



Employees of the City of Redmond recognize that providing the finest customer service to our citizens and co-workers is best accomplished through INTEGRITY, ACCOUNTABILITY, LEADERSHIP, CREATIVITY, AND RESPECT

CITY OF REDMOND

EMPLOYEE HANDBOOK

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DEFINITIONS

As used in the City of Redmond Handbook, the following terms shall have the meanings indicated:

- Anniversary/Date of Hire** Date of hire which benefits and accruals are calculated from.
- City Manager** The chief administrative officer and head of the administrative branch of the City government who is directly responsible to the City Council for the proper management of all affairs of the City.
- Complaint Procedure**..... An employee's oral or written expression of dissatisfaction with some aspect of the employee's employment or a management decision affecting the employee.
- Continuous Service** Uninterrupted employment with the City. Reasonable absences due to military service or extended leaves approved by the City Manager do not constitute a break in continuous employment.
- Department**..... A major functional unit of the City government.
- Department Director** An exempt employee directly responsible to the City Manager for the administration of a department.
- Dismissal** Termination of employment with the City for reasons attributable to the employee.
- Employee** Anyone who is employed with the City of Redmond, either on a full-time or part-time basis.
- Evaluation/Review Date:** Date salary and performance evaluations are scheduled from.
- Full-Time Employees** An employee regularly scheduled to work 40 hours or more per week.
- Hourly Rate**..... Rate of compensation for each hour of work performed. It is determined by dividing the annual regular salary by the regular number of hours worked each year.
- Mayor** The elected chief executive officer of the City government.
- Part-time Employee** An employee who is regularly scheduled to work less than 40 hours per week who normally follows a pre-determined fixed pattern of working hours. Such employees are not part of bargaining units.
- Regular Employee** An employee who has been retained in their appointed position after the completion of their trial service period and is subject to all the policies and is entitled to receive all privileges provided by these policies and labor agreements applicable to them.
- Temporary Employee** An employee who has been appointed to complete a specific project or for a specific period generally less than 9 months. Such employees are not entitled to be part of bargaining units, nor are they entitled to benefits accorded in these rules to regular employees.

II INTRODUCTION AND EMPLOYMENT POLICIES

Section 1.0 PURPOSE

The purpose of this handbook is designed for non-bargaining employees so that employees understand what is expected of them as employees and also what they can expect from the City as an employer. The provisions in this handbook that do not conflict with provisions in collective bargaining agreements shall apply to all employees. The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. The City will try to inform employees of any changes as soon as they become effective.

Section 2.0 AUTHORITY AND APPLICATION OF PERSONNEL POLICIES

There is hereby created a Department of Human Resources. Such Department is headed by the Director of Human Resources through the City Manager. The City Manager shall have the authority to appoint all personnel, and formulate and enforce policies concerning personnel, subject to limitations of said authority approved by the Redmond City Council.

These policies shall apply to all personnel employed directly by the City of Redmond, except as these policies are abridged by a written contract or agreement. These policies do not apply to independent contractors or other non-employees.

Section 3.0 EMPLOYMENT RELATIONSHIP

Employees of the City of Redmond are employed on an “at-will” basis. Nothing in the employee handbook, personnel policies or any other related document and no oral representations by any City of Redmond employee is intended to alter this basic at-will relationship. References to a trial service period do not infer a subsequent relationship other than at-will. Disciplinary guidelines do not create an entitlement to such procedures and a listing of examples of misconduct does not exclude actions based on other conduct. No statement in this manual is intended to create an obligation on the City of Redmond to demonstrate cause for any negative employment action. Employees who have past their trial service period will be entitled and provided full due process of the law prior to being terminated. No expression of employment for a specified period or any contractual alteration of the at-will relationship is valid unless clearly and expressly created and contained in a written employment contract approved by the City Council and signed by the Mayor. This employee handbook is not an employment contract.

Section 4.0 EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the City of Redmond to provide equal employment opportunity (EEO) without regard to race, color, religion, sex, age, national origin, veteran's or marital status and to avoid illegal discrimination based on disability. This EEO policy governs all phases of employment including recruiting, hiring and placement; promotion or demotion, transfer; layoff, recall and termination; rates of pay or other forms of compensation; employee benefits participation; selection for-training; disciplinary procedures; use of all facilities and participation in all company sponsored employee activities.

(Reference Policy HR-108 EEO/Non-Discrimination)

Section 5.0 AMERICANS WITH DISABILITIES ACT

The City of Redmond complies with the Americans with Disabilities Act. Employees are hired without regard to disability. Reasonable accommodations are available for employees with disabilities who are otherwise qualified to perform their job duties.

(Reference Policy HR-104 Americans with Disabilities Act)

Section 6.0 ANTI-HARASSMENT POLICY

It is the responsibility of all employees to create and maintain a work environment free from illegal harassment and/or discrimination based on sex, race, color, creed, religion, age, political affiliation, disability, marital status, national origin, or any other type of harassment or discrimination prohibited by law or policy.

(Reference Policy HR-101 Anti-Harassment)

Section 7.0 SEXUAL HARASSMENT POLICY

Sexual harassment is a form of sex discrimination and is an "unlawful employment practice" under Title VII of the 1964 Civil Rights Act. It is illegal when it is part of a manager's or supervisor's decision to hire or fire someone; when it is used to make other employment decisions like pay, promotion, or job assignment; when it interferes with the employee's work performance; or when it creates an intimidating, hostile or offensive work environment. Sexual harassment is defined as deliberate or repeated behavior of a sexual nature, which is unwelcome. It can include verbal behaviors such as offensive sexual comments, suggestions, or jokes; pressure for sexual favors; non-verbal behavior such as pats or squeezes, or repeated brushing against someone's body.

Sexual harassment negatively affects moral, motivation and job performance. It can result in increased absenteeism, turnover, inefficiency and loss of

productivity. It is inappropriate, offensive and illegal, and it will not be tolerated.

Supervisors and managers are responsible to ensure that harassment based on gender, race, religion, national origin or any other legally prohibited factor does not occur in their work areas. They are expected to treat any observed or reported incident of harassment as a potentially serious breach of organization policy as well as a potential violation of the law.

Employees who experience harassment are encouraged to politely but firmly confront the harasser and ask the person to stop.

(Reference Policy HR-102 Sexual Harassment)

7.1 COMPLAINT PROCEDURE

It is critical that employees who believe that they have been subjected to discrimination or harassment report such treatment to the Director of Human Resources, Supervisor, Department Director or other employee authorized to deal with discrimination complaints. Employees who believe that they have witnessed another employee being harassed or discriminated against should also follow this procedure.

Reports on harassment or discrimination shall be investigated promptly. All employees involved in an alleged case of harassment and/or discrimination will be treated with respect and courtesy. Confidentiality will be maintained as far as practical given the complaint, law and the investigation procedure.

7.2 RETALIATION

Retaliation of any kind directed against an individual because that person reported such harassment is absolutely prohibited.

(Reference HR-100 Anti-Harassment Statement / Poster)

III COMPENSATION AND BENEFITS

Section 8.0 PAY DAYS / PAY CHECKS

8.1 PAY DAYS

Employees shall be paid twice a month, on the 15th and last working day of the month. If the 15th or the last day of the month falls on a Holiday or weekend the employee will be paid the last working day prior.

