

CITY OF ERLANGER



PERSONNEL POLICY

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Employee Acknowledgment Form

I, _____, hereby acknowledge that I have received a copy of the City of Erlanger's Handbook, which provides guidelines on the policies, procedures, and programs affecting my employment. I understand that the City of Erlanger can, at its sole discretion, modify, eliminate, revise, or deviate from the guidelines and information in this handbook as circumstances or situations warrant.

I also understand that any changes made by the City of Erlanger with respect to its policies, procedures, or programs can supersede, modify, or eliminate any of the policies, procedures, or programs outlined in this book. I accept responsibility for familiarizing myself with the information in this book and will seek verification or clarification of its terms or guidance where necessary.

I also understand that I will receive all changes to the Personnel Policy via email and are required to return acknowledgment via reply email. It is my responsibility to update my hardcopy policy.

During orientation I have read, understand, and agree to abide by the City of Erlanger's Drug-Free Workplace Policy.

During orientation I have read, understand, and agree to abide by the City of Erlanger's Harassment and Discrimination Policy.

Furthermore, I acknowledge that this book is neither a contract of employment nor a legal document and nothing in this handbook creates an express or implied contract of employment. I understand that I should consult my supervisor or a representative of the Human Resource Department if I have any questions that are not answered in this handbook

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)



MESSAGE FROM OUR CITY
ADMINISTRATOR

Dear Erlanger Employee:

From all of us here at the City of Erlanger *Welcome!*

From Mayor Rouse on down, we all take great pride in being part of the Erlanger Team. Our goal is to be the best run city in Northern Kentucky. Erlanger is *The Friendship City*. *We strive* daily to portray that philosophy. We anticipate and expect that same commitment from you.

In exchange for your commitment to making Erlanger the best run city in Northern Kentucky, we commit to providing you a safe and rewarding place to work. We strive for excellence by providing competitive salary and benefits. Furthermore we are committed to providing you the opportunity to grow and develop in your job through open communications. This handbook provides an overview of information to provide a smooth and successful transition to our Erlanger Team.

Using chain of command protocol, your questions / concerns will most always be addressed through your immediate supervisor; however, you also have open access to our Human Resources (HR) Department.

Once again, *Welcome!* I trust you will find the City of Erlanger to be a friendly and rewarding place to work.

Sincerely,

Linda G. Carter
City Administrator

SECTION I GENERAL PROVISIONS

A - Introductory Statement

This Personnel Policy is designed to acquaint you with the City of Erlanger and provide information about working conditions, employee benefits, and some of the policies affecting your employment or your volunteer duty.

You should read, understand, and comply with all provisions of the book. It describes many of your responsibilities as an employee and outlines the programs developed by the City of Erlanger to benefit employees. One of our objectives is to provide a safe work environment that is conducive to both personal and professional growth.

No Personnel Policy can anticipate every circumstance or question about policy. As the City of Erlanger continues to grow, the need may arise and the City of Erlanger reserves the rights to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees/volunteers will be notified of such changes. However, it is the responsibility of the employee to check the official intranet version if questions arise.

B - Purpose

The personnel policies and procedures are adopted to ensure the recruitment, development and retention of qualified employees for each position with the City. These provide for the orderly establishment of procedures for Human Resource management, and for an effective, efficient local government.

C - Administrative Responsibility

The City Administrator, who shall serve as the Personnel Officer, shall oversee the administration of the City's Human Resource Management System. The City Clerk, who shall serve as the Human Resource Director, shall administer and maintain the Human Resource Management System under the guidance of the Personnel Officer.

It will be the duty of the Human Resource Director to insure that the policies and procedures in this handbook reflect all subsequent amendments or additions made by the City Council. Changes to this handbook shall be made in the following manner:

- ❖ Upon modification of a personnel policy or procedure, the change shall be written in a manner and format consistent with this manual.
- ❖ The effective date of the change shall be noted after the word "supersedes" in the lower right-hand corner of each replacement page or addition.
- ❖ All regular employees/volunteers will receive the change via email and are required to return acknowledgment via reply email, which will be placed in their file. Employees/volunteers will not receive a hardcopy of change. They should use email copy of change to update their original book.

- ❖ A copy of this handbook will be maintained on the City Intranet site. After a change is made to the handbook, the Intranet site will be updated.

D - Authority

Statutory authority for this document is found in KRS 83A. Related statutory requirements for members of the Police Department and Members of the Fire/EMS Department are contained in KRS 95 and KRS 15. Statutory requirements take precedence over the City of Erlanger Personnel Policies. The City of Erlanger has approved and adopted these Personnel Policies with the passage of Executive Order 2005-59.

E - Scope of Coverage

The Personnel Policies herein established shall, except where superseded by specific state or federal laws, or specifically stated herein, apply to all officers and employees (hereinafter called employees) of the City of Erlanger only. They shall not apply to elected officials, members of boards or commissions, consultants, advisors, city attorney, city engineer. Some policies, as noted, will apply to volunteers, as well as, temporary and seasonal employees.

F - Severability

If any provision of these policies or any procedure for their subsequent application is held invalid, such invalidation shall have no bearing or effect on any other parts or sections.

G - At Will Disclaimer

As provided in K.R.S. 83A.130, the Mayor is the appointing authority with the power to appoint and remove all city employees, except as otherwise provided by statute (e.g. K.R.S. 95.450 and K.R.S. 15.520 et seq.), ordinance (e.g. Erlanger ordinance 2265) or contract. Accordingly, unless otherwise provided by statute, ordinance or contract, the officers and employees of the city are employees “at will,” which means that their employment by the city is neither a right nor an obligation of either the city or the employee, so that either the Mayor or the employee may terminate the employment “at will”, with or without notice or cause, and for any reason or no reason.

The policies and procedures provided in this handbook are those of the Mayor; and they have not been enacted by any ordinance of the City Council. They are not contractual in nature; and no contract in regard to any employment or the conditions thereof may be implied or inferred therefrom, or from any written or oral statement or any conduct, policy or practice of any officer, employee or agent of the City in regard thereto. Accordingly, the policies and procedures in this handbook don't have any effect upon the “at will” nature of the employment of the officers and employees of the City; and they may be altered, amended, changed, eliminated, modified, revoked, suspended or deviated from and not followed at any time, with or without notice, and for any or no reason, in the sole and absolute discretion of the Mayor, who may hire, transfer, promote, discipline, terminate and otherwise manage the employees of the City in any manner determined by him or her to be appropriate in the circumstances, unless otherwise provided by statute, ordinance or contract.

SECTION II EMPLOYMENT POLICY

A - Equal Employment Opportunity

The City of Erlanger is an equal employment opportunity employer. This policy applies to all aspects of employment, including, but not limited to, hiring, placement, promotion, transfer, training, compensation, disciplinary action, and termination. Employment decisions are based on merit and organizational needs, and not on race, color, religion, gender, national origin, age, disability, or status as a disabled veteran or Vietnam-era veteran or any other characteristic protected by law. The City of Erlanger complies with applicable federal, state and local laws governing non-discrimination practices.

It is the policy of the City of Erlanger to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). We will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. The City of Erlanger will also make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on the City of Erlanger.

B - Vacant Positions

Prior to beginning the hiring process for a vacant position the appropriate department representative must contact the Human Resource Director to review the details of the position and the steps that will be taken to fill the position.

C - Employment of Relatives

No officer or employee of the city or a city agency shall advocate, recommend or cause the employment, appointment, promotion, transfer, or advancement of a family member to an office or position of employment with the city or a city agency. (Erlanger-Code of Ethic 43.30(A))

D - Application and Advertisement of Vacant Positions

For some positions within the City an eligibility list of candidates may be maintained from which to select candidates for appointment. If there is not a current eligibility list, the Human Resource Department will post openings for all positions on the intranet. Current employees who are qualified for and interested in a posted position should notify their Department Head of their interest and apply for the position with the Human Resource Department. Based on their qualifications, internal applicants will be given every consideration for placement for an open position. If necessary, the Human Resource Department shall place an advertisement with the appropriate source.

E - Employee Background Investigation

The City may conduct a background, credit (when applicable), driver's license and criminal investigation of all qualified candidates being considered for hire. Employment is contingent upon a satisfactory background check, which could include a check of relevant education, employment, driver's license criminal background, and credit records. All investigations are performed in conformance with applicable laws.

Falsification of any information provided on employment documents will result in termination of employment or rescission of an offer of employment. Subsequent conviction of a crime that would have disqualified the individual as an applicant may disqualify the employee for continued employment. It is the responsibility of the employee to notify the City of Erlanger if he/she is charged with or convicted of a misdemeanor or felony crime.

F - Medical Examination and Drug Screen

In reviewing applicants' qualifications for certain positions and ensuring that currently employed workers are fit and capable of performing the essential functions of their positions, the City of Erlanger requires individuals to undergo physical examinations, which can include drug tests. The general purpose of these examinations is to determine whether the individuals being tested are physically able to perform the essential functions of the job in question without creating a significant threat to the safety or well being of themselves, other employees, or members of the public. All of these examinations and tests are conducted on a nondiscriminatory basis and in conformance with the requirements of the Americans with Disabilities Act and other federal, state, and local laws guaranteeing fair treatment and equal employment opportunity to individuals with disabilities and members of other protected groups.

