year, an additional one week, or one half of an employee's accrued vacation leave, whichever is less, may be cashed out. Approval is discretionary on the part of the City of Coburg, subject to the availability of funds, employee request and only available during the fiscal year as specified. In exercising this discretion, the City is not required to process all employee requests equally, but may instead cash out some employees' accrued vacation time while not doing so for others, and may cash out employees' accrued vacation time in different amounts of time.

PROCEDURE AND DOCUMENTATION

1. A formal request by memo shall be submitted by the employee to their respective Department Head, or the Administrator or Mayor.
2. The Department Head or the Administrator or Mayor shall ensure that the employee is eligible for the purchase and that funds are available.
3. An approved request will be forwarded to Payroll and the requesting employee will be notified.
4. A denied request will be forwarded to Payroll and the requesting employee will be notified.
5. Documentation of all requests shall be retained in payroll records and the employee's personnel file.

Holidays

All City of Coburg regular and probationary employees entitled to the following holidays with pay:

New Year's Day	Martin Luther King Day	President's Day
Memorial Day	Fourth of July	Labor Day
Veterans Day	Thanksgiving	Friday after Thanksgiving
Christmas	One Personal Holiday per Calendar year	

A part-time employee shall be entitled to holiday pay on a prorated basis in relation to the normal work day or week.

A temporary employee is not entitled to holidays with pay.

Whenever a holiday falls on a Sunday, the following Monday shall be observed as a holiday.

Whenever a holiday falls on Saturday, the previous Friday shall be observed as a holiday.

Holidays that occur during vacation or sick leave will be paid as Holiday pay.

Holiday time will be paid in the pay period earned and will not be accrued.

Employees may take religious holidays not designated as a city holiday either as a floating holiday or without pay. Prior approval in advance must be obtained from the employee's supervisor/manager.

Sick Leave

The City of Coburg provides paid sick leave to all regular and probationary employees. In the event that an employee gets sick, The City of Coburg provides all full-time employees eight hours of sick leave per calendar month. Part-time employees will earn sick or personal leave at half of the full-time rate.

Temporary employees are not eligible for sick or personal leave.

Sick leave covers those situations in which an employee is absent from work due to:

- a. Physical injury or illness to the employee or spouse;
- b. The need to care for the employee's dependent children under the age of eighteen who are ill;
- c. Medical or dental appointments for the employee or dependent child provided that the employee must make a reasonable effort to schedule such appointments at times which have the least interference with the work day;
- d. Exposure to a contagious disease where on-the-job presence of the employee would jeopardize the health of others;

- e. Use of a prescription drug which impairs job performance or safety;
- f. Actual periods of temporary disability associated with pregnancy or childbirth.

- g. Employees may request additional time off beyond the actual period of disability; vacation leave, compensatory time, or leave without pay may be used.

- h. The death of an immediate family member, not to exceed five days.

A doctor's certificate may be required when an employee is absent for a period in excess of three days. The city may also request the opinion of a second doctor at the city's expense to determine whether the employee suffers from a chronic physical or mental condition which impairs his/her ability to perform the job. Employees who are habitually absent due to illness or disability may be terminated if their disability cannot be reasonably accommodated and/or when the employee's absenteeism prevents the orderly and efficient provision of services to the citizens of the city.

Employees who use all their accumulated sick leave and require more time off work due to illness or injury may, with their department head's prior approval, take leave without pay.

Employees who are granted a leave of absence with pay for any purpose shall continue to accrue sick leave at the regularly prescribed rate. Sick leave shall not accrue during a leave of absence without pay.

It is in the best interests of an employee who is ill or injured that he or she not remain at work. It is the supervisor or manager's responsibility to send the employee home if the employee is incapacitated.

An employee is expected to notify his or her supervisor at the beginning of each work day during illness or injury. Exceptions to this include a serious accidental injury or hospitalization, or when it is known in advance that the employee will be absent for a certain period of time.

A medical statement from the employee's doctor may be requested by the city when an employee is absent from work for more than three working days.

Leave Donation Program

The purpose of the Leave Donation Program is to provide a financial bridge for regular employees or family members who suffer a catastrophic medical condition. Donations may continue until the employee returns to work or qualifies for long-term or PERS disability benefits. In addition, the program provides for time necessary for an employee to recover or to care for an ill family member or to arrange for that person's long term care.

Regular employees may request to donate accrued sick or vacation time to other regular employees under the City's Leave Donation Program in the event of catastrophic medical condition of employee or his/her family member as described herein.

Definitions

A family member is:

- A spouse: A husband or wife as defined in accordance with the state law.
- A domestic partner, as defined in accordance with state law.
- A son or daughter: A biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age

18, or age 18 or older and “incapable of self-care because of a mental or physical disability”.

• A parent: A biological parent or someone who had the day-to-day responsibilities to care for and financially support the employee when the employee was a child. A parent includes a parent-in law.