8.2 PAY CHECKS

Employees may elect to have their pay deposited directly into their bank or credit union account.

8.3 MAINTENANCE OF TIMESHEETS

All employees must keep a time sheet provided to them by payroll. Time sheets generally indicate: each day and the number of hours the employee worked; each day and the number of hours the employee was absent due to any kind of leave (i.e. compensatory time, vacation leave, sick leave) and each regularly scheduled day off. At the end of each payroll period, the employee and their supervisor must sign the time sheet and forward it to payroll.

Section 9.0 POSITION CLASSIFICATION AND PAY PLAN ADMINISTRATION

The City's classification plan is administered by the Human Resources department. City jobs are grouped into classifications according to the responsibilities, knowledge, skills and qualifications required. A position description is available for all positions in the City from the Human Resources department.

9.1 PAY PLAN

The Pay plan includes a schedule of salary grades for all classes. Salary grades specify a minimum and a maximum. Salary grades will be set both on internal and external values. Salary grades will be based on the relative compensatory value of jobs within the organization according to skill, effort, responsibility, and working conditions associated with the jobs.

9.2 REVIEW AND REVISION

The Human Resources Director, through the City Manager, is responsible for the development and ongoing review and revision of the pay plan based upon the classification plan. The Human Resources Director through the City Manager is responsible for recommending to City Council on an annual basis any recommendations to changes of the pay plan.

Section 10.0 SALARY ADMINISTRATION

Pay adjustments will be effective on the date that action is officially established on the Personnel Action Form (PAF). The manager may authorize retroactive pay adjustments with written justifications. Employees will be paid according to the following criteria:

10.1 STARTING SALARY GRADE

New employees are normally hired at the first step of the pay grade for their classification. When new employees have extensive or prior experience, the Department Director may hire above the first step. To appoint at or above step 3 requires approval from the Human Resources Director through the City Manager.

10.2 TRIAL SERVICE PERIOD – NEW HIRE

New -hire employees will be eligible for an increase after successful completion of the trial service period. The effective date of that increase becomes the employees' new evaluation date in relationship to step increases.

10.3 PERFORMANCE REVIEWS – STEP INCREASES

Employees who meet the standard expectations for the position will be eligible for a standard one step increase on their evaluation/anniversary date. Employees who receive an unsatisfactory performance review will not receive a step increase on their evaluation date.

10.4 PAY FOR PROMOTION

Employees promoted to a class with a higher salary grade will receive the minimum of the salary grade for the new class or a minimum of at least one step higher than the current salary. The promotion date becomes the new evaluation date in relationship to step increases.

10.5 PAY FOR DEMOTION

Demoted employees will be paid at a rate as determined by the salary grade for the class to which they are demoted. The evaluation date will change to the effective date of the demotion.

10.6 PAY FOR TRANSFER OR DISPLACEMENT

Employees who are transferred or displaced from one position to another in the same salary grade will continue to receive the same salary. Employees transferred or displaced from one position to another with a different salary grade will receive no increase other than necessary to place them at the minimum rate of the new salary grade. The transferred or displaced employee's rate of pay shall not exceed the maximum rate in the new grade. The employee's evaluation date will not change.

10.7 PAY FOR REINSTATEMENT

Regular employees reinstated to their previous classification will be paid the same rate of pay they had at the time of separation. Regular employees reinstated to a different class will be paid at a rate comparable to their previous rate, but not greater than the maximum of the salary grade of the new class. The employees' years of service will be adjusted by the length of the break in service.

10.8 PAY FOR RECLASSIFICATION

A reclassification should take place at the time of the employee's performance evaluation/anniversary date. If a reclassification occurs other than the employees' annual performance evaluation/anniversary date then the anniversary date will change to reflect the new date. An employee who is reclassified will not go through a trial service period. If a position is reclassified to a different classification, the base rate of the incumbent will be adjusted as follows:

- Reclassification to a class with a higher salary grade will result in the base salary rate being adjusted to the minimum rate of the new grade or a salary equal to at least one step increase from their current pay, whichever is greater, not to exceed the new grade.
- Reclassification to a class with a lower salary grade will not affect base salary rates, although employees whose base salary rate exceeds the maximum rate of the new salary grade will be ineligible for any salary increases until their base salary rate is encompassed within the salary grade.

10.9 PAY GRADE REALLOCATION

If a classification is reallocated to a different salary grade the base rate of the employees in that class will be adjusted as follows:

- Reallocation to a higher salary grade will result in the employee's base salary being adjusted upward to guarantee that the base salary is at least at the minimum rate of the higher grade. Eligibility for any salary increase shall be at the employee's anniversary date based on satisfactory performance.
- Reallocation to a lower salary grade will not affect the employee's base salary rate, although employees whose base salary rate exceeds the maximum rate of the new salary grade will be ineligible for any salary increases until their base salary rate is within the new salary grade.
- No change in the anniversary date will occur when a classification is reallocated.

10.10 PAY FOR WORKING PART-TIME

Part time employees will be paid an hourly rate proportionate to the monthly salary rate for that classification.

10.11 PAY FOR OVERTIME/COMPENSATION TIME

Employees covered by the overtime provisions of the Fair Labor Standards Act (hourly and non-exempt status employees) who are authorized by their immediate supervisor or Department Director to work over time hours will be compensated by the following:

- Overtime shall be compensated in excess of 40 hours in a work week.
- Compensation is paid at the rate of time and one-half of their base rate
- Compensatory time may be given in lieu of overtime pay. Compensatory time can be accumulated, but shall not exceed 80 hours.
- Overtime shall be kept at a minimum consistent with maintenance of essential City services.

10.12 PAY FOR SCHEDULED STAND-BY

An employee assigned by his or her supervisor to be on scheduled standby, shall be compensated at the rate of one (1) hour of regular pay for every consecutive six (6) hours of scheduled stand by status. Scheduled status means that the employee will be required to respond to "pager" calls for work situations requiring the assigned employee's immediate attention. The employee will fulfill these responsibilities based on schedule as set by the supervisor. However, if the employee on scheduled standby status is called back to the facility to work on a particular task or tasks for more than one (1) complete hour in any six (6) hour period he will receive overtime pay for all hours worked during such an emergency. While actually working, the employee is in paid status and therefore is not receiving the standby status pay.

Section 11.0 BENEFITS

The City provides the following benefits for qualified employees (regular full time employees or regular part-time employees working twenty (20) hours or more per week.):

- Health and Vision
- Dental
- Life Insurance
- Long Term Disability

- Accidental Death and Dismemberment
- PERS: City of Redmond is a participating employer of the Public Employee Retirement System and the Oregon Public Service Retirement Plan. Employer number 2122

Premium contribution by the employee, if any, is determined on an annual basis. For current premium contribution, employees may contact the HR department.

11.1 CHANGE IN DEPENDENTS - INSURANCE

If the number of an employee's dependents increases or decreases (bona fide family status change), the employee must inform the Human Resources department within 30 days. If the employee fails to notify the City of the family status change within 30 days, the employee will have to wait for open enrollment to make the change.

11.2 CONTINUATION OF BENEFITS NON-JOB RELATED

If the employee is off work on an accepted disability that is non-job related, the employee may continue their benefits as long as they are in a paid status. Once the employee is no longer in a paid status, the employee must contact HR to arrange in submitting the appropriate premiums to continue the health insurance coverage and any other employee-paid premiums.