Physical Examination Requirements for Job Applicants All applicants are required to undergo a post-offer physical examination that evaluates their fitness and ability to perform the essential functions of the positions for which they are being considered. A drug test designed to detect the use of illegal drugs or the improper use of legal drugs is a standard part of these required examinations.

Applicants that have a current acceptable physical examination may be required to submit to a drug test. All conditional offers of employment extended to candidates who are asked to undergo a physical examination, including a drug test, are contingent on satisfactory completion of this requirement within the scheduled time period.

Optional Medical Screening for Firefighters, EMTs, Paramedics, Public Work employees and Police Officers An employee may elect to receive a series of three Hepatitis Vaccine Inoculations. The initial inoculation will be included in applicants' pre-employment physical if they so desire. Pre-employment consent form advises applicant of availability of this optional screening.

Physical Examination Requirements for Current Employees In certain situations, the City of Erlanger can require currently employed workers to undergo a physical examination or drug test that evaluates their fitness and ability to perform the essential functions of their position.

Examples of situations in which current employees might be asked to undergo a physical examination and/or drug test include:

- ❖ A return to duty after a work-related accident;
- ❖ Involvement in a work-related accident that results in measurable or reportable damage or harm to persons or property;
- ❖ Promotion or transfer to a safety-sensitive or physically demanding job that requires a physical examination as a condition of employment;
- ❖ Or a formal request by a supervisor or manager based on that individual's documented observation or reasonable suspicion of impairment related to substance abuse or a medical condition.

A failure to satisfactorily complete a required physical examination, including any required drug test, is grounds for discipline, up to and including termination.

Physical Examination and Test Procedures All physical and medical examinations required by the City of Erlanger focus on measuring or evaluating those physical abilities and factors that are needed for an individual to safely perform the job's essential duties. The City of Erlanger will pay all costs of the physical examinations, including drug tests, required of applicants and employees. The City of Erlanger will attempt to arrange reasonable accommodations for an applicant or employee after it is made aware of a need for accommodation in taking the required physical examination or test. All examinations and tests are scheduled by the human resource department and conducted by physicians, medical or specially trained personnel or testing laboratories selected by the City of Erlanger. Results of these examinations or tests are delivered to the City of Erlanger's Human Resource Department for confidential filing. The physician conducting the medical examination is responsible for determining whether an applicant has satisfactorily completed the required examinations or tests and whether the examination or test results demonstrate the individual's ability to perform the essential functions of the position safely, with or without reasonable accommodation.

Consent and Release Forms All applicants and employees who are required to undergo a physical examination, including drug test, are asked to sign the Physical Examination Consent and Release form. This form consents to the release to the City of Erlanger of all medical information from their examination or medical records that are related to their fitness or ability to perform the essential functions of the job in question.

Confidentiality of Medical Information and Test Results The City of Erlanger takes all necessary steps to safeguard the confidentiality of all medical information, including physical examination and test results, relating to any applicant or employee required to submit to an employment-related physical or medical examination or drug or alcohol test. Any and all records containing medical information about an applicant or current or former employee are maintained by the Human Resource Department separate and apart from the City's general personnel files. The Human Resource Director grants access to the medical information in these separate locked files only to individuals with a valid and documented need to know. ([Link to HIPAA Brochure](#))

G - Selection/Appointment

The department head shall make a recommendation for hiring applicant to the city administrator on a personnel action form. If the city administrator approves the recommendation, an executive order will be drafted for the Mayor's approval and signature. The Mayor has statutory authority for appointing all City employees. The City Administrator may make temporary emergency appointments.

SECTION III

CONDITIONS OF EMPLOYMENT

A - Immigration Law Compliance

The City is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the City within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resource Director. Employees may raise questions or concerns about immigration law compliance without fear of reprisal.

B - Job Description Policy

The City considers the job descriptions prepared and maintained for every position as one of the most important documents in ensuring effective hiring practices and providing equal employment opportunity to all qualified individuals. The following procedures are designed to ensure the accuracy, completeness, timeliness and fairness of the job descriptions.

Annually the Human Resource Department with the assistance of the department heads will review the department's job descriptions to ensure that they are accurate, complete and up-to-date. Whenever possible, the department head should seek the input of the employee in reviewing the description's accuracy and completeness.

The job descriptions should contain information that accurately reflects each position's functions, duties, responsibilities, purpose, working conditions, and reporting relationships as well as the knowledge, skills, and abilities required of employees.

C - Employment Categories

Proper classification of employees is important to administering salaries, determining eligibility for employee benefit plans, and complying with employment and tax laws. It is the intent of the City of Erlanger to clarify the definitions of employment classifications so that employees may better understand their employment status and benefit eligibility.

All employees – whether full-time, part-time, or temporary – are classified as exempt or nonexempt for overtime and minimum wage requirements.

- ❖ Full-time regular employees are employees hired to regularly work 35 or more hours each week. Full-time regular employees can be exempt or nonexempt (see below). In

general, employees who are regularly scheduled to work 35 or more hours per week are eligible to participate in the City employee benefit programs.

- ❖ Part-time regular employees are employees hired to regularly work fewer than 35 hours per week. Part-time employees can be exempt or non-exempt. Part-time employees may be eligible for the city's part-time benefit program.
- ❖ Temporary or Seasonal employees are part-time or full-time employees hired by the City to work for the duration of specific projects or assignments. Temporary assignments generally do not extend beyond a 12-month period. Seasonal employee status is not to exceed six months unless approved by the Personnel Officer. Employees can be exempt or nonexempt. Employees are not eligible to participate in the City's benefit program.
- ❖ Contract employees are employees of firms with which the City has contracted for services or self-employed individuals with which the City has contracted directly. Contract employees are not eligible to participate in the City's benefit program.

NOTE: Temporary employees should not be confused with workers from temporary agencies. Temporary employees are on the City's payroll for the duration of their assignments. Agency temporaries are employees of the temporary agency (see contract employees below).

D - Non-Exempt and Exempt Employees

At the time you are hired, you will be classified as either "exempt" or "non-exempt." This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty (40) hours per workweek. These employees are referred to as "non-exempt". This means that they are not exempt from (and therefore should receive) overtime pay.

Exempt employees are generally managers, executives, professional staff, technical staff, and others whose duties and responsibilities may allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired or promoted.

E - Introductory Periods

All employees except Police and Fire/EMS personnel as listed below The introductory 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 of Erlanger uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the City of Erlanger may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 180 calendar days after their first day of work. Any significant absence will automatically extend an introductory period by the length of the absence. If the City of Erlanger determines that the designated introductory

period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

Police and Fire/EMS Personnel All newly appointed Police officers, Fire Fighters, Paramedics and Emergency Medical Technicians (EMT) shall be subject to an initial introductory period of one year. During the one-year introductory period, the employee shall be an "appointee" to the police or fire department; not a "member" as the term is used in K.R.S. Section 95.450. After the employee has satisfactorily served the one-year introductory period and has successfully completed all required training, the employee shall become a full-time employee of the police or fire department entitled to the procedures of K.R.S. Section 95.450.

Until the one-year introductory period has elapsed, the appointment shall be conditional, at the discretion of the Chief of Police or the Fire/EMS Chief. As such, the appointee shall not be entitled to the disciplinary procedures of K.R.S. 95.450. At any time during the introductory period, the Chief of Police or the Fire/EMS Chief with the authorization of the Personnel Officer and the Mayor may summarily remove the appointee.

F - Promotions, Transfers, Provisional Appointments and Demotions

Vacancies may be filled by promotion from within the City of Erlanger. Employees may apply for the position by submitting a written request through the Department Head. An employee may be promoted from one position to another only if the employee has the qualifications for the higher position. The same procedures as those authorized for ascertaining qualifications for initial appointment to a position shall be followed.

In the case where vacancies cannot be filled from within city service or from an eligibility list, provisional appointments may be made for a period not to exceed six (6) months by the Personnel Officer with the approval of the Mayor.

Provisional appointments shall terminate as soon as a qualified candidate in accordance with the personnel hiring procedures can fill the position in question.

An employee may be demoted upon recommendation of a Department Head, with the approval of the Personnel Officer and Mayor. The provisions of K.R.S. Section 95.450 shall regulate demotions of employees in the Police and Fire/E.M.S. Departments. All pertinent documentation of said demotion shall be entered into the employee's personnel file.

G - Access to Personnel Files

The Human Resource Department maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the City. Access to an employee personnel file is strictly controlled and given only to authorized individuals, who have a legitimate reason to review information in a file. Note - some information in personnel files may be subject to an open records request.

Employees who wish to review their own file should contact the Human Resource Department.

With reasonable advance notice, employees may review their own personnel files in the presence of an individual from the Human Resource Department.

H - Verification of Employment

All requests for verification of employment shall be referred to our Human Resource Department.

The Human Resource Department will respond in writing only to those reference check inquiries that are submitted in writing and where the former or current employee has given a signed release of information. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held.

I - Personnel Data Changes

It is the responsibility of each employee to promptly notify the Human Resource Department of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times.

Please submit all change requests on a Personnel Action Form through your Department Head. ([Personnel Action Form – Link](#))

In order for necessary changes to be made without penalty, changes of marital status and dependents must be made within thirty (30) days of the event.