*A catastrophic medical condition is:

An illness, injury, impairment or physical or mental condition which requires in-patient care in a hospital, hospice, or residential medical care facility; or (b) an illness, disease, or condition that in the medical judgment of the treating *health care provider* poses an imminent danger of death, is terminal in prognosis with a reasonable possibility of death in the near future, or requires *constant care*; or (c) any period of disability due to pregnancy or childbirth, or period of absence for prenatal care.

Eligibility

Donating Employee: The donating employee must meet the following criteria

1. The employee must be a regular employee;
2. The employee must have at least 96 hours of accrued vacation or sick leave after the donated hours are removed.

Receiving Employee: The receiving employee must meet the following criteria:

1. The employee or member of his or her family has a catastrophic medical condition that will result in the employee going on leave without pay status for more than two consecutive calendar weeks;
2. The employee must be non-probationary.
3. The employee must have exhausted all accumulated leave (sick, vacation, holiday and comp time);
4. The employee is not receiving workers' compensation benefits, long term disability benefits or PERS disability retirement benefit;
5. The employee with a catastrophic medical condition must be unable to work in his or her regular position and/or schedule or in a modified work assignment or schedule, if made available by the City.

Procedure

Receiving employee: The employee or the employee's representative must request the leave in writing and should specify the amount of leave needed. Medical certification of the illness may be required. Leave beyond that which is needed will not be transferred. If the employee is unable to return to work within the originally anticipated time frame, additional requests for leave donations may be made in writing, and medical certification may again be required.

Leave donation requests must be reviewed and approved by the receiving employee's supervisor and the Mayor or City Administrator to ensure that they meet the criteria outlined in this policy. Exceptions may be granted by the Mayor or City Administrator in consultation with the employee's supervisor.

Once approved, the request will be communicated to all employees. Efforts will be made to protect the confidentiality of medical information throughout this process.

Donating employees: Requests to donate accrued time under this policy must be submitted by memo and will be reviewed and approved by the donating employee's supervisor to ensure that the donating employees meet the criteria outlined in this policy. Requests must indicate the employee for whom the donation is intended, the total number of whole of hours donated and the

type of leave account to be adjusted. Donating employees may not make more than one donation per leave donation request and may not donate more than 40 hours per leave donation request,

Once approved, supervisors are responsible for forwarding the memo to Payroll in a timely manner. Donated hours are removed from the donating employee's accrued leave total hours and are transferred hour for hour to the recipient's sick leave balance each pay period that the employee is on leave without pay status, so as to maintain the employee's current regular salary and benefits. Donated hours in excess of the total amount required per request will be maintained in a pool account. Hours for future requests of leave donation will be drawn from the pool account, if available. If the pool account's hours are insufficient to cover the receiving employee's request and additional donated hours are needed, all regular employees will be notified. The donation, once transferred, must be made voluntarily and irrevocably, with the understanding that the donated leave is lost to the donor forever. Reasonable efforts will be made to ensure donors' names will remain confidential.

LEAVES OF ABSENCE

Leave of Absence and Military Leave

A leave of absence is time off in a non-pay status. Upon receipt of a formal written request for leave of absence from regular full-time employees, the City Administrator and Department Head will determine whether a leave of absence will be granted. (Also see Medical/Family Leave policy.)

The employee is expected to request leave of absence with as much advance notice as possible. Leaves of absence will not be granted for periods less than two weeks in duration. Vacation or sick leave should be used for such absences.

The reason for leave should fall into one of the following categories:

Military — To protect the employment rights of employees entering the armed forces of the United States and to ensure conformance with the applicable federal laws, a leave of absence must be granted to all employees, except temporary, who enter military service for active duty as a result of the following:

Initial enlistment in the armed services of the United States;

Initial training period in the National Guard;

Being ordered to active military service as a member of the Reserves or National Guard for an indefinite period or for a periodic training period up to ten working days; and any service requirements under the Selective Service Act.

Personal — Except for those situations covered under the Medical/Family Leave policy, personal leaves may be granted to employees having special non-medical personal needs for an extended period of absence. Each case will be evaluated on its own merits, and the following will be taken into consideration:

1. The reason for the request;
2. The amount of time required; and
3. The employee's length of service and past record.

Normally personal leaves are granted for periods of up to 90 days.

Return to Work

See Medical/Family Leave policy for details on reporting during leave and return from leave. Exceptions to this policy are for those employees who are granted military leave of absence. They are entitled to full re-employment rights subject to the governing federal and state laws. Employees who do not return to work after any leave of absence will be terminated effective on the last day of work or paid leave, whichever is later.

Benefits during Approved Leave of Absence

Holidays — To be paid for a holiday, an employee must be in active pay status the day before and the day after the holiday. Employees are not eligible to receive pay for any holiday during the leave period.