11.3 CONTINUATION OF BENEFITS DURING JOB RELATED DISABILITY

If the employee is off work due to a job related disability accepted under the City's worker's compensation program, the employee will continue to be covered by the City's health insurance program as long as the employee remains in employment with the City.

11.4 WORKERS COMPENSATION INSURANCE

Employees injured during the course of their employment with the City of Redmond are protected by Workers Compensation Program as long as the injury/ illness is accepted under the City's worker's compensation program. If an employee is injured during the course of their employment, they are to notify their supervisor as soon as possible after the incident. The employee and Supervisor together are to complete an incident report and forward the report to Human Resources. If the employee receives medical attention the employee is to request an 801 packet from the Supervisor or the Human Resources Department.

If the claim is accepted and the employee's injury will keep him/her off work, the employee will receive Time Loss Benefits through the City's Workers Compensation carrier. The attending doctor must authorize any time loss. Time

loss benefits commence after a 3-day waiting period. The City will continue the employee's salary during the 3-day waiting period. Once time loss benefits commence the employee is paid through the workers compensation system. The employee may not draw from their sick or vacation banks while receiving workers compensation time loss benefits.

11.5 EMPLOYEE ASSISTANCE PROGRAM (EAP)

City management realizes that the people who work for the City are more than just employees. They are individuals with increasingly complex lives. When personal problems arise that affect you or your family it can make work more difficult. The City's Employee Assistance Program (EAP) is a resource for the employee and their dependents that offers free confidential help in solving problems that affect your well-being or your ability to function on the job. Employees may contact the EAP program at 1-800-654-9778. Or contact the Human Resources Department for more information.

Section 12.0 PERFORMANCE EVALUATIONS

Employee performance reviews are an essential tool in the communication process between the employee and their immediate supervisor. The goal of the employee performance review process is to establish a pattern of expected work habits, give employees and supervisors an opportunity to review and reset goals, acknowledge good performance, identify and correct improper behavior or activity and/or substandard work performance.

Performance reviews are the responsibility of the supervisor to ensure that they are completed appropriately and by the scheduled due date. The original performance review will be placed in the employee's personnel file and the employee will be provided with a copy of the review. The employee may respond in writing to the performance review or any aspect of the review and the response will also be placed in the employee's personnel file.

Nothing in this section shall prohibit the supervisor from conducting more frequent performance or progress reviews. A supervisor may initiate a special performance/progress review whenever a special review is deemed necessary.

Performance reviews are not subject to an appeal or complaint process.

12.1 PERFORMANCE REVIEWS AND LEAVES

An employee on leave with or without pay will have his/her review date adjusted to reflect the time the employee was on leave. This policy also applies to employee's who are in a trial service period.

12.2 TRIAL SERVICE PERIOD

Unless otherwise noted by a collective bargaining agreement, all new employees or employees promoted to a new position will serve a six (6) month trial service period. In order to successfully complete the trial service period the employee must demonstrate proficiency in the position.

Initial Hire: During the trial service period following initial hiring, if the supervisor deems the employee does not demonstrate proficiency in the position then employee may be demoted or dismissed without the benefit of a review. A Department Director may elect to extend an employee's trial service period for a maximum of three (3) months. The City Manager may elect to extend a Department Director's trial service period for the maximum of six (6) months.

Promotion/Transfer: While completing a trial service period following a promotion or transfer, an employee may be demoted to previously held position or a comparable position to one previously held, with the right to a review by the supervisor of the individual.

12.3 POSTINGS FOR INTERNAL JOB OPENINGS

The City will post job openings internally for approved open positions within the City. An employee who has been in their current position for at least 6 months and successfully passed their trial service period may apply for a position in which they meet the minimum qualifications.

Section 13.0 EDUCATIONAL OPPORTUNITY

To encourage professional development, the City of Redmond provides financial assistance to any regular, full-time, employee who wishes to pursue education courses directed toward acquiring skills and knowledge of value to the City and directly related to the employee's current position.

Employees will be reimbursed for job-related educational courses taken subsequent to approval of the Department Director or City Manager and that are conducted outside the employee's regular working hours, provided that:

- Funds for such expenditures are available in the current budget.
- The employee is not receiving reimbursement for tuition from any other source.
- Reimbursable expenses are restricted to tuition and/or course fees and are based on available budget funds.
- The employee presents evidence to substantiate expenses and obtains an average of a C grade or better. Normally, the cost of textbooks and

technical publications required for courses shall be the responsibility of the employee. If the City purchases any of the textbooks or materials they shall become the property of the City.

- The employee who receives funds from the City must remain in the employ of the City for one (1) full year after the date of payment or repay the City for the full amount of the City paid tuition reimbursement.
- Educational assistance will not be provided to any employee whose employment is terminated prior to the completion of a course, unless the termination is a result of a layoff.

Employees may pursue courses not directly related to their position when such courses are necessary to complete requirements for and as a part of a continuing program for a degree or certificate that is job related if funds for such expenditures are available in the current budget.

Courses, which are only offered during regular working hours may be approved by the Department Director, provided time off can be arranged conveniently and reasonable arrangements can be made to make up time off.

(Reference HR-601 Education and Training Approval Policy)

IV LEAVES

(Reference HR-203 Employee Leave Policy)

Section 14.0 HOLIDAYS

All employees in a regular full time position shall be entitled to the following holidays with the exception of those protected by a collective bargaining agreement where the language differs:

- New Years Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Fourth of July
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

If Christmas Eve and New Years Eve fall on a weekday, the City Manager has the discretion of closing the City Office's at 12:00 noon.

14.1 PART-TIME EMPLOYEES AND HOLIDAYS

Part-time employees work a pre-determined work schedule. If a City holiday falls on a part-time employee's regular scheduled work day, the employee will receive the day off with holiday pay according to the part-time employee's pre-determined work schedule.

If a City holiday falls on a day that is not during the employee's regular work schedule, the part-time employee will not receive the City holiday.

If a part-time employee's position requires them to work on a City holiday, the employee will receive in addition to their regular pay, additional-straight pay for working on the City holiday.

(Reference Policy HR-200 Part-time Employee Paid Holidays)

14.2 FLOATING HOLIDAY

Employees are also entitled to one (1) floating holiday per year. Employees must use this holiday during the course of the calendar year or lose it. The floating holiday cannot be accumulated from year to year. Employees will not be paid for unused floating holidays.

Part-time employees receive one Floating Holiday in hours according to their work status, example, an employee working 20 hours per week (50% status) is eligible for a 4-hour Floating Holiday.

14.3 HOLIDAY WHILE ON VACATION

If a full-time employee is on vacation when a holiday occurs, that day will not be counted against their vacation bank.

14.4 HOLIDAY WHILE ON SCHEDULED DAY OFF

When an authorized holiday falls on a full-time employee's day off, the coincidence will not reduce the total time off with pay that the employee receives. The holiday will be treated as if it had fallen on the next working day.

14.5 HOLIDAY AND PAID STATUS

Employees must be in a paid status the day before and day after a holiday to be eligible for the paid holiday.