J - Electronic Communications

Electronic communication equipment provided by the City including, computers, mobile data terminals, laptops, telephone, fax, voice-mail, email and the Internet are provided for conducting of City business. All employees/volunteers are responsible for taking reasonable and proper measures to safeguard all City owned equipment and property entrusted to them.

Accessing Internet sites that feature pornography, off-color jokes, or materials that show disrespect for any individual or class of individuals or the forwarding of such materials to others is strictly prohibited. Violation of the City's electronic communications policy will subject the offender to disciplinary action up to and including termination.

It is possible that the City will need to respond to proper legal requests that call for electronically stored evidence. Therefore, the City must, and does, maintain the right and the ability to enter into any of these systems and to inspect and review any and all data recorded in those systems. Because we reserve the right to obtain access to all voice mail and electronic mail messages left on or transmitted over these systems, employees/volunteers should not assume that such messages are private and confidential or that the City will not have a need to access and review this information.

Individuals using the City's business equipment should also have no expectation that any information stored on their computer - whether the information is contained on a computer hard drive, computer disks or in any other manner - will be private.

The City has the right to, but does not regularly monitor voice mail or electronic mail messages. We will, however, inspect the contents of computers, voice mail or electronic mail in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not more readily available by some other less intrusive means.

Employees/volunteers shall not load or install computer equipment or software to City-owned equipment and/or networks without approval of the Information Systems Director. The Information Systems Administrator must approve all hardware and/or software purchases. Once a piece of hardware or software has been installed, the Information Systems Director shall only perform changes to the configuration. Employees/volunteers shall not move equipment from one desktop or workstation to another without the approval of the Information Systems Director. All employees shall recognize and comply with the copyright laws that cover vendor-supplied computer software, programs, and related materials.

K - Termination of Employment

As previously indicated, K.R.S. 83A.130 provides that the Mayor is the appointing authority with the power to appoint and remove all city employees, except as otherwise provided by statute, ordinance or contract. However, there are statutes and ordinances that provide otherwise in regard to the termination of employment:

1. As provided by K.R.S. 95.450 and 15.520 et seq., the employment of any member of the police or fire department of the City may not be terminated for any reason other than inefficiency, misconduct, insubordination or a violation of law or the rules adopted by the City Council; and only after charges are preferred and a hearing conducted by the City Council in the manner prescribed by K.R.S. 95.450 and 15.520 et seq.

2. As provided by Erlanger Ordinance No. 2265, the employment of those officers of the City designated as "non-elected officers" by statute or ordinance may not be terminated without some reasonable cause therefore, including, without limitation, inefficiency, misconduct, insubordination or a violation of law or the rules adopted by the City Council, or a failure to adequately engage in and perform the specifications, duties, functions and tasks of the employment position thereof; and only after a due process, evidentiary hearing in regard thereto, that is conducted by a designee of the City Attorney, who shall be a member of the Local Government Section of the Northern Kentucky Bar Association or any other attorney-at-law with experience in municipal law, who shall file a written Report and Recommendation, with factual determinations to which the decision of the Mayor shall be limited.

3. As provided in Erlanger Ordinance No. 2265, the employment of any other officer or employee of the City (those who are not members of the police or fire departments, and who are not designated as a "non-elected officer" by statute or ordinance) may not be terminated without the written recommendation of both the Personnel Officer and the non-elected officer (Department Head) by whom the performance and work of that employee is subject to supervision.

You also have the right to terminate your employment at any time and for any reason. We ask that you provide at least two weeks notice of your intent to leave in order to assist the City in the smooth transition of your job duties.

In the event of the termination of your employment for any reason, you must return all property of the City, including uniforms, keys, credit cards, mobile phones, computer software and hardware, proprietary and confidential materials, reports, and any other City property that may be in your possession. This property must be returned prior to the last day of your employment. Where permitted by applicable laws, the City may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The City may also take all action deemed appropriate to recover or protect its property.

SECTION IV

EMPLOYEE CONDUCT AND WORK RULES

A - Harassment and Discrimination Policy

The City of Erlanger is committed to a workplace free of discrimination and harassment based on race, color, religion, age, sex, national origin, disability, status as a veteran, or any other protected status. The City is further committed to provide a work environment in which all individuals are treated with respect and dignity. We believe that each individual has the right to work or volunteer in a professional environment that promotes equal employment opportunity and prohibits discriminatory practices.

Therefore, the City expects that all relationships among persons in our workforce will be businesslike and free from bias, prejudice, or harassment. Offensive or harassing behavior will not be tolerated against any employee or volunteer. This policy covers vendors, citizens, or others who enter our workplace, as well as all employees/volunteers. Supervisory or managerial personnel are responsible for taking proper action against such behavior.

The purpose of this policy is to define harassment, provide procedures for both reporting and investigating alleged allegations, and ensure that violations are remedied fully. The City will investigate all reports in a prompt and thorough manner.

Discussing information about alleged harassment without following the reporting procedures or filing a formal complaint might be considered evidence of malicious intent on the part of the accuser. The filing of a false claim of discrimination or harassment or falsifying information provided during an investigation under this policy will result in disciplinary action up to and including termination. The City prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Definitions Of Harassment Sexual harassment is defined in the Equal Employment Opportunity Commission Guidelines as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

- ❖ Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- ❖ Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- ❖ Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to, unwanted sexual advances or requests for sexual favors, sexual jokes and innuendo, verbal abuse of a sexual nature, commentary about an individual's body, sexual prowess or sexual deficiencies, leering, whistling or touching, insulting or obscene comments or gestures, display in the workplace of sexually suggestive objects or pictures, and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this form of harassment, harassment is verbal or physical conduct that denigrates or shows

hostility or aversion toward an individual because of his/her race, color, religion, sex, national origin, age, disability, citizenship or any other characteristic protected by law and that:

- ❖ Has the purpose or effect of creating an intimidating, hostile or offensive work environment
- ❖ Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- ❖ Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, epithets, slurs or negative stereotyping, threatening, intimidating or hostile acts, denigrating jokes, and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on the employer's premises or circulated in the workplace.

Retaliation Prohibited The City encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the City to investigate all such reports in a prompt and thorough manner. The City prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. The filing of a false claim of discrimination or harassment or falsifying information provided during an investigation under this policy will result in disciplinary action up to and including termination.

Employee Responsibility In addition, the City encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be stopped.

Employees/volunteers are to report all perceived incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals should discuss their concerns with any member of the management team, as they deem appropriate.

Supervisor / Managerial Responsibility When a complaint is presented:

- ❖ Assure complainant that retaliation is prohibited.
- ❖ Reiterate that all information is kept confidential to the extent possible.
- ❖ Have employee/volunteer document complaint. (See form)
- ❖ Take necessary interim measures.
- ❖ Advise complainant that Human Resource Director and/or the Personnel Officer will contact them within 48 hours of notification to discuss investigation procedures as well as the anticipated time frame.
- ❖ Immediately present complaint, and all measures taken, to the Human Resource Director and/or the Personnel Manager.

Personnel Officer and Human Resource Director Responsibility

- ❖ Human Resource Director must report all incidents to the Personnel Officer.
- ❖ Address complaint with appropriate Department Head.
- ❖ Ensure that both the individual filing the complaint and the accused individual are aware of the seriousness of a harassment complaint.
- ❖ Explain the City's harassment policy and investigation procedures to the complainant and the respondent.
- ❖ Explore informal means of resolving harassment complaint.
- ❖ Notify the police if criminal activities are alleged.
- ❖ Prepare for an investigation of the alleged harassment.
- ❖ Prepare written report.

REPORT FORM

DISCRIMINATION AND HARASSMENT

This form is provided for your convenience. Be assured all complaints will be taken seriously and investigated promptly.

Our City harassment policy encourages all employees/volunteers to promptly report any discrimination or harassment. Prompt reporting is necessary to prevent or minimize the discrimination or harassment. To the fullest extent practicable, the City will keep this report confidential.

The City forbids retaliation against anyone for reporting discrimination or harassment, assisting in making a discrimination or harassment complaint, or cooperating in a discrimination or harassment investigation.

Person Making Report: _____

Position: _____

Phone (work) _____

Phone (home) _____

Alleged Violator of Policy: _____

Position: _____

Alleged Incident: Date: _____

Witnesses: _____

Date

Signature

B - Drug Free Workplace Policy

The City of Erlanger is committed to protecting the safety, health and well being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

- This policy recognizes that employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative impact on productivity and morale.
- **This organization has no intention of interfering with the private lives of its employees unless involvement with alcohol and other drugs off the job affects job performance or public safety.**
- As a condition of employment, this organization requires that employees adhere to a strict policy regarding the use and possession of drugs and alcohol.
- This organization encourages employees to voluntarily seek help with drug and alcohol problems.

Covered Workers Any individual, who conducts business for the City of Erlanger, is applying for a position or is conducting business on City of Erlanger property, is covered by our drug-free workplace policy. Our policy includes, but is not limited to, City Administrator, department heads, supervisors, full-time employees, part-time employees, off-site employees, contractors, volunteers, seasonal employees, interns and applicants.

Applicability Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the City.

Prohibited Behavior It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee/volunteer taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, request change of duty, notify supervisor) to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken if job performance deterioration and/or other accidents occur.