Vacation — No vacation hours are earned during the leave period. Employees requesting a leave of absence for medical or military reasons may choose to use all earned vacation before beginning leave of absence. Employees requesting personal leave of absence must use all earned vacation before beginning leave of absence.

Sick or Personal — No sick or personal hours are accumulated during the leave period.

Insurance — The City will continue the employee's insurance benefits on a leave of absence approved only under the Medical/Family Policy described below, provided that the employee continues to pay his or her portion of the premiums. In the case of military leaves, insurance benefits will be continued for up to ten working days per year starting with the day military leave begins.

Medical/Family Leave

The City of Coburg understands that its employees on occasion will have the need to take an extended period of time away from work to care for their child after birth, adoption or foster care placement, to care for their spouse, child or parent with a serious health condition, or because of a serious health condition of their own. In recognition of this need, the City has adopted the following Medical and Family Leave Policy.

Eligibility Requirements

To qualify for leave under this policy, you must have been employed by The City of Coburg for at least 12 months and you must have worked 1250 or more hours in the previous 12 months. Up to 12 weeks of unpaid medical and family leave is allowed under the conditions described in the introductory paragraph of the Medical and Family Leave section of this manual.

Reasons for Leave

Leave under this policy may be taken:

To care for your child after birth or adoption or after state placement of a child with you for foster care;

To care for your spouse, child or parent who has a serious health condition; or for a serious health condition that makes you unable to perform the essential functions of your job.

Procedures

Notice. You must provide The City of Coburg with thirty days' notice if the absence is foreseeable. If the leave of absence is not reasonably foreseeable you must notify The City of Coburg as soon as practicable. Any failure to give a timely notice may cause your leave to be delayed.

Request. To request family/medical leave, you should obtain, complete, and sign a Medical/Family Leave Request Form ("Request Form") and submit it to Personnel or your supervisor.

Doctor's Certification. If the reason for the leave request involves a serious health condition (either yours or your family member's), you must also obtain and submit a completed and signed Certification of Health Care Provider ("Certification Form") within 15 days of submitting the Request Form.

Second Opinion. Should The City of Coburg disagree with the opinion given by your health care provider, The City of Coburg reserves its right to require opinions from second or third health care providers at the city's expense.

Third Opinion. If the two doctors disagree about your condition, a third health care provider, agreed upon by you and the city, will render a binding decision.

Notice of Designation. After receiving the completed forms, Personnel will designate the leave

as either Medical/Family Leave or non-Medical/Family Leave, and provide you with a Notice of Medical/Family Leave Rights and Responsibilities ("Medical/Family Leave Notice") reflecting that designation.

Reporting During Leave. You will be required to furnish The City of Coburg reports on your status, intent to return and recertification of the serious health condition every 30 days.

Substitution of Other Kinds of Leave. The City of Coburg requires that you use all available paid leave time, such as sick leave, vacation or personal time before your twelve weeks on unpaid Medical/Family leave takes effect.

Benefits during Leave

Health Insurance. The City of Coburg will maintain any health insurance coverage that you have at the time of your Medical/Family Leave for the duration of the leave. You will be required to pay your normal health insurance premium during Medical/Family Leave.

Accrual of Other Benefits. You will not accrue sick leave or annual leave while on Medical or Family leave. In addition, all other benefits provided by The City of Coburg may cease during the leave. You will be reinstated to your current position or to an equivalent position as described in paragraph 6.3 without any need for re-qualification upon your return.

Return from Leave

Failure to Return When Medical/Family Leave expires, your failure to return to work will be grounds for immediate termination unless a written extension is obtained from your supervisor.

Fitness for Duty Certificate. Where your leave was taken because of your own illness or injury, you must provide a fitness-for-duty certification from a health care provider before your return. A failure to do so may cause a delay or denial in your reinstatement.

Reinstatement. Upon your return, you will be entitled to reinstatement to your current position or to an equivalent position with the same pay and benefits, subject to the City's current needs.

Exception If you are a exempt employee you may forfeit your right to reinstatement under certain conditions. You will be informed of this possibility when notice is given or as soon thereafter as practical under the circumstances.

False Claims An employee who fraudulently obtains Medical/Family Leave from The City of Coburg is not protected by this policy's restoration or maintenance of health benefits provisions and will be subject to appropriate disciplinary action including discharge.

Bereavement Leave

The city will grant time off in the event of death of the following immediate family members: Spouse, Grandchild, Sister, Parent, Grandparent, Father-in-law, Child or Stepchild, Brother, Mother-in-law, or Domestic Partner

The employee and supervisor will determine the amount of time the employee will be absent from work. The maximum paid leave is five days in addition to all other paid leave. Leave for attendance at the funeral of a non-immediate family member or person with an especially close relationship may be granted with or without pay. Typically paid leave is reserved for the death of immediate family members. The employee's supervisor will make determination after consultation with the City Administrator or Mayor.

HEALTH AND SAFETY

Employee Safety

The City of Coburg strives to provide its employees with a safe and healthful workplace environment. To accomplish this goal, both management and employees must diligently undertake efforts to promote safety.