Section 15.0 VACATION LEAVE

Full-time employees shall accrue vacation time in accordance with the following schedule, part-time employees' vacation accrual and maximum will be in accordance with their employment status:

Non-exempt employee vacation table:

<u>Service Anniversary</u>	<u>Vacation hours/month</u>	<u>Maximum</u>
0-23 months	6.67	160
24-59 months	8.00	176
60-95 months	10.00	200
96-167 months	11.33	216
168-239 months	13.33	240
240+ months	16.67	280

Exempt employee vacation table:

<u>Service Anniversary</u>	<u>Vacation hours/month</u>	<u>Maximum</u>
0-23 months	10.00	200
24-59 months	11.33	216
60-95 months	13.33	240
96-167 months	14.67	256
168-239 months	16.67	280
240+ months	20.00	320

15.1 VACATION ACCRUAL

Except during the trial service period, vacation shall be accrued monthly and may be taken as earned. Employees may not accrue more than the maximum accumulation of vacation time for their years of service. Employees will lose any accrued but unused vacation time that goes over the maximum accumulation.

15.2 VACATION FOR NEW EMPLOYEES

After successful completion of the trial service period, an employee shall be credited with vacation leave from the beginning of the trial service period and continue to accrue vacation leave thereafter at the specified monthly rate.

15.3 VACATION SCHEDULING

An employee's vacation leave must be approved in advance by the employee's

supervisor or Department Director. Employee's requesting vacation must submit their vacation request on a City of Redmond Time Request Authorization form.

15.4 VACATION ACCRUAL AT SEPARATION

If an employee separates from employment after completion of the trial service period, the employee will be compensated for all accrued but not used vacation up to the date of termination.

Section 16.0 SICK LEAVE

16.1 ACCRUAL OF SICK LEAVE

Sick leave shall accrue at the rate of eight (8) hours per month for all regular, full-time employees. Unused sick leave shall be cumulative and available for future use. The sick leave maximum accrual level is based upon the employee's employment category. Non-represented employees' maximum sick leave accrual is unlimited. Regular, part-time employees working twenty (20) or more hours per week shall be entitled to a pro-rated amount of sick leave based on the percentage of hours worked.

16.2 USE OF SICK LEAVE

Sick leave is intended as a safety net to provide the employee with income during periods of illness. Falsely claiming sick leave or reporting sickness as an excuse for absence may result in dismissal. An employee may use their sick leave when they experience an illness or injury that prevents them from working. An employee may use their sick leave in the case of:

- An employee's actual illness or injury
- Illness in the immediate family (husband, wife, son, daughter, father, mother, brother, sister, father-in-law, mother-in-law, step child, or other relative living in the employee's household) requiring the employee to remain at home to care for the ill family member.
- Medical or dental appointments for dependents.
- The death of a relative. *Please reference HR Policy 202 Family Medical Leave.* If leave is not eligible under *HR Policy 202*, leave for this purpose may not exceed three days without approval of the Department Director.
- Any employee who is off on account of sickness may be required to present the employee's supervisor or Department Director with a signed statement from the employee's physician or attending qualified personnel, certifying to the employee's inability to perform the employee's duties.

16.3 UNUSED ACCRUAL OF SICK LEAVE

At termination of employment, no payment shall be made to the employee for accrued sick leave.

16.4 LEAVE DONATION PROGRAM

In coordination with the Family Medical Leave Act, the City Leave Donation Program is to assist employees faced with a serious medical illness or injury to themselves or an immediate family member. The Leave Donation Program allows employees to voluntarily transfer accrued vacation hours to another qualified employee's sick bank who has exhausted all other paid leave due to a covered Family Medical Leave serious health condition. For more information on this program, please contact Human Resources.

(Reference HR-205 Employee Leave Donation Program)

Section 17.0 LEAVE WITH PAY

A regular, full-time employee shall be granted leave of absence, with pay, for the following:

17.1 APPROVED VACATION LEAVE

As defined under the vacation leave policy.

(Reference HR-203 Employee Leave Policy)

17.2 COMPENSATORY TIME OFF

An employee who is requesting to use compensatory time must give their supervisor a 2-day notice to take this leave. An employee who has compensatory time on the books must exhaust this bank before taking leave under vacation.

17.3 APPROVED SICK LEAVE

As defined under the sick leave policy.

(Reference HR-203 Employee Leave Policy)

17.4 JURY DUTY

Employees shall be granted leave with pay for service upon a jury. The employee shall provide to the Human Resources department, a copy of the jury request. Upon being excused from jury service for any day an employee shall immediately contact the department director or supervisor for return to work.

17.5 EDUCATIONAL LEAVE

Employees will be granted time off with pay to attend conferences, seminars, briefing sessions and training programs approved by the City.

17.6 MILITARY LEAVE

Military leave with pay shall be granted to employee's who fall under the following:

- An employee who has served with the City for six months or more immediately preceding an application for military leave and who is a member of the National Guard or any Reserve components of the Armed Forces of the United States, is entitled to a leave of absence from the employee's duties for a period not exceeding fifteen (15) calendar days in the Federal / Military fiscal year October 1, through September 30. Such leave shall be granted without loss of time, pay or other leave and without impairment of merit ratings or other rights or benefits to which the employee is entitled.

Military Leave with pay requires that service members provide advance written or verbal notice to their employers for all military duty unless giving notice is impossible, unreasonable, or precluded by military necessity. An employee should provide notice as far in advance as is reasonable under the circumstances. Additionally, service members are able (but are not required) to use accrued vacation or annual leave while performing military duty. Leave with pay shall not be granted to employees entering the military service for extended and indefinite periods of active duty.

The period an individual has to make application for reemployment or report back to work after military service is based on time spent on military duty. For service of less than 31 days, the service member must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight-hour rest period. For service of more than 30 days but less than 181 days, the service member must submit an application for reemployment within 14 days of release from service. For service of more than 180 days, an application for reemployment must be submitted within 90 days of release from service.

Health and pension plan coverage for service members is provided for by USERRA. Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 24 months; however, they may be required to pay *up to* 102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the service member had remained employed. USERRA

clarifies pension plan coverage by making explicit that all pension plans are protected.

17.7 ADMINISTRATIVE LEAVE

City Manager has authority to issue Administrative leave to an employee. Administrative leave is approved time away from the job for a determined amount of time.

17.8 NON-REPRESENTED LEAVE TIME (NRLT)

It is understood that the City of Redmond continues to struggle with financial difficulties in the 2012/2013 fiscal year and that non-represented city staff recognize the impact of these financial difficulties and desire to assist in maintaining good fiscal health. For the second year in a row, and the third out of the last four years non-represented employees have not received a COLA increase while the represented employees have. The inability to afford a COLA, but the desire to recognize the employees that are not represented by a collective bargaining agreement, brings forth a *Time* in exchange for *Wage* policy. (reference HR206)

Section 18.0 LEAVE WITHOUT PAY

18.1 PERSONAL LEAVE OF ABSENCE

Upon the written request of an employee, the City Manager may, in writing, grant an employee a leave of absence from their City position. Any employee receiving a Leave of Absence must use all accrued paid time (vacation, compensatory, floating holiday) on the books before falling into an unpaid status. Leave of Absence periods will not be approved for more than three (3) months. Once placed in an unpaid status, the employee is responsible for making arrangements with the Human Resources Department in order to continue health insurance coverage and any other employee-paid premiums.