Notification of Convictions Any employee/volunteer who is charged with a criminal drug / alcohol violation must notify their immediate supervisor prior to their next scheduled work shift. Federal contracting agencies will be notified when appropriate.

Searches Entering the organization's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time. Property searches can be conducted of lockers, desks, workstations, city vehicles and equipment. If an individual is suspected of violating any laws regarding drugs and or alcohol, law enforcement officials may be notified.

Consequences One of the goals of our drug-free workplace program is to encourage employees/volunteers to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

In the case of applicants, if he or she violates the drug-free workplace policy, the offer of employment will be withdrawn. The applicant may not reapply.

If an employee violates the policy, he or she will be referred to a substance abuse professional (Employee Assistance Program) for assessment and recommendations, required to successfully complete recommended rehabilitation including continuing care, required to pass a return-to-duty test and sign a Return-to-work Agreement, subject to ongoing, unannounced, follow-up testing. (KRS standards, where applicable, will supersede)

An employee/volunteer required to enter rehabilitation that fails to successfully complete it and/or violates the policy a second time will be terminated from employment. Nothing in this policy prohibits the employee/volunteer from being disciplined or discharged for other violations and/or performance problems.

Return-to-Work Agreements following a violation of the drug-free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee/volunteer must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment.

Assistance The City of Erlanger recognizes that alcohol; drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees/volunteers, our drug-free workplace policy:

- Encourages employees/volunteers to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees/volunteers to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Offers all employees/volunteers and their family members assistance with alcohol and drug problems through the Employee Assistance Program (EAP).
- Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Confidentiality All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees/volunteers and management have important roles to play.

All employees/volunteers are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, employees/volunteers are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow workers in seeking help.
- Use the Employee Assistance Program.
- Report dangerous behavior to their supervisor.

It is the supervisor's responsibility to:

- Observe employee/volunteer performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.
- Counsel employees/volunteers as to expected performance improvement.
- Refer employees/volunteers to the Employee Assistance Program.
- Clearly state consequences of policy violations.

Communication Communicating our drug-free workplace policy to both supervisors and employees/volunteers is critical to our success. To ensure all employees/volunteers are aware of their role in supporting our drug-free workplace program:

- All employees/volunteers will receive a written copy of the policy.
- The policy will be reviewed in orientation sessions with new employees/volunteers.
- The policy and assistance programs will be reviewed at safety meetings.
- All employees/volunteers will receive an update of the policy annually.
- Employee /volunteer education about the dangers of alcohol and drug use and the availability of help will be provided to all employees/volunteers.

Every supervisor will receive training to help him/her recognize and manage employees/volunteers with alcohol and other drug problems.

C – Drug Testing

To ensure the accuracy and fairness of our testing program, all testing will be conducted at St. Elizabeth Business Health in accordance with their guidelines and will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees/volunteers who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

All drug-testing information will be maintained in separate confidential records.

Each employee/volunteer, as a condition of employment, will be required to participate in pre-employment, post-accident, reasonable suspicion and follow-up testing upon selection or request of management. Each employee/volunteer in a safety-sensitive position or a position requiring a CDL license will be required to participate in the random testing.

The substances that will be tested for are amphetamines, cannabinoids, cocaine, opiates, phencyclidine (PCP) and alcohol.

Testing for the presence of alcohol will be conducted by analysis of breath. Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine.

Any current employee/volunteer who tests positive will be immediately removed from duty, referred to a substance abuse professional for assessment and recommendations, required to successfully complete recommended rehabilitation including continuing care, required to pass a Return-to-Duty test and sign a Return-to-Work Agreement, subject to ongoing, unannounced, follow-up testing and terminated immediately if he/she tests positive a second time or violates the Return-to-Work Agreement. (KRS standards, where applicable, will supersede)

An employee/volunteer will be subject to the same consequences of a positive test if he/she refuses the screening or the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test.

D - Workplace Violence

The City of Erlanger is concerned about the increased violence in society, which has filtered into many workplaces throughout the United States. The City has taken steps to help prevent incidents of violence from occurring. In this regard the policy expressly prohibits any acts or threats of violence by any City employee/volunteer against any other employee, vendor, or other individual, class of individuals, or the property of individuals at any time.

- ❖ The City of Erlanger commits to the following:
- ❖ To provide a safe and healthful work environment for all City employees/volunteers, contractors, and vendors.
- ❖ To take prompt remedial action up to and including termination, against any employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures.
- ❖ To take prompt action when dealing with former employees/volunteers or visitors to our

facilities who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.

- ❖ To prohibit employees/volunteers, former employees/volunteers, and visitors from bringing unauthorized firearms or other weapons onto City premises.
- ❖ To establish viable security measures to ensure that City facilities and employees are safe to the maximum feasible extent possible.

E - Visitors in the Workplace

To provide for the safety and security of employees and facilities of the City of Erlanger, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter the City of Erlanger facility at the appropriate reception area where they will sign in and be given a visitor's badge. Authorized visitors will receive directions or be escorted to their destination. Employees/volunteers are not allowed to give their keypad authorization code and or security access identification card to others. If a temporary code is needed for a visitor, this should be referred to the Department Head or designee. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on the City of Erlanger's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the reception area.

F - Professional Conduct

The City of Erlanger expects all individuals to conduct themselves in a professional manner that protects the interests and safety of all employees. This not only involves respect for the rights and feelings of others, but also demands that the employee/volunteer refrain from any behavior that might be viewed unfavorably by your co-workers, citizens, or the City in general.

Types of behavior and conduct that the City considers inappropriate include, but are not limited to, the following:

- ❖ Falsifying employment or other City documents, including timesheets.
- ❖ Violating the City's harassment policy.
- ❖ Establishing an excessive pattern of absenteeism or tardiness
- ❖ Engaging in excessive, unnecessary, or unauthorized use of City supplies, particularly for personal purposes
- ❖ Reporting to work intoxicated or under the influence of non-prescribed drugs or prescribed drugs without a proper prescription.
- ❖ Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs
- ❖ Fighting or using obscene, abusive, or threatening language or gestures
- ❖ Stealing or misappropriation of property from co-workers or the City
- ❖ Having unauthorized firearms or weapons on City premises or while on City business
- ❖ Acting insubordinate or disrespectful to a member of City management
- ❖ Violating safe work practices

- ❖ Unsatisfactory work performance
- ❖ Any act which calls into question one's integrity such as: engaging in any criminal conduct, which may affect the City or its reputation
- ❖ Conduct or actions that create a conflict of interest

Violation of these work rules or City policies may subject you to disciplinary action up to and including termination.

G - Attendance and Punctuality

To maintain a safe and productive work environment, the City expects employees/volunteers 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 employees/volunteers cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor at least two hours prior to scheduled start time unless otherwise directed by Department Head.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

H - Open Door Policy – Complaint Procedure

At the City of Erlanger, we encourage all employees/volunteers to meet with their immediate supervisor to discuss any employment issues or concerns that they may have. The City is committed to maintaining this open door policy, where honest discussion of employee/volunteers concerns can take place in a safe and supportive environment.

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents resolve themselves naturally; however, if a situation persists that you believe is detrimental to you or to the City, you should bring your concern to management's attention.

I - Personal Appearance

Employees are required to dress in appropriate work attire for their position within the City and should always be well groomed. Please use good judgment in your choice of work attire and remember to conduct yourself at all times in a way that best represents you and the City. Employees failing to adhere to proper City standards with respect to personal appearance are subject to disciplinary action. It is ultimately management's decision as to what attire is appropriate.

Employees/volunteers of the Police, Fire/EMS and Public Works Departments are expected to maintain good personal hygiene and wear the designated uniforms for their positions within the City.

Employees of the Administration and Codes Departments are expected to maintain good personal hygiene, and wear clean/pressed clothing. Examples of inappropriate dress would be eccentric hairstyles, suggestive attire, such as mini skirts, excessively tight clothing, or bare

midriffs, and very casual attire, such as jeans, slacks shorter than ankle length, or sweatpants. Consult your supervisor if you have questions as to what constitutes appropriate attire. Jeans may be worn by Building Inspectors or Code Enforcement Officers with Department Head approval.

J - Rest Breaks

The City provides the two ten minute rest breaks as mandated by the Commonwealth of Kentucky. We ask that employees do not leave in groups so as to maintain coverage of the offices. Please be considerate to other employees in the timing and duration of breaks.

K - Use Of Equipment and Vehicles

All new employees who operate motor vehicles must have a continuously valid driver's license and submit to a driver's license check. Employees must maintain a current driver's license and have a reasonable, safe driving record at all times. Failure to do so may result in disciplinary action, including, without limitation, termination of employment.

Driver's licenses of all employees operating motor vehicles of the City shall be checked at least annually. If an employee receives a state citation for any moving motor vehicle violation, that employee shall report that citation to this or her immediate supervisor prior to the start of his or her next shift.

Any employee/volunteer operating a City vehicle will be subject to an initial driver's license check and annual checks thereafter.

When using property, employees/volunteers are expected to exercise care, perform required maintenance, keep clean and follow all operating instructions, safety standards, and guidelines.

If an accident occurs while driving a City vehicle, the police must be called and a police report obtained.