All job-related injuries or illnesses are to be reported to your supervisor immediately, regardless of severity. In the case of serious injury, an employee's reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may preclude or delay the payment of any benefits to the employee and could subject The City of Coburg to fines and penalties.

Illegal Drug Abuse/Alcohol Abuse

The City considers its employees its most valuable asset and is concerned for the safety, health, and well being of its employees, and the health risks and performance problems that substance abuse can cause. This drug and alcohol policy and procedure is established based on these concerns.

The misuse of alcohol and other drugs can impair an employee's performance and physical and mental health. It may also jeopardize employee safety, safety of the public, and the safety of User Agencies which rely on the ability of the City of Coburg personnel to respond to emergencies. The City is committed to maintaining a safe and healthy work place for all employees by identifying the misuse of alcohol and drugs and by assisting employees to overcome drug or alcohol related problems through appropriate treatment and, if necessary, *disciplinary action*. Each employee will be responsible for meeting performance, safety, and attendance standards.

Each employee must report to the *supervisor* the use of medically authorized *prescription drugs* or other substances which the employee knows or should know can impair job performance. The employee shall provide written medical authorization from a physician stating that the employee may work while using such authorized drugs. It is the employee's responsibility to determine from the physician whether or not the prescribed drug would impair job performance. Any failure to provide proper evidence of medical authorization can result in *disciplinary action*.

Each employee must report facts and circumstances to the *supervisor* no later than five (5) days after conviction for violating any criminal drug statute.

The City has responsibilities pursuant to the Drug Free Work Place Act of 1988. The City expects and requires that employees will not report to a scheduled work shift, *department* meeting, or training class with the odor of an alcoholic beverage or liquor, or *under the influence* of intoxicating liquor or illegal drugs, and that on-call employees will not report to a call-out when *under the influence*. The use, sale, possession, manufacture, distribution, and/or dispensation by an employee of an intoxicating liquor, controlled or illegal substance, or a drug not medically authorized (except lawfully *prescribed drugs* used in accordance with prescribed instructions), or any other substances which impair job performance or pose a hazard to the safety and welfare of the employee, other employees, the public or User Agencies is strictly prohibited. The parties recognize that conduct in violation of this policy may result in *disciplinary action* and/or criminal investigation if appropriate. This policy will be enforced in a manner which is consistent with the value statements set forth in this section.

The City will afford employees an opportunity to deal with drug and alcohol related problems. Any employee may voluntarily seek advice, information, and assistance. Medical confidentiality will be maintained, consistent with this policy.

Any employee who voluntarily requests assistance in dealing with a personal drug and/or alcohol problem may do so through a private treatment program for drug and alcohol problems. The *supervisor* (who will consult with *health care providers* as appropriate) will assist employees who wish to identify and select an appropriate treatment program. If an employee seeks drug treatment voluntarily and not under adverse employment circumstances, earned sick leave benefits up to thirty (30) days may be used while attending rehabilitation. After such accommodation, the discontinuation of any involvement with alcohol or drugs may be an essential requisite for employment and is consistent with the City's policy of maintaining a drug free work place.

The *supervisor*, based on *reasonable suspicion* that substance abuse is a factor in employment, may require an employee to be evaluated for drug and alcohol use and treatment. An employee may be required to participate in follow-up care as part of a comprehensive alcohol and drug treatment program based upon medical advice. As a result of *disciplinary action* arising from a drug or alcohol problem, an employee may be directed to consult with or be evaluated by a *health care provider*. Such an employee may be required to participate in a drug or alcohol treatment program as a condition of continued employment.

An employee may be required to authorize the *supervisor* to monitor treatment and satisfactory participation, and to submit to random blood and urine screening for alcohol and/or drugs for a specified period of time, not to exceed thirty-six (36) *months*, in any situation when treatment is the result of the City's intervention, not initiated by the employee; or when after treatment is initiated by the employee, City determines that continued treatment should be mandated due to continued abuse of alcohol and/or drugs. Medical confidentiality will be preserved, subject to rights granted by the employee to the *supervisor* to monitor treatment and program compliance through the *supervisor* and directly with a *health care provider*.

Where a *supervisory* employee of the City has *reasonable suspicion* that an employee is *under the influence* of alcohol or drugs, the employee in question will be asked to submit to discovery testing including, but not limited to, urinalysis, a blood screen, breathalyzer, or multiple tests to confirm involvement with alcohol or drugs or that the employee is drug or alcohol free at the time in question. If drug use is confirmed, sick leave benefits will not apply if drug treatment is imposed as a condition of return to work or continued employment.

An employee who is found to be *under the influence* of or impaired by alcohol or illegal drugs as a result of a test requested by the City based upon *reasonable suspicion* will be subject to *disciplinary action*, including *suspension* or *dismissal*.