18.2 MILITARY LEAVE WITHOUT PAY

An employee filling a regular position shall be entitled to a military leave of absence without pay during required periods of service with the Armed Forces of the United States. The employee shall, upon honorable discharge from such required service, be returned to a position in the same salary grade as their last held position, without loss of seniority or employment rights. If it is established that the employee is not physically qualified to perform the duties of their former

position by reason of such service, the employee shall be reinstated in other work that the employee is able to perform at the nearest appropriate level of the pay of their former position. Such employees shall make application for reinstatement within 90 days of discharge and shall report for work within 6 months following separation from active duty. Failure to comply may terminate military leave.

Where an employee voluntarily re-enlists or extends their period of military service, their military leave shall be deemed canceled. This rule shall apply so long as it conforms with federal law pertaining to the rehire of military veterans.

Section 19.0 FAMILY AND MEDICAL LEAVE ABSENCES

This policy is established to comply with both the Oregon and the Federal Family and Medical Leave Acts which entitles eligible employees to 12 weeks of job-protected leave in a 12-month period for family and medical reasons. The intent of this policy and the law is to allow City employees to balance their work and family life by taking reasonable, unpaid leave of absences for the reasons specified in these rules and regulations.

The City's family medical leave policy combines benefits required by the federal Family Medical Leave Act (FMLA) and the State of Oregon Family Leave Act (OFLA) and all applicable rules under the USERRA.

19.1 EMPLOYEE ELIGIBILITY

Oregon Family Leave Act (OFLA):

Employees are eligible if they have been employed at least 180 days immediately preceding the leave and in most cases must have worked an average of 25 hours per week during the 180-day period. *Employees are eligible for Parental Leave after being employed for 180 calendar days, without regard to the number of hours worked per week.*

Federal Family /Medical Leave Act (FMLA):

Employees are eligible if they have worked for the City of Redmond for at least one year, and worked for 1,250 hours over the previous 12 months.

The City complies with all applicable rules under the USERRA which includes counting National Guard and Reservists' called to duty Military service toward the required employment hours, and for Family Medical Leave eligibility of employees re-employed following a period of uniformed service.

19.2 PERMISSIBLE REASONS FOR TAKING LEAVE

Parental Leave:

(FMLA/OFLA) The birth of an employee's child and to care for child after birth; or for an employee's newly placed foster or adopted child up to age 18,

or older than age 18 if child is incapable of self-care within the first 12-months of placement. Parental Leave must be taken in one uninterrupted period within the first 12 months following the birth, adoption, or placement of child.

Serious Health Condition Leave: (OFLA/FMLA)

The employee's own serious health condition, or serious health condition of a spouse, child, or parent. The serious health condition of a parent in-law, or same-gender domestic partner is covered under OFLA.

Pregnancy Disability: (OFLA)

Female employee's pregnancy leave taken for an incapacity related to pregnancy or childbirth, occurring before or after the birth of a child, or for prenatal care. Male employees are allowed to use protected leave to attend pre-natal doctor appointments and during labor and delivery.

Sick Child Leave: (OFLA)

The employee stays home to care for a sick child with an illness or injury that requires home care, but is not a serious health condition. Sick child leave may not be provided to an eligible employee if another family member is willing and able to care for the child.

Bereavement Leave: (OFLA)

The employee takes leave to deal with the death of a family member.
(Reference HR 202)

19.3 DURATION OF LEAVE

Serious Health Condition Leave:

An employee is entitled up to 12 weeks leave in a 12-month period for their own serious health condition or the serious health condition of a qualified family member as described.

Serious health condition leave may be taken on an intermittent or reduced work schedule. The details of a proposed reduced work schedule will be reviewed by the Supervisor and Human Resources Director according to the required medical certification

Parental Leave:

An employee is entitled 12 weeks leave in a 12-month period. Parental Leave must be taken within 12 months of the birth or placement of the child. Parental Leave can only be taken in one uninterrupted period. Parental leave may not be taken intermittently. An exception must be made to allow parental leave to effectuate adoption or foster placement of the child. For adoption or placement purposes, such leave may be taken intermittently which will be combined with any additional at home Parental Leave to equal 12 weeks during the 12-month period.

OFLA Sick Child Leave:

An employee is allowed up to 12 weeks in a 12-month period for OFLA (non-serious health condition).

If an employee takes the entire 12 weeks of OFLA Parental Leave, the employee is eligible for an additional 12 weeks of OFLA Sick Child Leave within the same 12-month period.

OFLA Pregnancy Disability Leave:

Female employees who must take leave because of a pregnancy related disability which prevents the employee from performing any available job duties as documented by the employee's treating physician or health care provider may take an additional 12 weeks for other purposes approved under the law.

Sometimes more than one type of leave may apply to a situation. Where allowed by federal or state law, leaves will run concurrently. This means that workers compensation leave, leave for a non-industrial injury or illness may all run concurrently and be counted against an employee's 12-month Family Medical Leave entitlement.

19.4 CITY RESPONSIBILITIES

When the City (Supervisor, Department Director, Human Resources) acquires knowledge that an employee may need to take OFLA/FMLA leave for any of the qualified reasons, the Human Resources department will inform the employee of their entitlement to request leave within 2 working days.

The Supervisor or Department Director is to immediately contact the Human Resources department upon receiving information that an employee may need to take leave from work which may be described as leave under the family medical leave acts.

It is the City's right and responsibility to determine and designate leave as OFLA/FMLA if the eligibility standards are evident. Such designation will be determined based on information gained by the employee, or representative in the event the employee is incapacitated.

When the City receives written notice from the employee to take Family Medical Leave, the City will provide the employee with written notice of any requirement to provide medical certification for Family Medical Leave and the consequences for failure to do so.

When an employee requests leave due to the employee's own serious health condition, the City may require the employee to obtain the opinion of a second health care provider designated by the City, the City would pay the employee's out of pocket cost.

When an employee uses OFLA Sick Child Leave no medical certification may be required until the fourth day or subsequent occurrence of sick child leave in the current 12-month leave period. If the employer requires a Sick Child Leave medical certification that the employee has not already obtained, the City will pay the out-of-pocket employee's cost not covered by insurance to retrieve a medical

certification. The medical certification will be binding, the City may not require an employee to obtain a second medical opinion regarding Sick Child Leave during that 12-month leave period.

All medical certification to support the leave should be forwarded to Human Resources immediately. No medical documents should be retained by the Supervisor or Department Director; all medical documents are maintained by the Human Resources Department in a confidential manner.

19.5 EMPLOYEE RESPONSIBILITIES

The employee should notify their Supervisor of any impending leave that may be covered under the family medical leave acts and must notify the Human Resources for additional details of their leave rights and responsibilities.

“Written notice” refers to the Family Medical Leave Request Form. The employee is required to submit written notice within the following time frames:

When leave is anticipated, written notice must be provided at least 30 calendar days prior to the start of the leave. “Anticipated” refers to an employee having knowledge at least 30 calendar days in advance. When an employee is able to provide 30 days notice for leave, the employee must provide the Human Resources department a medical certification of the need for leave before the leave starts (excluding Parental Leave, no certification is required).

When an employee is unable to give the employer 30 days notice, the employee is encouraged to give the employer as much advance notice as is practicable. If an employee's need for leave prevents giving 30 days notice, the employee must provide medical certification within 15 days of the employer's written request for certification.