Please notify your supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's/volunteers responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment. **[Link to safety manual](#)**

L - Standards of Conduct as set forth in Ethics Ordinance #2048

Every officer and employee of the city and every city agency shall comply with the following standards of conduct:

- ❖ No officer or employee, or any immediate family member of any officer or employee, shall have an interest in a business or engage in any business, transaction or activity which is in substantial conflict with the proper discharge of the officer's or employee's public duties.
- ❖ No officer or employee shall intentionally use his official position with the city to secure unwarranted privileges for him or others.
- ❖ No officer or employee shall intentionally take action on any matter before the city in order to obtain a financial benefit for themselves, a family member, an outside employer, any business in which the officer or employee, or any family member has a financial interest or may have a future interest.

Contracts No officer or employee of the city or any city agency shall participate in any contract made by the city or a city agency. For exceptions and further explanation to this please see Ethics Ordinance #2084.

Receipt of Gifts No officer or employee of the city or any city agency shall directly or indirectly solicit or accept any gift having a fair market value of more than one hundred dollars (\$100) unless the gift is disclosed to the City Council at a public meeting thereof, and authorized and approved by the Mayor and City Council.

Use of City Property, Equipment and Personnel No officer or employee of the city shall use or permit the use of any city time, funds, personnel, equipment, or other personal or real property for the private use of any person, unless:

- ❖ The use is specifically authorized by a stated city policy.
- ❖ The use is available to the general public, and then only to the extent and upon the terms that such use is available to the general public.
- ❖ The use is disclosed to the City Council, at a public meeting thereof, and authorized and approved by the Mayor and City Council.

Representation of Interests before City Government No officer or employee of the city or any city agency shall represent any person or business, other than the city, in connection with any cause, proceeding, application or other matter pending before the city or any city agency.

No elected officer shall be prohibited by this section from making any inquiry for information on behalf of a constituent, if no compensation, reward or other thing of value is promised to, given to, or accepted by the officer, whether directly or indirectly, in return for the inquiry.

Misuse of Confidential Information No officer or employee of the city or any city agency shall intentionally use or disclose information acquired in the course of his official duties, if the primary purpose of the use or disclosure is to further his personal financial interest or that of another person or business. Information shall be deemed confidential if it is not subject to disclosure pursuant to the Kentucky Open Records Act, KRS 61.872 to 61.884, at the time of its use or disclosure.

Post-Employment Restriction No officer or employee of the city or any city agency shall appear or practice before the city or any city agency with respect to any matter on which the officer or employee personally worked while in the service of the city or city agency for a period of one (1) year after the termination of the officer's or employee's service with the city or city agency.

Honoraria No officer or employee of the city or a city agency shall accept any compensation, honorarium or gift with a fair market value greater than \$100 in consideration of an appearance, speech or article unless the appearance, speech or article is both related to the officer's or employee's activities outside of municipal service and is unrelated to the officer's or employee's service with the city, unless the compensation, honorarium or gift is disclosed to the City Council at a public meeting thereof, and authorized and approved by the Mayor and City Council.

The Standards of Conduct are set forth in the City of Erlanger's Ethics Ordinance #2048 passed 12-6-1994. For complete information regarding the Standards of Conduct please see the Ethics Ordinance.

M - Outside Employment

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with the City. All employees will be judged by the same performance standards and will be subject to the City scheduling demands, regardless of any existing outside work requirements.

If the City determines that an employee's outside work interferes with performance or the ability to meet the requirements of the City as they are modified from time to time, normal disciplinary action may result.

Outside employment may present a conflict of interest if it has either a real or potential adverse impact on the City. Questions concerning this should be discussed with the employee's department head.

N - Personal Use of Phone and Mail Systems

The City prefers that the employee/volunteers make personal calls only when absolutely necessary and on breaks if possible. Employees will be required to reimburse the City for any charges resulting from their personal use of the telephone.

The use of the City of Erlanger-paid postage for personal correspondence is not permitted. Postage stamps are available for personal use from the Administration Department at cost.

O - Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. The performance of all employees is generally evaluated according to an ongoing 12-month cycle, beginning at the calendar-year end. Additional formal performance evaluations may be conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

P - Disciplinary Actions

Unacceptable behavior, which does not lead to immediate dismissal, may be dealt with in the following manner:

- ❖ Verbal Reprimand
- ❖ Warning Notice
- ❖ Demotions and/or Suspension
- ❖ Dismissal

To insure that the City's business is conducted properly and efficiently, the employees must conform to certain standards of attendance, conduct, work performance and other work rules and regulations. If a problem arises, the employees' supervisor will coach and counsel the employee in mutually developing an effective solution. If, however, the employee fails to respond to coaching or counseling, or an incident occurs requiring formal discipline the disciplinary actions described above may occur. The City of Erlanger will follow KRS 15.520 when applicable.

SECTION V

COMPENSATION POLICIES

A - The Pay System

The foundation of Erlanger's salary administration system is the Salary Grade/Step Matrix. Each position is given a grade assignment within the Salary Grade/Step Matrix. This is a chart consisting of thirty (30) grades and fifteen (15) steps (A-O) within each grade. There is a 3% separation between each step and a 51% separation between Step A and Step O. This structure provides a flexible framework covering approximately 15 years within which the employee can achieve competitive salary growth. Once an employee reaches Step O, the employee will no longer receive merit or step increases. The annual COLA will, of course, be applied to the employee's salary at the time all grades and steps are increased.

The 3% step structure is intended to provide a general sense of how employees' compensation might progress through the years. It is not intended to provide a guarantee of specific increases from year to year. The Personnel Officer and the Human Resource Director will evaluate all salary ranges each year.

The City generally applies a cost of living adjustment (COLA) to its employees' salaries each year. This is purely at the discretion of the Mayor and City Council and is in no way to be considered a guarantee. If approved by Mayor and City Council, the COLA will be applied to all grades and steps during the budget process and normally become effective on July 1st each year.

During the budget process, the Personnel Officer, in consultation with Mayor and City Council, will determine how much money is available for merit or step increases. Most employees, if they are doing a satisfactory job, will receive a standard merit increase. Some employees may warrant more or less than the standard increase, based upon their performance as reported by the department head. These unusual increases must be approved by the Personnel Officer and included in the budget for approval by Mayor and City Council.

Employees hired or promoted prior to March 1st will be eligible for the next merit and cost of living adjustment increase on July 1st. If hired after March 1st, the employee will receive the cost of living adjustment only on July 1st.

B - Timekeeping

Federal and state laws require the City of Erlanger to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. It is the responsibility of employees to accurately report their time worked.

The employee's supervisor must always approve overtime work.

It is the employees' responsibility to certify the accuracy of the time record and to sign their time sheet to certify the accuracy of all time recorded.

C - Paydays

All employees are paid weekly on Fridays. Each paycheck will include earnings for all work performed through the end of the payroll period.

All employees must have pay directly deposited into a bank account. Employees will receive an itemized statement of wages when the City of Erlanger makes direct deposits.

D - Overtime Pay

If you are a non-exempt employee, you will be eligible to receive overtime pay of one and one-half (1 1/2) times your regular hourly wage for approved hours worked over forty (40) hours in one (1) week. If, during that week, you were away from the job because of a job-related injury, paid holiday, jury duty, vacation day, or paid sick time, those hours not worked will not be counted as hours worked for the purpose of computing eligibility for overtime pay.

When operating requirements or other needs cannot be met during regular working hours, employees will be assigned overtime work assignments. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. All overtime work must receive the supervisor's prior authorization.

Overtime pay is based on actual hours worked. Overtime in excess of forty hours per week, excluding PTO, holiday, and vacation time taken, is paid at one and one-half the employee's regular hourly rate.

E - Auto Mileage Reimbursements

City vehicles should be used whenever possible. Though use of privately owned vehicles is discouraged, pre-approved use of your personal vehicle for City of Erlanger business shall be reimbursed at the per mile rate established each year by the Internal Revenue Service. Mileage to and from work is not reimbursable per IRS guidelines. Mileage logs must be approved by employee's supervisor for payment. Approved request must be submitted to the CFO within thirty days for payment.

F - Business Travel Expenses

The City of Erlanger will cover employees for reasonable business travel expenses incurred while on assignments away from the normal work location. The Department Head must approve all business travel in advance. Travel expenses should be included in the Department's annual budget.

Employees shall be reimbursed for meal expenses incurred during approved business trips by means of a per diem of \$10.00 for breakfast, \$15.00 for lunch and \$25.00 for dinner, without any receipts therefore or any other substantiation thereof. Under special circumstances, Personnel Officer may approve a higher rate.

Employees whose travel plans have been approved are responsible for making their own travel arrangements. When approved, the City of Erlanger will reimburse the actual costs of travel and lodging. The City of Erlanger will reimburse other expenses directly related to accomplishing business travel objectives. Employees are expected to limit expenses to reasonable amounts.

A family member or friend may accompany employees on business travel, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within 30 days. Receipts for all individual non-per Diem expenses must accompany reports.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment. Under no circumstances will the city reimburse an employee for fines resulting from breaking any city, county, state or federal law.

G – Special Details

From time to time Special Detail jobs will be available to employees. These jobs are outside the normal duties of employees and are performed on a totally volunteer basis. The rates for Special Detail jobs will be set annually. An example of a Special Detail job is traffic control for a construction project.