An employee who refuses to submit to discovery testing for alcohol and drugs promptly upon request of a *supervisor* will be subject to *suspension* or discharge, or both. Alleged lack of *reasonable suspicion* is not grounds to refuse to submit to a test; however, it is reasonable to challenge discipline if discipline is based on the test result alone.

When the employee is notified that he/she is required to consent and submit to such test, he/she may request the presence of a witness to the test. The test may not be delayed unreasonably in order to wait for a witness. The absence of a witness will not be grounds for the employee to refuse to consent and submit to such tests or searches. The presence of a witness will not disrupt or interfere with the tests.

If requested, the employee will consent to blood, urine, or breathalyzer test(s), or any combination, by signing a consent form. The form will contain the following information:

Employee consent to release test results to the City; A listing provided by the employee of legally prescribed and over-the-counter medications which may be in the employee's body;

The right for the employee to explain a confirmed positive test result for a *controlled substance*, including marijuana, or a positive test for alcohol; and the consequences of refusing to consent to the blood, urine, or breathalyzer test(s).

In the event that the blood and urine tests are positive for a *controlled substance(s)*, including marijuana, the City will require that a second confirmatory test from the same sample be conducted, which also must be positive, before concluding the employee has such substance(s) present in the body.

If the blood or confirmed urine test is positive, the City will instruct the laboratory to retain the blood or urine sample for a period of not less than thirty (30) days from the date the tests are completed for the purpose of allowing the employee to conduct an independent test at his or her own expense at a laboratory mutually approved by the City and employee.

The procedures to obtain, handle, and store blood and urine samples and to conduct laboratory tests will be documented to establish procedural integrity and chain of evidence. Such procedures will be administered with due regard for the employee's privacy and the need to maintain the confidentiality of test results to an extent which is not inconsistent with the needs of this policy. The employee will be notified of the results of all tests conducted pursuant to this policy.

Employees have no expectation to be free from search of a locker, desk, or contents of other similar City controlled spaces. A search of areas used exclusively by an employee will be based on reasonable belief that the employee possesses any *controlled substance*. If the City determines it is reasonably practical, notice to the employee and an opportunity to be present will be given.

It is the responsibility of each employee who has knowledge of a violation of this policy to immediately report such violation to a *supervisor*.

Workplace Violence

The City of Coburg recognizes the importance of a safe workplace for employees. A work environment that is safe and comfortable enhances employee satisfaction with work, as well as employee productivity.

However, situations may occur that could present a risk of harm to employees and others. All employees have an obligation to report any incidents that pose a risk of harm to employees or others associated with the City of Coburg or that threatens the safety, security, property or financial interests of the City of Coburg. Employees should make such reports directly to their supervisor or City Administrator.

Some examples of workplace violence include but are not limited to:

- Hitting or slapping
- Verbal threats to person or property
- Threatening phone calls or e-mails
- Intentional destruction of personal or public property

- Stalking
- Suggestions of violence
- Verbal outbursts
- Firearms at work or on public property (exclusions may apply for law enforcement)

All information related to the reports, including the name of the reporting employees, will be kept as confidential as possible under the circumstances. We will notify the reporting employee of any action we take in response to the report.

If a worker feels threatened or in danger of imminent bodily harm s/he should take the following steps:

1. Leave the scene, if it can be done safely. Do not attempt to control a violent person.
2. Call law enforcement (911) if the situation warrants this action.
3. The incident should be reported to the supervisor (Manger/Administrator) immediately or as soon as possible.

If the threatening individual poses no immediately physical threat, but is making verbal or other is otherwise intimidating workers or others in the area, the employee should:

1. Keep back move away from the individual, if possible in a way as not to provoke violence.
2. Notify a supervisor (manager/administrator) as soon as possible.

Any worker having knowledge of a violent act/threat involving other employees must report the incident immediately to a supervisor/manager. The supervisor/manager shall promptly start an investigation into the incident. Upon completion of a thorough investigation, it will be determined as to what corrective action, if any, shall be taken. Identification of any further safety or preventative measures will be discussed with department and safety committee members.

The City of Coburg understands that there may be situations that demand immediate action to protect oneself or others against an act of violence. If such an incident occurs and there is no time to follow procedures per these guidelines or wait for a law enforcement official to respond, workers may protect themselves or abandon their position in order to do so. Workers are still required to report the incident as soon as possible.

The City of Coburg may, out of business necessity, conduct an investigation of a current employee when the employee's behavior raises concerns about work performance, reliability, honesty, or potential threat to the safety of co-workers or others. An employee investigation may include investigation of criminal records and a search of the City's property such as desks, work areas, lockers, file cabinets, City of Coburg cell phone records, voice mail systems, and computer systems.

Any intimidation, coercion, discrimination or retaliation against an individual who reports an act of workplace violence or who assists, participates or testifies in any manner in an investigation will not be tolerated. All such acts should be reported immediately. Workers who engage in any act of retaliation, intimidation or harassment will be subject to discipline up to and including termination.