When leave is unexpected due to an emergency, verbal or written notice must be provided to the Supervisor or Human Resources department within 24 hours of the leave commencement. The notice may be provided by a representative of the employee. If verbal notice is initially provided, the completed written notice (Family Medical Leave Request form) must be forwarded to the Human Resources department within 3 days after returning to work.

When an employee uses OFLA Sick Child Leave, they must notify their Supervisor the leave is due to a sick child. The City may require medical certification on the fourth day of the sick child occurrence in the 12-month leave period.

Where possible an employee must make reasonable effort to schedule medical treatment or supervision at times that will minimize disruption of the employer's operation. While on leave, the employee must keep their Supervisor and HR informed of their expected return to work date.

Upon returning to work from leave regarding the employee's own serious health condition, the employee must provide a return-to-work release from their medical provider. Employee cannot begin work without submitting work release. If the return-to-work status is modified duty, the employee must receive approval from employer and modified duty assignment prior to returning. Employee must continue forwarding all updated doctor notices to HR.

19.6 USE OF PAID LEAVE TIME

- § The City allows employees to use their accrued sick leave during the duration of a covered Family Medical Leave.
- § If Family Medical Leave is due to an employee's on-the-job injury or illness accepted under the City's worker's compensation program, the leave period will run concurrent with worker's compensation leave and time loss benefits.
- § After sick leave has been exhausted, employees must use any other accumulated paid leave (vacation or floating holiday) during their leave of absence. When all leave (sick, vacation, floating holiday) is exhausted, the employee will fall into an unpaid leave status unless employee requests and receives donated time under the Leave Donation Program.

19.7 BENEFIT CONTINUATION

- § The City will continue to maintain group health insurance coverage for the employee for the duration of their covered Family Medical Leave on the same terms as if the employee is working in a paid status.
- § Once an employee is placed on unpaid leave the employee is responsible for making arrangements with Human Resources to pay their employee contribution, if applicable, and any other employee-paid premiums.
- § Employees' leave accruals continue as long as the employee is in a paid status, if an employee falls into a leave without pay status, accruals end until the employee returns to a paid status.

19.8 REINSTATEMENT

According to the law the City will make every effort to reinstate the employee in their former position. If reinstatement to the employees position is not possible due to an unanticipated elimination of the position during the time of the employee's absence the employee will be reinstated to an equivalent position if one exists. If the employee is covered by a collective bargaining agreement, reinstatement will comply with the terms of the agreement.

V ON THE JOB

Section 20.0 HOURS OF WORK

The standard work schedule shall be eight (8) hours per day for a five (5) day work week. The standard work week will consist of a Sunday through Saturday work week. However departments may establish alternate or flexible work hours, work days or work weeks to accommodate the department's operating requirements. Alternate or flexible work schedules shall be established in writing and may be changed by the department directors for any reason. Employees working alternative schedules shall be held to the same standard of attendance and punctuality as those working a standard schedule.

Section 21.0 ATTENDANCE

Employees are expected to work and complete each designated workday. If an employee, for some unavoidable reason, cannot report for work, the employee should notify the employee's supervisor or Department Director prior to normal reporting time. Absence from work without permission or without adequate notice is considered indifference to the City's interest and may result in disciplinary action.

Section 22.0 MEAL AND REST PERIODS

City of Redmond allows for meal and rest periods in accordance with State of Oregon Wage and Hour Law. The City of Redmond allows a 15 minute rest period during each one half shift. The City of Redmond allows employees to take a one hour meal period. This time is unpaid as long as the employee is relieved of all duties. Any work to be performed during a meal period must be approved in advance by the Supervisor. Employees are not allowed to save their rest periods to the end of the workday.

22.1 NURSING MOTHERS' BREAK PERIODS

Nursing mothers of children 18 months and younger are allowed one 30 minute rest period during each 4-hour work period. Fifteen (15) minutes of the rest period is paid under the City's paid break period policy, the additional 15 minutes is non-paid. The nursing mother may use her personal leave banks (including sick leave) to cover the non-paid 15 minute rest period.

Nursing mothers, up to a period of one year following the birth of their child will receive a reasonable break period each time the mother needs to express breast milk. This period is unpaid; therefore, the mother may use her personal leave banks (including sick leave) to cover the non-paid break period.

Nursing mothers may use the designated on-site private area for a break period as described above, or they may leave the premises.

The City Hall Upstairs Break Room is designated as the on-site private Nursing Mother's break area.

Section 23.0 APPEARANCE AND CONDUCT

Customer Service is a fundamental part of all employees job. The City is committed to excellent customer service through its employees. Employees are expected to do their best possible job for the citizens of Redmond. Neat appearance, appropriate conduct and a helpful attitude are important in maintaining public support of City services.

(Reference HR-707 Personal Appearance Policy)

Section 24.0 USE OF CITY TELEPHONE

Employees are permitted to use City Telephones for personal reasons within reasonable limits. The use of City telephones for personal reasons is a privilege, not a right and may be withdrawn by the employee's supervisor if abused through excessive use or if telephoning causes interference with their work duties.

(Reference HR-704 Use of City-Owned Equipment Policy)

Section 25.0 INTERNET/E-MAIL/COMPUTERS

All communications and files on the City's electronic communication system, including; e-mail, voice mail, word processing documents, spreadsheets and all other database systems are considered a public record that is available for inspection by the press and the public. All communications and files are to be used solely for job related purposes.

(Reference CIS -301 Use of City-Owned Computers)

25.1 INTERNET/E-MAIL

The Internet/E-mail is a communication tool provided to City employees to assist them in the performance of their job duties. E-mail is transported and processed via the Internet, so sending and receiving e-mail is a type of Internet usage. An employee who uses the e-mail system for personal or improper reasons bears any responsibility that might arise from that usage. Employees are strictly prohibited from sending messages, which may be interpreted, as harassing, discriminatory, obscene, or defamatory. The City's anti-harassment policy fully applies to employees in the use of e-mail and Internet usage.

(Reference CIS -303 & 304 Use of City E-mail and Internet Policies)

25.2 CONFIDENTIALITY

The City cannot insure the confidentiality of e-mail messages. If an employee determines that e-mail is the appropriate means to communicate sensitive or privilege information, the employee should include in the "subject" field of the e-mail heading language that indicates that the e-mail is sensitive such as "Privileged", "Privileged and Confidential" or "Not Subject to Disclosure".

Section 26.0 UNIFORMS AND EQUIPMENT

Some employees may be required to wear uniforms and use specified equipment in the performance of their duties. If so, the City will provide uniforms and equipment as specified by the individual collective bargaining agreements or departmental guidelines.

Any equipment, which is owned by the City, is for use by employees in the performance of their duties. Equipment, of any kind, is not permitted for personal use by employees.

(Reference HR-702 & 704 Use of City Equipment and Uniforms Policies)

Section 27.0 SMOKING

Employees may not smoke in any City work sites, including motor vehicles. Employees may smoke only in designated areas while on rest or lunch breaks.

Section 28.0 OUTSIDE EMPLOYMENT

No employee shall accept or retain paid outside employment, whether part-time, temporary or permanent, without prior written approval of the City Manager. Each change in outside employment shall require separate

approval. A leave of absence will not be granted to accept outside employment.