SECTION VI EMPLOYEE BENEFITS

A - Basic Information

Eligible employees at the City are provided a wide range of benefits. The employee will want to carefully read about these benefits as you may have personal choices to make in electing specific coverage for you and eligible dependents. Please note, however, that this handbook provides only brief summaries of each benefit plan. These plans are covered in more detail in the brochures and Summary Plan Descriptions that the employee will receive during orientation or can obtain from the proper vendor. In the event of a discrepancy or disagreement within those documents, the actual plan documents are the final authorities in all matters relative to the benefits described in this book or the summary plan descriptions and will govern in the event of any conflict. The City reserves the right to change or eliminate benefits at any time in accordance with applicable law.

According to the Internal Revenue Service regulations some employee benefits are considered taxable benefits. Some benefits that may be taxable include vehicles, cell phones and uniforms. If you are receiving a taxable benefit, you will be notified by the Human Resource Department. The taxable amount will be added to your W2 form and you will be required to pay the appropriate taxes.

The following benefit programs are available to employees:

City Paid:

- ❖ Educational Assistance
- ❖ City paid time-off- Vacation, P.T.O. and PTO-Disability
- ❖ Employee Assistance Program (EAP)
- ❖ Health and Dental Insurance
- ❖ Transitional Duty
- ❖ Wellness Program – E Chap
- ❖ Worker’s Compensation
- ❖ Uniforms – In departments where required

City/Employee Paid

- ❖ CERS – Retirement
- ❖ Life Insurance
- ❖ Short-Term/Long Term Disability Coverage

Employee Electives

- ❖ Benefits Continuation (COBRA)
- ❖ Credit Union
- ❖ Kentucky Deferred Compensation
- ❖ Free Checking

- ❖ Flexible Spending Account for Childcare/Unreimbursed Medical Expenses
- ❖ Supplemental Insurance

B - Educational Assistance

Each full time employee of the city may be reimbursed by the city for their respective tuition expenses, up to a maximum of one thousand six hundred dollars (\$1,600.00) per fiscal year, for their voluntary participation, on their own time, in a graded class, program or course of instruction at an accredited educational institution, and which may help the employee in the performance of their job with the city.

To be reimbursed, the employee must submit a copy of the approved tuition reimbursement form, documentation of having completed the course with at least a passing grade and copy of the paid invoice.

C - Employees Assistance Program (EAP)

The City of Erlanger will provide confidential and voluntary assistance to all employees/volunteers and family members living with them who may be faced with challenges of financial concerns, legal issues, alcohol or drug problems, marital problems, illness, emotional worries, child care problems, etc.

Employees/volunteers or family members can refer themselves confidentially to the EAP. The program may be reached 24 hours a day, seven days a week. EAP counselors are available to meet with employees or family members to assess a problem and develop a plan for resolution. Employees who need to visit the EAP during regular work hours must use PTO, vacation or personal time.

When an employee's job performance is unsatisfactory or there appears to be signs of other problems during the workday, the supervisor and/or department head should counsel the employee with an end toward resolving the situation. If the employee appears to be unable or unwilling to correct the situation, they may be referred to the EAP to assist in the resolution of the problem. Depending on the situation, the employee may accept or refuse participation in the EAP. However, there may be situations where continued employment at the City may be contingent upon the employee calling the EAP for assistance.

For information on how to contact the Employee's Assistance Program click [LINK](#)

D - Health and Dental Insurance

The City of Erlanger's employees and elected officials work together with the Human Resource Department to manage the City's self-insured group insurance benefit program. This excellent program includes a medical and dental plan. All full-time employees are eligible for this benefit. The City pays 100% of the premium cost for single and family coverage. A summary plan description is available in the Human Resource Department. Plan documents, which will explain coverage of your benefits in greater detail, are available online Click Link www.CustomDesignBenefits.com.

If you have group coverage available somewhere else, you may be eligible for the City's waiver program. If you decide not to enroll in Erlanger's health and dental insurance program and sign proper documents, you may receive up to \$2,000 per year. If you are interested in the waiver program, please contact the Human Resource Department.

E - PTO-Disability

In the case of extended illness after the six days personal leave, employees participating and qualifying for short-term disability insurance plan or workers compensation shall receive the difference between the insurance payment and current net pay at the rate of one week for each year of service with the city up to a maximum of 26 weeks per year. Qualified employees are eligible for the maximum PTO-Disability one time per year.

F - Transitional Duty

The City strives to promote a successful recovery from any work related injury, personal injury or medical problem and has set up a transitional duty program for all employees returning to work with restrictions. The City will accommodate, as much as reasonably possible, an employee's work restrictions. If a job is available that meets your restrictions, you may be returned to work full or part time. This job may or may not be in your department. However, you will be paid your regular rate of pay.

When you are released to return to work with or without restriction, please contact your department head and the Human Resource Department. You must provide a doctor's note with either a full release to return to normal job duties or a release to return to work with restrictions. If you are returning with restrictions, the Human Resource Department will work with you and the appropriate department head to develop a transitional duty program for you.

G - Wellness Program – E-Chap

E CHAP is a voluntary three-tier, incentive based employee wellness program. While employees have the option of participating at Level II or Level III, Level I is a participation requirement. Both level two and three carry a monetary incentive. Each Department has a representative. Check with your supervisor to locate your representative.

Level I

- ❖ Employee undergoes initial blood work and Health Risk Analysis.
- ❖ City receives an overview of total employee base.
- ❖ Employee receives their personal health risk analysis

Level II

- ❖ Mandatory completion of Level I
- ❖ Employee agrees to complete a minimum of two verifiable workout sessions per week. Please see your department representative for verification procedures.
- ❖ Level II carries a monetary incentive of \$125.00 for completion.

Level III

- ❖ Mandatory participation / completion of Levels I & II
- ❖ Employee reaches a predetermined, departmentally approved health goal. Department representative will discuss acceptable goals with you.
- ❖ Level III carries an additional monetary incentive of \$125.00 for completion.

Please advise your department E-CHAP representative if you would like to participate.

H - Workers' Compensation Insurance

Workers' compensation is a City financed insurance program that compensates employees who cannot work because of a work-related injury, accident or illness. Subject to applicable legal requirements, workers' compensation insurance provides benefits that may include salary replacement in accordance with their mandatory waiting period.

Employees who sustain a work-related injury or illness must inform their supervisor immediately, who in turn will notify Human Resources of the incident. No matter how minor an on-the-job injury may appear, it is mandatory that it be reported immediately. Employees should contact their supervisor, the nearest supervisor, and/or 911 in the event of an emergency.

In all instances of job-related accidents and injuries, the Employer's First Report of Injury (SF-1), the City of Erlanger Accident Report, and the Medical Release forms are to be completed and submitted to the Human Resource Department. The SF-1 is to be completed and signed by the immediate supervisor of the injured employee within 24 hours of the accident.

Neither the City of Erlanger nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity.

Employees are not permitted to use the City group health insurance for injuries or illnesses covered under the Workers' Compensation Act this includes prescriptions. If assistance is needed in settling claims, contact the Human Resource Department.

I - CERS

Employees who work in a regular full time position for the City must be enrolled in the Kentucky Retirement System. The Kentucky Retirement System provides retirement plans for state and county employees. Erlanger employees are covered under the County Employees portion of the plan (CERS) The retirement plan is a qualified public defined benefit plan and was established under Section 401a of the Internal Revenue Code (IRC). A defined benefit plan pays benefits based upon a formula, rather than on an account balance. The formula used to compute KERS benefits provides participating members with a guaranteed lifetime payment at retirement based on the number of years of service, your average salary and a multiplying factor.

Regular part-time employees must also be covered if they average 100 or more hours of work per month over a calendar or fiscal year, including employees who work a total of more than 100 hours per month in two or more positions with employers under the same retirement system.

Employees and the City contribute to the plan. The percentage of contribution may change annually. This is set by the State of Kentucky. Information about the Kentucky Retirement Systems may be found at the retirement systems' web site, www.kyret.com or by contacting 800-928-4646

J - Life Insurance and Accidental Death/Dismemberment

Regular full-time employees receive a life and accidental death/dismemberment policy with the Short/Long Term Disability Coverage. The Life Insurance policy is for \$50,000 coverage. This policy may be converted without Evidence of Insurability within the first 31 days of a qualifying event (i.e. termination). See policy for full details.

K - Short-Term Disability

Regular full-time employees are eligible for short-term disability coverage, which provides for continuation of a portion of the employee's base pay during periods of absence due to a non-work related accident or personal illness. Employees may receive up to 26 weeks of benefits under this plan. Employee is responsible for all applicable taxes for STD pay.

Coverage begins the first day for an accident and the seventh day for illness. Employees may use any vacation or PTO days available to supplement the un-paid waiting period before the Short-term disability plan becomes effective. See plan documents for full details.

In addition to the short-term coverage the employee may receive while off work, they may also be eligible for PTO-Disability coverage. See PTO-Disability for more information.

The City pays 51% of the premium for this plan. The employee pays 49% of the premium. The employee portion is deducted from the weekly paycheck.