Firearms and Other Weapons at Work and on Public Property

City of Coburg employees, with the exception of police officers, are not permitted to bring firearms of any kind or other dangerous weapons on City of Coburg property, including in their personal vehicles, or onto City of Coburg facilities or vehicles. Employees legitimately needing to carry a firearm or other weapon in their personnel vehicles for uses or purposes outside working hours must leave them in them with the Police Department for safekeeping during working hours. Failure to comply with this directive can result in discipline, including termination of employment with the City of Coburg.

Smoking

No smoking will be allowed in city facilities or vehicles at any time. This policy is for the health and safety of all employees.

Return to Work after Serious Illness or Injury

As a joint protection to the employee and the city, employees who have been absent from work because of serious illness or injury are required to obtain a doctor's release specifically stating that the employee is capable of performing his or her normal duties or assignments. A serious injury or illness is defined as one that results in the employee being absent from work for more than two (2) consecutive weeks or one which may limit the employee's future performance of regular duties or assignments. (Also see Medical/Family Leave policy.)

The City of Coburg shall ensure that employees who return to work after a serious injury or illness are physically capable of performing their duties or assignments without risk of re-injury or relapse.

If the cause of the employee's illness or injury was job-related, the employee's supervisor/manager will make every reasonable effort to assign the returning employee to assignments consistent with the instructions of the employee's doctor until the employee is fully recovered. A doctor's written release is required before recovery can be assumed.

Operation of Vehicles

Vehicle Operator Qualifications. In order to operate any City motor vehicle, or any other motor vehicle in the course of City business, an employee must:

- Have a valid Oregon operator's license for the class of vehicle to be driven;
- Have a record of no more than 3 moving violations and/or accidents within a 24-month period;
- Have no record of D.W.I. or D.U.I.D. convictions in the preceding 24-month period;
- Be at least 18 years old; and
- Be otherwise qualified under federal and state regulations to drive the vehicle in question.

Driving records of employees who operate City motor vehicles will be examined on an annual basis by the City Administrator.

Employees who operate City motor vehicles in the course and scope of their employment Must notify their supervisor:

When their driver's license becomes invalid or suspended for any reason, employees will immediately be prohibited from operating vehicles on City business.

Immediately during regular working hours (or by the next working day if after hours) when any ticket or citation for any violation of state law or a local ordinance relating to motor vehicle traffic operation other than parking violations is received. This notice must be in writing and include:

1. Driver's full name and license number,
2. Date of the incident,
3. Nature of the violation,
4. Whether or not the violation was committed in a commercial vehicle, and
5. Location of the offense.

An employee shall operate any vehicle used for City business in a careful and prudent manner and shall obey the laws, policies, regulations, and procedures of the state, City, and any political subdivision pertaining to such operation.

Emergency Closings

Except for regularly scheduled holidays, The City of Coburg will be open for business Monday through Friday during normal business hours. The city recognizes that circumstances beyond its control, such as inclement weather, national crisis or other emergencies do occur. On such occasions the city may close for all or part of a regularly scheduled workday.

In such event the city will endeavor to notify all supervisory personnel for the purpose of contacting employees. Employees may also contact their supervisor or city offices. Any closing longer than one full work shift shall be assessed against employee's sick leave or vacation time, whichever may be applicable and, if none, the closing shall be regarded as unpaid personal leave.

APPENDIX A

City of Coburg Manual Receipt Acknowledgment Form

As an employee of the City of Coburg, I acknowledge the following:

I have received a copy of the Employee Manual. I understand that the Manual contains important information about the City of Coburg's policies, work rules, and my benefits. I also understand that the Manual outlines my responsibilities as an employee of the City of Coburg. I understand that I have the responsibility to read and understand the information in the Manual, and to ask my supervisor for clarification of any information I do not understand.

I understand that this Manual is not a contract of employment or a guarantee of specific treatment in specific situations. Except for any supplemental safety policies and rules that apply to employees in certain jobs or work areas, or otherwise stated in a written employment contract, I understand that this Manual supersedes all prior Manuals, policies, and understandings on the subjects contained in it.

I understand that unless stated in an employment contract or collective bargaining agreement, the City of Coburg has the right to change, modify, add to, substitute, eliminate, interpret, and apply in its sole judgment, the policies, rules, and benefits described in this Manual. I understand that should the content be changed in any way, the City of Coburg will require an additional signed acknowledgement from me to indicate that I am aware of the changes.

Unless otherwise stated in a written employment contract, I understand that my employment relationship with the City of Coburg is at will, either the City or I can terminate the relationship at any time, with or without reason or notice.

I understand that the City Administrator is the only person who is authorized to make changes in the policies, rules, and benefits described in this Manual and that all such changes must be in writing to be valid. I also understand that the City Administrator or Mayor is the only person who will ever have the authority to enter into an employment contract, and that all such contracts must be in writing and signed by both parties to be valid.