The City Manager shall approve outside employment when the employment is compatible with their City employment, does not detract from the efficiency of an employees City work, is not a discredit to City employment or create a conflict of interest with the employee's city job. An employee cannot be a contractor or a sub-contractor on City projects, where the work performed is similar to the employee's City job. Extra duty required by City employment will have preference over outside employment.

Under no circumstances will City equipment or resources be used in outside employment

Section 29.0 LEGAL LIABILITY

Employees shall abide by all laws and regulations, which govern the performance of their duties and shall perform their duties as reasonable, prudent persons. Employees who are reasonable, cautious and prudent in the performance of their duties are not negligent and, therefore, neither legally nor morally liable for accidents or injuries which may occur.

If an employee is acting outside the scope of the employee's employment and if an accident results from such performance, the employee may be held personally and legally liable therefore.

Section 30.0 CONFLICT OF INTEREST POLICY

Employees shall not take any official action, make any official recommendation, nor accept anything of value that results in or could result in financial benefit to the employee, the employee's relative, or a business with which the employee or the employee's relative is associated.

Employees shall immediately disclose, in writing any potential or actual conflict of interest to the City Manager. The report shall disclose the nature of the possible conflict and the circumstances relating to the matter.

(Reference HR-109 Ethics/Conflict of Interest Policy)

Section 31.0 POLITICAL ACTIVITY

In accordance with ORS 260.432 employees of the City shall not solicit any money, influence, service or other thing of value or otherwise promote or oppose any political committee, candidate measure, initiative, referendum or recall petition while on the job during working hours.

However, nothing in this section is intended to restrict the right of the employee to express personal political views.

Employees shall not use their official authority or influence to further the cause of any political party, committee or candidate for nomination or election to political office.

The expression of the employee's personal political views is permitted only to the extent that it does not interfere with the performance of the employee's duties, except to the extent prohibited by State Law, when on the job during working hours.

(Reference HR-105 Employee Political Activity Policy)

Section 32.0 EMPLOYEE REFERENCE/INQUIRY

Any general inquiries regarding either current or former employees shall be forwarded to the Human Resources department and shall be limited to the following information, unless employee has given written authorization to disclose other:

- Verification of the individual's employment status with the city.
- Verification of the employee's starting and ending date of employment.
- Verification of the positions the employee has held while employed by the City.
- Verification of the employee's salary grade.

Section 33.0 RESIDENCE REQUIREMENTS

Residency shall not be a condition of initial appointment or continued employment. Employees are encouraged, however, to live within the City and to participate in civic affairs, except that emergency service employees may be required to be available for work within reasonable time periods.

Section 34.0 CHANGE OF NAME, ADDRESS, EMERGENCY CONTACT

Employees who acquire a change of address, phone, or emergency contact must request a change packet from the Human Resources department. The change packet includes change notices to PERS and the applicable health insurance and 457 plans.

Section 35.0 CITY VEHICLES

When operating a City vehicle or while driving a personal vehicle on City business, an employee must use the seat belt/safety restraint device and require any passengers to do the same. Any employee who does not use safety restraints/seat belts will be subject to disciplinary action. Employees who are operating a City vehicle must be familiar with the City's procedures and forms for accident and injury reporting.

City vehicles are not for personal use by the employees.

(Reference HR-703 Use of City Vehicles Policy)

35.1 Auto Liability

Employee's who have approval from their Department Director to use their personal vehicle for City business must first sign a Proof of Auto Liability Insurance Waiver. The employee understands that if they choose to use their personal vehicle for approved city business in the event of an accident their insurance will be primary coverage.

Section 36.0 TRAVEL EXPENSES

When employees are required to travel outside the City on City business, reimbursement for expenses incurred shall be determined as follows:

- Prior to traveling outside the City, the employee shall obtain approval for the trip, mode of travel and approved nights lodging from the Department Director or City Manager.
- Travel on official business outside the City by a single individual should be via a City-owned vehicle. If the employee is authorized to use a private vehicle, mileage shall be paid at the City approved mileage reimbursement rate; this rate includes all vehicle related expenses.
- Reimbursement for subsistence on official trips shall only be in the amount of actual and reasonable expenses incurred during the performance of official duty as a City employee for the City's benefit. All expenses shall be documented by receipts.

(Reference HR-501 Travel and Training Approval Policy)

Section 37.0 COST CONSCIOUSNESS

City employees shall practice every economy possible in the discharge of their duties. Employees are encouraged to recommend to their supervisors work procedures which will result in a cost saving or improved service to the public.

Section 38.0 CONFERENCES AND CONVENTIONS

Decisions concerning attendance at conferences, conventions or other meetings, at City expense, shall be made by the Department Director or the City Manager. Permission shall be granted on the basis of an employee's participation in or the direct relation of the employee's work to the subject matter of the meeting. Members of professional societies may be permitted to attend meetings of their society when such attendance is considered to be in the best interest of the City.

Section 39.0 HAZARD COMMUNICATION PROGRAM

In order to comply with federal and state occupational health and safety codes and to ensure a safe environment for employees and members of the general public, the City of Redmond maintains a written Hazard Communications Plan, which complies with all applicable codes and standards.

It is the responsibility of the Risk Management Department to update this program and of managers, supervisors and employees to comply with its provisions.

(Reference HR-304 Hazard Communication Program)

Section 40.0 SAFETY

The active interest and cooperation of each employee is vital to the success of the City of Redmond's Safety program. Safety is the responsibility of each individual. Every employee will assume the following duties and responsibilities for safety:

- Observe all safety rules, procedures and personal protective equipment requirements.
- Conduct work activities in a manner that will minimize danger to other people or yourself. Emergency responders will follow respective departmental policies.
- Undertake those jobs you are familiar with and that you understand. Do not hesitate to ask for further instructions when needed. Emergency responders will follow respective departmental policies.
- Report unsafe conditions, practices and defective tools and equipment to the Department Directors/Supervisors as soon as possible.
- Do not remove, deface or destroy any warning, danger sign or barricade, or interfere with any other form of accident prevention

device or practice provided which you are using or which is being used by any other worker.

- Make safety suggestions.
- Set an example for all employees.
- Report all injuries to your Supervisor on the day of occurrence so notification and benefits can be promptly issued.
- Be sure the proper forms are completed for notification.
- Any violation or failure to comply with the safety rules may result in disciplinary action in accordance with respective departmental policies.

For more information please contact a member of your departments Safety Committee Team.

(Reference HR- 310 Safety & Health Program / Accountability System)

Section 41.0 DRUG FREE WORKPLACE

The purpose of this Policy is to promote employee safety, health, and efficiency for the City of Redmond employees by prohibiting, in the workplace, the manufacture, distribution, dispensation, possession or use of a controlled substance under authority of the Drug-Free Workplace Act of 1988, Federal Register dated January 31, 1989. Implementation of these regulations is required as a condition of receipt of Federal funds equal to or exceeding \$25,000 by the City.

(Reference HR-302 Drug Free Workplace Statement / Poster)

41.1 DRUG & ALCOHOL POLICY

As a condition of employment, an employee shall not, in the workplace or on work time, manufacture, distribute, dispense, possess, or use a controlled substance and shall abide by the conditions of this policy. Disciplinary action by the City is not contingent on conviction of a crime.