L - Long-Term Disability

Regular full-time employees are eligible to participate in the City's Long-term Disability Plan. In the event of a qualifying disability, coverage may begin the 27th week of a qualifying disability. Employee is responsible for all applicable taxes. Benefits are offset by statutory benefits to which you may be entitled such as Social Security disability payments and benefits pursuant to state law. See plan documents for full details.

The City pays 51% of the premium for this plan. The employee pays 49% of the premium. The employee portion is deducted from the weekly paycheck.

M - Benefits Continuation (Cobra)

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

Under COBRA, the employee or beneficiary pays the full cost of coverage at the City of Erlanger' group rates plus an administration fee. The City's Third Party Provider will provide each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the City of Erlanger' health insurance plan.

The notice contains important information about the employee's rights and obligations.

For more information contact the Human Resource Department.

N - Credit Union

A full-service financial institution dedicated to providing members with affordable financial products and quality member service.

For more information contact the Human Resource Department or www.co-united.org

O - Kentucky Deferred Compensation

This deferred compensation plan provides supplemental retirement coverage to thousands of public employees in Kentucky. Chances are, Social Security benefits, plus CERS will not provide enough income to maintain your current standard of living. You need a long-term savings plan to meet your retirement goals.

Participating in Kentucky Deferred Compensation is convenient, through payroll deduction. It is also money saving, you pay no federal or state taxes on the portion of your income you contribute to the plan until the money is paid out to you.

For more information contact the Human Resource Department or www.kentuckydcp.com

P - Flexible Spending Accounts

The City of Erlanger maintains a flexible spending account for childcare and un-reimbursed medical expenses of the employee and the employee's dependents. Full-time employees elect an amount to contribute each January, or upon initial eligibility, toward each of these benefits, if desired. The employee's taxable pay is reduced by all amounts eligible and elected for their flexible spending account, which results in a substantial tax savings for the employee.

All claims shall be submitted to the third party administrator for payment. Elections made at the beginning of each year should be conservative, as any amounts not used by the end of the year are forfeited. Elections may only be changed during the year if a qualifying event occurs, such as death, birth, change in employment status, or change in marital status.

For more information contact the Human Resource Department.

SECTION VII TIME OFF BENEFITS

A - Vacation Benefits

1. With the exception of members of the Police Department, all full-time employees, who have been continuously employed full time by the city for the period of time indicated in the following schedule, shall have an annual vacation from work for the number of hours indicated in the following schedule, with full pay at their regular rate of pay.

<u>Employment Period</u>	<u>Vacation Period</u>	
	<u>Non 24/48 shift</u>	<u>24/48 Shift</u>
(a) Less than five consecutive years	80 hours	112 hours
(b) More than five years, but less than eleven consecutive years	120 hours	168 hours

2. Pursuant to KRS 95.497 each full-time member of the Erlanger Police Department shall have an annual leave or vacation of 120 hours with full pay.

3. All employees, including members of the Police Department, shall receive vacation according to sections a – e of the following schedule

(a) More than eleven years, but less than twelve consecutive years.	128 hours	179.2 hours
(b) More than twelve, but less than thirteen consecutive years.	136 hours	190.4 hours
(c) More than thirteen, but less than fourteen consecutive years.	144 hours	201.6 hours
(d) More than fourteen, but less than fifteen consecutive years.	152 hours	212.8 hours
(e) More than fifteen consecutive years.	160 hours	224 hours

4. Part-time employees have annual vacation leave from their employment according to the following schedule therefore:

<u>Total Hours of Work During Preceding Twelve (12) Month Period</u>	<u>Hours of Annual Vacation Leave</u>
0 – 312	0
313 – 468	6
469 – 728	12
729 – 936	20
Over 936	24

5. Vacations shall be at full pay at the current salary rate.

6. Earned vacation time shall be accrued monthly at the rate of 1/12 of the annual amount earned. An employee may accrue vacation time up to a maximum equal to twice the amount earned annually, after which time employee shall forfeit any leave not taken.

7. For accrual purposes, a new employee who reports for work on or before the fifteenth of the month shall accrue the full amount for that month. If employed on or after the sixteenth, a new employee shall begin accruing vacation time the beginning of the following month.

8. Newly appointed employees shall not be entitled to take accrued vacation leave during the original probationary period.

9. After the original probation period, any employee who terminates employment with the city shall be compensated for all accrued vacation time.

10. Insofar as possible, vacation leave shall be scheduled one month in advance and shall have the approval of the employee's supervisor.

11. Absences because of sickness, injury, or disability in excess of that authorized for such purposes may, at the request of the employee and with the approval of the Department Head, be charged to vacation leave.

12. Compensation for vacation leave in lieu of time off shall not be granted, except that compensation for vacation leave in lieu of time off may be granted one time after 15 continuous years of employment with the City. The Employee must file a request with the Human Resource Department for compensation Employee will not receive compensation for accumulated vacation time at termination of employment if employee has received a previous payout.

B - Holidays

(A)The following days are declared to be paid holidays from work for all full time city employees. Employees may elect to receive payment during the week in which the holiday falls, or they may choose to take the holiday as a scheduled day off at a later time with supervisory approval. Any holidays for which the employee has not received either payment or a scheduled day off shall be paid out on the final paycheck of the fiscal year. Holiday pay, shall be equal to their regular hourly rate of pay, multiplied by the number of hours in their regular shifts of work or 11.2 hours, whichever is less,

1. The first day of January (New Year's Day)
2. The third Monday of February (President's Day)
3. The last Monday in May (Memorial Day)
4. The fourth day of July (Independence Day)
5. The first Monday in September (Labor Day)
6. The fourth Thursday in November (Thanksgiving Day)
7. The fourth Friday in November (the day after Thanksgiving)
8. Either the twenty-fourth (24th) or the twenty-sixth (26th) day of December, as designated by Executive Order of the Mayor
9. The twenty-fifth day of December (Christmas Day)

When any holiday listed above occurs on a Saturday, then the preceding business day shall be considered the holiday. When any holiday listed above occurs on a Sunday, then the following business day shall be considered the holiday.

Additional holidays with the same conditions and qualifications described in paragraph (A) hereof may be designated by Executive Order of the Mayor or Municipal Order of the City Council.

(B)In addition to the fixed holidays identified in paragraph (A) hereof, each full time City employee may designate one day in each fiscal year as a personal holiday during which the employee shall be free from work and paid at the regular rate of pay up to a maximum of the hours in a regular shift of the employee or 11.2, whichever is less thereof; provided that the designated day is approved by the respective supervisors thereof.

Part-time employees will be compensated at time and a half for working the following holidays:

1. The last day of December (New Year's Eve) beginning at 6:00 p.m. and ending at midnight.
2. The first day of January (New Year's Day) beginning at 12:01 a.m. and ending at 6:00 p.m.
3. The last Monday in May (Memorial Day)
4. The fourth day of July (Independence Day)
5. The first Monday of September (Labor Day)
6. The fourth Thursday in November (Thanksgiving Day)
7. The twenty fourth day of December (Christmas Eve) beginning at 6:00 p.m. and ending at midnight.
8. The twenty fifth day of December (Christmas Day) beginning at 12:01a.m, and ending at 6:00p.m.

C - Personal Time Off (PTO)

(1) Each full time employee of the City, other than members of the Fire/EMS Department working 24/48 shifts, may designate up to a maximum of forty-eight (48) hours during each fiscal year, after the fiscal year of the initial employment thereof, as personal leave, during which the employee shall be free from work and paid therefore at the regular rate of pay. Members of the Fire/EMS Department working 24/48 shifts may designate up to a maximum of 67.2 hours. All shifts designated, as personal leave shall be previously approved by the respective supervisors of the employee, except for days of unexpected sickness of the employee, or the spouse or children thereof, for which no prior supervisory approval shall be necessary. However, the employee's supervisor must receive notice two hours prior to the start of the work shift designated by the employee for personal leave. Medical reports and records may be requested at the discretion of the respective supervisors.

Part time employees may schedule personal leave, but only for the hours indicated in the following schedule:

Total Hours of Work During Preceding Twelve Month Period	Hours of Annual Personal Leave
0 – 312	0
313 – 468	6
469 – 728	12
729 – 936	20
over 936	24

Unused personal leave shall be accumulated from year to year, up to a maximum of 144 regular hours for each employee (201.6 for Fire/EMS 24/48 shift personnel). Employee shall be paid in June of each year an amount equal to one half of the days of the personal leave accumulated by the employee in excess of 144 regular hours, or 201.6 for members of the Fire/EMS Department who work a 24/48 shift, multiplied by the regular rate of the pay of the employee.

For accrual purposes, a new employee shall earn personal leave at the rate of $(1/12 \times 6)$ per month for the remainder of the fiscal year in which he is employed. This percentage of annual personal leave may be taken during the current fiscal year, providing the employee has successfully completed the probation period. After the fiscal year during which the new employee was hired, the standard accrual system for personal leave shall apply.

The City participates in the CERS Unused Sick Leave Program. Upon a qualifying employee's retirement the City will purchase service for unused sick leave at the time of the employee's retirement, up to the City allowed maximum of 18 days.

D - Family and Medical Leave (FMLA)

The City of Erlanger recognizes that events such as pregnancy, adoption, birth of your child, or a serious health condition affecting yourself or a family member may require time away from your job. The following policies are in place to help you meet your special needs for time off. All leave described below are provided pursuant to the Family and Medical Leave Act (FMLA).