I also acknowledge that, before signing this form, I have asked for and received clarification on any of the items listed on it that I did not understand.

Employee Signature

Date

Print Employee's Name

APPENDIX B

New Employee Orientation Checklist

Name _____

Department _____

Hire Date: _____

Welcome New Employee

- Organization history
- Organization's mission
- Services and Resources for Organization Information
- Introductions, tour departments and Important Places: Parking, Restrooms, break & lunch areas, supervisor/manager or HR office

Introduction to the Department

- Purpose
- Relationship to other departments/agencies
- Organization of department
- Procedures for leave requests, overtime, holidays, etc.
- Introduction to Mentor, Coach or Buddy
- Fitness-for-Duty Examination review

Introduction to the Job

- Work space - (ergonomic evaluation)
- Work hours, breaks, mealtimes and other rules
- Time sheet and Payday(s)
- telephone number
- Equipment
- mail
- copier & fax machine
- tools
- Job Description (including physical requirements)
- Duties, Responsibilities, Purpose
- Handling Confidential Information
- Performance Expectations/Goals
- Non-Harassment Policy
- Promotions/Transfers
- Dispute Resolution

Training

- Computer System / Internet use policy
- Log on
- E-mail
- Software
- Telephone System
- Voice Mail
- Long-Distance Calls
- Training Opportunities

General

- Time sheet/Time card, if applicable
- Parking
- ID card
- Credit Card(s)
- Bulletin Board and Newsletter
- Places nearby for lunch/dinner

Policies and Procedures

- Provide Copy of Employee Handbook (Policies)
- Discuss handbook
- Review and sign acknowledgements

New Employee Paperwork

Federal Forms

- PERS Forms (if applicable)
- W-4 and State Tax Forms
- I-9
- Health, Life & Disability Insurance Enrollment Forms

Benefits and Compensation

- Health, Life, Disability Insurance
- Retirement Benefits
- Educational Assistance
- Credit union
- Employee Assistance Program
- Pay Procedures/direct deposit
- Salary Increase/Performance Review Process
- Paid and Unpaid Leave

APPENDIX C

ACCIDENT AND OCCUPATIONAL INJURY & DISEASE INVESTIGATION REPORT

Name: _____ Job Title: _____
Home Address: _____ Home Phone: _____ Length
of Employment: _____ Started in Department: _____

Date of Injury: ____ **Time of Injury:** ____: ____

When Supervisor was first notified of injury: _____

Witnesses: _____

Did employee visit a physician? Yes ____ No ____

When _____

Name/Address of Physician: _____

TREATMENT. _____

Time lost from work? Yes ____ No ____

Time away from work:

Date left work _____

Time left work ____: _____

Date and time employee returned to work: _____

Body part injured _____ Right side ____ Left side ____

Type of Injury _____

Has this body part been injured before? Yes ____ No ____

If yes, explain _____

Nature of injury (strain, cut, bruise, Etc.) _____

Was First Aid treatment given? ____ Yes ____ No.

If yes was employee transported to emergency room for further treatment?
____ Yes ____ No

Physical Location where accident happened: _____

If this was a SERIOUS injury that may threaten life or limb, fill out and attach to the Investigation the following:

- ____ 1. A separate sheet describing the accident
- ____ 2. A separate sheet showing a scene diagram of the accident.
- ____ 3. Photographs
- ____ 4. Eyewitness statements (taken separately in a one on one basis)

Describe what happened? (attach separate pages if necessary)

What were the "Direct" and "Root" Causes?

Direct Cause:

Root Cause:

How can a similar accident/incident be prevented?

Corrective Actions done/or to be done:

Describe how the processes that led to this accident/illness change?

Who will be taking the corrective action?

How will manager of department follow up on this new process?

Prepared by: _____ Date: _____
Reviewed by: _____ Date: _____
Department: _____
Employee Signature: _____
Administrator/Manager: _____ Date: _____

APPENDIX D

ACCIDENT INVESTIGATION CHECK LIST

(Please use this list as a way to verify that you have completed all parts of this accident investigation form that pertain to this occupational accident/illness)

MINOR INJURY INVESTIGATION SERIOUS INJURY INVESTIGATION

DOCUMENTATION

- Time and date of injury
- Date notified supervisor
- Time and date left work
- Time Lost from Work

SCENE

- Diagram
- Photos
- Measurements
- Time and date returned to work

WORKER

- Name
- Home address and phone number
- Age
- Job Title
- Length of Employment
- Department

EQUIPMENT and SITE

- Layout of operation
- General condition
- Make, serial and model
- Manufacturer's Information
- Maintenance information and Training records
- Suitability and adequacy of Equipment