41.2 DRUG CONVICTION

An employee shall notify the City Manager or the City Managers designee of any Criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

If an employee is found to have violated this rule the City Manager or the

City Manager's designee shall notify law enforcement agencies and within thirty (30) days take disciplinary action determined to be appropriate. Disciplinary actions may include reprimand, suspension or termination of employment.

A convicted employee will be required to satisfactorily participate in a drug abuse assistance or rehabilitation program for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.

41.3 PRE-EMPLOYMENT DRUG TESTING

Pre-employment drug screening is required of applicants for positions with the City in compliance with current State and Federal law.

(Reference HR-303 Drug and Alcohol Policy & Procedures)

41.5 D.O.T. CDL DRUG AND ALCOHOL TESTING

The law requires employees who's jobs require the use of a Commercial Driver's License (CDL) to be subjected to random drug and alcohol testing, refusal to test may lead to termination. In no case, can the employee return to work until the test has been administered

(Reference HR-301 D.O.T. Drug and Alcohol Testing Program)

Section 42.0 PERSONNEL RECORDS

The Human Resources department shall initiate and maintain a personnel file for each employee of the City. These records shall be kept in the Human Resources department. The personnel file shall contain the following:

- Employee's name positions and departments to which the employee has been assigned while employed at the City.
- Employment application materials
- Notification of employment
- Salary history
- Changes in employment status
- Performance evaluations
- Training records

- Written disciplinary actions
- Written commendations
- Any other required pertinent information allowing the City to comply with Federal, State and other agency laws, rules and regulations.

Employee personnel records are confidential and shall be accessible only by the following person/agencies:

- The Employee
- The City Manager
- The Human Resources Director
- Human Resources staff designated by the Human Resources Director.
- The employee's Department Director
- The employee's Supervisor
- Federal, State and other agency representatives that may have lawful access to the records.
- Legal counsel employed by the City

No portion of the employee's personnel file shall be made available to any other person than those listed above without consent of the employee or by order of a court of competent jurisdiction.

An employee may obtain copies of any portion of their personnel file by making a written request to the Human Resources department. Employees may view their file at any time in the presence of the Human Resources office.

(Reference HR-701 Personnel Records)

Section 43.0 GENERAL CAUSES FOR DISCIPLINARY ACTION

43.1 MISCONDUCT

In the course of performing the employee's duties, the City asks that employees observe certain standards of personal conduct and job performance. To reduce the possibility of misunderstanding, the following list illustrates examples of violations that may result in disciplinary action up to including termination:

- Being absent from work without permission or failing to report to the Supervisor or Department Director.
- Failing to report for duty upon the expiration of a granted leave of absence.
- Tardiness
- Use of Illegal or dangerous drugs, or drinking intoxicating beverages on the job or arrive on the job under the influence of such intoxicants.
- Failure to follow orders of the supervisor or Department Director; Insubordination
- Excessive absences from work
- Inability to get along with fellow employees or your Supervisor
- Being wasteful of material, property or working time.

The following is a list of examples of misconduct, which will often result in discharge, at management's discretion, without prior disciplinary action:

- Sexual harassment
- Dishonesty, fraud or embezzlement
- Misappropriating, stealing or destroying personal property, equipment or other items.
- Fighting
- Purposefully failing to carry out reasonable supervisory instructions.
- Use of illegal drugs or alcohol on the job.
- § Conviction of a felony or a misdemeanor Involving moral turpitude
- § Obtaining employment through false representation or falsification of any employment application or other employment related document.

These lists are intended to be representative of the types of activities that may result in disciplinary action up to including termination. It is not intended to be comprehensive.

43.2 DISCIPLINARY PROCESS

The principle objective of any disciplinary action shall be to improve the

performance, efficiency and morale of the City service. Specific types of disciplinary action may include: oral reprimand, written reprimand, demotion, suspension and/or discharge.

Section 44.0 COMPLAINT PROCEDURE

If an employee is unhappy with an employment related decision or circumstance, that employee may respond through the Complaint Procedure as follows:

- Review the situation with the employee's immediate supervisor in an attempt to reach a mutually satisfactory resolution.
- If the employee is not satisfied with the results in Step 1, a written explanation of the problem should be prepared by the employee and submitted to the Department Director or if the employee's immediate Supervisor is the Department Director to the City Manager.

The Department Director or City Manager may hold a meeting to discuss the problem and explore possible solutions.

If the employee is not satisfied with the solution reached by the Department Director, the employee may submit a written explanation of the problem to the City Manager. The City Manager may hold a meeting to discuss the problem and explore possible solutions. The decision of the City Manager shall be final.

VI LEAVING THE CITY

Section 45.0 RESIGNATION

In order to resign in good standing, a City employee should give the Department Director written notice of the resignation, stating the reasons for leaving, at least two weeks before the date it is to take affect, excluding accrued leave which the employee intends to use. However, based on extenuating circumstances, the Department Director may agree to a shorter notice.

An employee's resignation and the circumstances pertinent to it shall be recorded in the employee's personnel file.

Whenever possible, exit interviews should be completed.

45.1 FINAL PAYCHECK

A separating employee's paycheck will be issued in accordance with state law. If an employee quits without notice the check will be available within 5 days or on the next regular payday, whichever is first. If the employee separates with sufficient notice by law, the paycheck will be available on their last day.

Section 46.0 LAYOFF

The City Manager may layoff any employee on account of operational efficiency, lack of work or funds or other reasons not reflecting discredit upon an employee.

In layoffs, the following will apply:

- § The positions affected and the order of layoff shall be determined by the City based on the operating needs of the City.
- § Consideration should be given to skills, ability, competence, work record, merit and years of service.

Whenever possible, two weeks before the effective date of a layoff, the City Manager or Department Director should notify the employee being laid off, in writing of the reasons for the layoff and the anticipated date of the layoff.

An employee who has given satisfactory service and who is laid off will be eligible for re-employment in other positions if the employee possesses the minimum qualifications and there is an opening.

Section 47.0 REINSTATEMENT

The City Manager may reinstate a former employee, with or without the loss of status or benefits, who:

- Has resigned from employment with a good record or;
- Has been laid off on account of lack of work or funds.

Section 48.0 RETIREMENT

- PERS: City employees may retire under current provisions of the Oregon PERS/OPSRP law. Consult the PERS/OPSRP handbook for details.

48.1 CONTINUATION OF INSURANCE BENEFITS

COBRA:

Employees who meet the Consolidated Omnibus Budget Reconciliation

Act (COBRA) are eligible to continue health insurance under the City's group health plan up to 18 months for general separation and up to 29 months for a federal disability approved separation.

Family members may apply separately and may have a different maximum coverage period.

The Human Resources department will provide the COBRA Election Notice to eligible employees with 14 days of receiving the separation notice from the employee.

The employee and/or eligible family members must elect COBRA within 60 days of the date insurance coverage would normally end, or from the date of the COBRA Election Notice whichever is later.

Retiree Insurance:

Those employees who are eligible to retire from the City of Redmond, and who qualify and begin receive retirement benefits, may choose to remain on the current health insurance plan provided to the employees up to age 65.

The Retiree pays the full portion of the premium cost. The Retiree must contact Human Resources within 30 days of retirement to elect the City's insurance coverage. Retirees cannot elect coverage at a later date.