Under the FMLA policy, an eligible employee may take up to a total of 12 weeks of qualified leave within a rolling 12-month period (i.e., a 12-month period commencing from the first day of the leave of absence) for any of the following reasons or combination of reasons:

- ❖ An employee's own serious health condition, including pregnancy or injuries covered under workers' compensation, where the employee is unable to perform his or her job.
- ❖ To care for the employee's child after birth, adoption or foster care placement.
- ❖ To care for the employee's family member who has a serious health condition.

In order to qualify to take family and medical leave under this policy, you must meet all the following conditions:

- ❖ Employee must have worked for the City at least 12 months. The 12 months need not have been consecutive.
- ❖ Employee must have worked at least 1,250 hours during the twelve-month period immediately before the date when your leave would begin.
- ❖ Employee leave must be documented for a qualified reason described above, satisfactory to the City and pursuant to applicable federal and state law.
- ❖ Employee must contact the Human Resource Department for proper forms for documentation and approval of leave.

On return from an approved FMLA leave, eligible employees are entitled to be reinstated to their former position or an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment.

- ❖ Exceptions to this provision may apply if business circumstances have changed (e.g., if the employee's position is no longer available due to a job elimination).

FMLA leave is normally without pay unless you qualify for benefits pursuant to the City's Short-term Disability Plan or other allowable time off benefits. Employee benefits will continue during the leave; however, you will be responsible for paying any employee portion of medical or dental coverage if applicable.

E - Personal Leave Of Absence – (Other Than FMLA Qualified Leave)

Personal leaves of absence are without pay and may be granted at the sole discretion of the City. Factors that will be considered include: your length of service, performance record, and the reason of the leave.

All regular, full-time employees who have completed twelve months of continuous service may request unpaid leaves of absence. You must request the personal leave in writing at least two weeks prior to the time you wish the leave to commence if possible.

Reinstatement cannot be guaranteed to employees returning from personal leaves; however, the City endeavors to place employees returning from personal leaves in their former positions or positions comparable in status and pay, subject to budgetary restrictions, the need to fill the vacancies, and the ability to find qualified temporary replacements. The employee will be responsible for paying the entire premium for medical, dental and Short/Long Term Disability Insurance benefits, if enrolled, during the unpaid personal leave of absence.

F - Bereavement Leave

If an employee needs to be away from work because of a death in their immediate family, the City will pay for scheduled time missed up to a maximum of three calendar days. These three days are to be taken consecutively within a reasonable time of the day of the death or day of the funeral. Employees must let their supervisor know of the need for this leave.

Immediate family for this purpose shall be defined as: Spouse, significant other, child, stepchild, parent (including in-law), stepparents, siblings, stepsiblings, sister/brother-in-law, grandparents and grandchildren.

G - Jury Duty

The City encourages employees to fulfill their civic responsibilities by serving jury duty when required. In the event an employee is summoned to serve on a jury, the employee shall submit a copy of the summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. All employees shall be compensated at the normal rate of pay. At the end of service, the employee shall reimburse the City the amount received from the courts for serving less the money received for expenses. All employees serving on jury duty shall be absent from work only during the times required by the courts.

H - Military Reserves Or National Guard Duty Leave

Military leaves of absence will be granted to employees for military or reserve duty in accordance with provisions of the Uniformed Services Employment and Re-Employment Act (USERRA) or other applicable laws. Employees called to active/training duty or to Reserve or National Guard training, should submit copies of their military orders to their supervisor as soon as possible so that schedules may be arranged consistent with operating needs.

Eligible employees called for annual Reserve or National Guard duty training during their regularly scheduled work days may receive the difference between their regular net pay from the City and military service pay, up to a maximum of two weeks per year. To be eligible for this military leave pay, an employee must be a full-time regular employee who has completed twelve months of employment with the City, who is actively employed and on payroll up to the time he reports for duty, submits documentation of his military pay prior to leaving and returns to the City after completion of such duty.

Military leave may be granted to full-time and part-time employees for a period of four (4) years plus a one-year voluntary extension of active duty (5 years total), if this is at the request and for the convenience of the United States Government. Eligible employees called to duty for the Reserves or National Guard may receive the difference between their regular net pay from the City and military service pay.

To be eligible for this military leave pay, an employee must be a full-time regular employee with the City, who is actively employed, submits documentation of his military pay prior to leaving and returns to the City after completion of such duty.

In accordance with applicable law, employees on military leave will be reinstated upon satisfactory completion of military service and timely notice of intent to return to work provided the employee is qualified and the City's circumstance have not changed to the extent that would be impossible or unreasonable to provide reemployment.

Any employee may elect to take accrued vacation leave with pay during this time in lieu of division above.

I - Donated Time

Employees may donate vacation and/or PTO time to fellow employees in hardship cases as deemed by Department Head and Human Resource Director.

Recipient must:

- ❖ Provide documentation for non-work related seriously incapacitating illness or injury as certified by a physician for self or member of immediate family. Immediate family member as defined by the rules of Family Medical Leave Act.
- ❖ Exhaust all vacation and PTO time and not be currently eligible for short or long term disability.
- ❖ Submit a request for donated leave to Department Head indicating reason and anticipated amount of lost work time.
- ❖ Be off work in excess of two weeks.
- ❖ Repay the entire donation or any unused balance, if it is ultimately not used for the illness or injury it was donated to benefit. It will be repaid to the Donors based on a percentage, according to the percentage the donor gave to the total days donated.

Donor must:

- ❖ Retain a minimum for 80 hours of vacation and/or PTO leave for personal use.
- ❖ Complete a Employee Donation Leave Request form. Form must be signed by employee, Department Head and Human Resource Director indicating approval.

Hours donated are based on actual wages. For example, if employee A making \$10 per hour donates four hours of time to employee B making \$5 per hour, employee B will be credited with eight hours of wages.

SECTION VIII SAFETY AND SECURITY

A - Safety Policy

The City of Erlanger is committed to providing a safe and healthy working environment for its employees, contractors, customers, and general public. In order to meet this commitment, the City has established a safety program that consists of an active Safety Committee, employee training, accident investigation, facilities and equipment inspections, and policies and procedures to ensure a safe workplace. The Safety Committee has developed a Safety Handbook to help maintain a safe work environment. All employees are required to read the current Safety Handbook and be familiar with its contents. [Link to Handbook](#)

B - Security

To ensure prudent protection from illegal acts for our employees, facilities, and equipment the following procedures are to be followed:

- ❖ All doors to the buildings, except front public entrance doors, are to be kept locked at all times. Entrance doors are to be locked at closing time. Equipment bays in the Fire/EMS and Public Works departments may be kept open as long as the area is attended.
- ❖ All visitors to the Administration and Police Departments must check in with the front desk receptionist of those respective departments. Visitors must sign the visitor log, show proper identification, and receive an official visitor's badge. The receptionist will direct them to their destination. When they leave, they must sign out and return the badge.
- ❖ Visitors to the Fire/EMS Department must check in with the receptionist and adhere to the directions provided by that department.
- ❖ All doors in satellite locations such as Fire Station III and the Public Works building are to be kept locked whenever the building is unattended.
- ❖ At the end of each day, the last employee to leave a building is responsible for checking to see that all secured doors are closed and locked.

SECTION IX REEMPLOYMENT AFTER RETIREMENT

REEMPLOYMENT AFTER RETIREMENT

The retention of high quality employees is of utmost importance to the continuous operation of the various departments in the City of Erlanger. The following guidelines are established for re-employing high quality employees who otherwise would terminate their tenure with the city by retiring.

- ❖ Apply to the HR Department by written request neither less than ninety (90) days nor more than two years prior to retirement.
- ❖ The request will be submitted to a panel consisting of the City Administrator, Human Resource Director and the appropriate Department Head for review. The panel will make a recommendation to the Mayor.
- ❖ To be eligible for rehire an employee must have a satisfactory employment record, recommendation from the panel and approval of the Mayor.
- ❖ The employee must be retired for one month prior to returning to work as a Seasonal employee for five months. A Seasonal employee is not eligible to participate in the City's benefit program.
- ❖ The City Administrator will negotiate the new rate of pay. The rate will be less than the current pay.
- ❖ After five months as a Seasonal employee the employee may be re-employed to the same full-time, pre-retirement position at a rate of pay negotiated with the City Administrator
- ❖ After full-time employment employee will be eligible for benefits except for Health/Dental insurance. Returning employees will not be covered by the City's health insurance plan.
- ❖ The City will pay the insurance waiver to employees at 40% of waiver set for the year.
- ❖ Vacation and PTO time will be based on total years of service.
- ❖ Employee responsible for verifying all above rehiring procedures meet the requirements as set forth by the Kentucky Retirement System

AMENDMENTS TO PERSONNEL POLICY

<u>DATE</u>	<u>ORDER NO.</u>	<u>CODE SECTION</u>	<u>DESCRIPTION</u>
08-01-2006	EX. 2006-08 MU.08-01-2006-01	Section II, E Section IV, K Section VII, A, B, & C Section IX	Employee Background Investigation Use of Equipment & Vehicles Vacation Benefits Holidays Personal Time Off (PTO) Remployment After Retirement