INFORMATION FROM WITNESSES

- How supervised Witness Name
- Personal Protective Gear Witness residence address & phone
- Body Part Injured Recollection of accident
- Previous Injury to this body part
- One-on-one interview with witness
- Nature of Injury listed (strain, Cut Bruise, Etc.)
- Department where injury occurred noted

EMPLOYER

- Location where worker records are kept
- Safety Training relating to chemicals, equipment or use of PPE involved in the accident

APPENDIX E

Exit Interview Form

Name: _____
Position: _____
Supervisor: _____
Hire date: _____
Termination Date: _____

What made you decide to leave your current job? (Check all that apply)

Primary Secondary

- | | | |
|--------------------------|--------------------------|---------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Secured Better Job |
| <input type="checkbox"/> | <input type="checkbox"/> | Professional level of job |
| <input type="checkbox"/> | <input type="checkbox"/> | Return to School |
| <input type="checkbox"/> | <input type="checkbox"/> | Family |
| <input type="checkbox"/> | <input type="checkbox"/> | Issues with Supervisor |
| <input type="checkbox"/> | <input type="checkbox"/> | Problems with Hours |
| <input type="checkbox"/> | <input type="checkbox"/> | Not satisfied with Wages |
| <input type="checkbox"/> | <input type="checkbox"/> | Disliked type of work |
| <input type="checkbox"/> | <input type="checkbox"/> | Problems with co-workers |
| <input type="checkbox"/> | <input type="checkbox"/> | Quantity of Work |
| <input type="checkbox"/> | <input type="checkbox"/> | Physical Condition |
| <input type="checkbox"/> | <input type="checkbox"/> | Working Conditions |
| <input type="checkbox"/> | <input type="checkbox"/> | Transportation Problems |
| <input type="checkbox"/> | <input type="checkbox"/> | Other _____ |

What did you like most about your job?

What did you like least about your job?

Do you feel appropriate training opportunities were made available to you?

Yes No Comments _____

Do you think your current supervisor was fair and reasonable? If not, please explain.

Yes No Comments _____

Do you believe you were given access to and realistic consideration for promotional opportunities within the organization?

Yes No Comments _____

Did you feel your contributions were appreciated by your supervisor and others?

Yes [] No [] Comments _____

Did you have the appropriate equipment and resources necessary to perform your job?

Yes [] No [] Comments _____

Was your salary satisfactory for the job you were performing?

Yes [] No [] Comments _____

Were you satisfied with the employee benefits provided?

Yes [] No [] Comments _____

Was the physical working environment comfortable and conducive to productivity?

Yes [] No [] Comments _____

Was the job realistically presented to you when you were hired or most recently changed positions?

Yes [] No [] Comments _____

Do you have any suggestions for improvement?

Are there any changes or conditions that could have been made to prevent you from leaving this organization?

Other comments, if any:

Date Discussed: _____ Interviewed by: _____

Information to be discussed with the employee prior to departure:

	Yes	No	Not Applicable
Medical Benefits/COBRA	_____	_____	_____
Life Insurance Forms	_____	_____	_____
Severance Pay	_____	_____	_____
Vacation Pay Due	_____	_____	_____
PERS Forms	_____	_____	_____
Medical/Flexible Spending Accounts	_____	_____	_____
Life Insurance	_____	_____	_____
Expense Reports/Other Reimbursements	_____	_____	_____
Unemployment Compensation (if applicable)	_____	_____	_____
Computer Security Process	_____	_____	_____
Education Assistance Reimbursements	_____	_____	_____
Procedure for providing references	_____	_____	_____
Eligibility for reemployment	_____	_____	_____

Process for receiving final paycheck _____
Direct deposit _____

Items to be returned by employee:

	Returned	Not Applicable
Key(s) - building/office/file cabinets/cars	_____	_____
Security Pass/ID Card	_____	_____
Parking Pass/Access Key	_____	_____
Credit Card(s)	_____	_____
Phone Calling Card	_____	_____
Pager	_____	_____
Cellular Phone	_____	_____
Laptop/other computer, including disks	_____	_____
Fax Machine	_____	_____
Tools/Other Equipment	_____	_____
Employee Handbook/Company Information	_____	_____
Uniform(s)	_____	_____
Other _____	_____	_____
Other _____	_____	_____

Other procedures to follow:

	Completed	Not Applicable
Notify payroll and obtain/send final paycheck	_____	_____
Notify PERS Office	_____	_____
Notify credit union/bank/others	_____	_____
Notify health insurance provider	_____	_____
Notify life insurance provider	_____	_____
Process other pension/savings forms	_____	_____
Review and close out personnel file	_____	_____
Modify information system records	_____	_____

Reference Checks

I agree to allow the City of Coburg to release the following language and information to be used for reference checks by any and all future employers

Employee Signature: _____

Supervisor Signature: _____

Date Signed: _____

Place a copy of this form in the employee file.

APPENDIX F

Maximum Leave Accruals

Sick Leave.....	520 hours
Vacation Leave.....	240 hours
Comp Time.....	40 hours