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Section 1 – Introduction

Welcome

Welcome to the City of Greenwood!

The City of Greenwood is pleased to have you as an employee and is committed to providing and promoting a high quality of life, safety, and business success to residents, visitors, and future generations, thus ensuring that Greenwood is an excellent place to work, play, and raise a family long into the future.

The City is firmly committed to complying with its legal and ethical obligations under all local, state, and federal laws. As a result, the City expects all employees, at every level within the City, to strictly comply with all legal and ethical obligations. It is imperative to the City and the citizens of Greenwood that all employees recognize their responsibility to treat everyone in an honest and fair manner. Accordingly, the City has adopted the following guiding principles to consistently lead its employees in the successful pursuit of the City's interests and advancement:

- Honesty, integrity, trust, and transparency in all actions
- Excellence, competence, and accountability in serving the City's citizens
- Mutual respect, fairness, civility, and teamwork in all interactions
- Safe, efficient, innovative, and collaborative solutions to the challenges facing the City

The City expects its employees to adhere to and promote these principles consistently and at all times. Failure to comply with these principles and/or legal and ethical guidelines may result in disciplinary action up to and including termination.

Scope and Intent of Handbook

This Handbook was created to provide guidelines to aid all employees of the City of Greenwood in understanding policies, benefits, and procedures that relate to their employment with the City. It contains general statements of City policy and should not be read as including the fine details of each policy, nor as forming an express or implied contract or a promise that the policies discussed in it will be applied in all cases. Nothing in this Handbook should be construed as altering the "at-will" employment relationship in any manner for civilian employees or the merit system for sworn police and fire personnel. This Handbook is not an employment contract nor should it be construed as such. If there is a discrepancy between this Handbook and any officially adopted policies (such as the Municipal Code, ordinances, resolutions, policy manuals, etc.) or if there is an omission from this Handbook, the official policies govern. The Handbook does not contain all policies and procedures that are applicable to your particular position within your Department. Employees should see their Department Head for more specific job duty procedures and policies.

The City may add to these guidelines or revoke or modify them from time to time. The City will try to keep these guidelines current, but there may be times when a policy will change before this material can be revised, published, and communicated. It is the employee's responsibility to insert changes as they occur. The most up to date version of this Handbook can always be found on the Human Resources page of the City's Website and on the City's Intranet.

This Handbook serves two important purposes. First, it sets out the City's expectations for you as an employee. Second, it educates you on what you can expect from the City in your employment relationship. As you review this Handbook, consider how the policies further the City's goals, including assuring prudent use of the City's resources, property, equipment, and funds and ensuring maximum responsiveness to the needs of the citizens of Greenwood. Always keep in mind that the City expects its employees to respond with utmost respect when dealing with members of the public.

Section 2 – Code of Ethics

Fiduciary Duty

Employees owe a fiduciary duty to the City and its citizens. This means that City employees occupy positions of public trust and as such, they owe duties of good faith, trust, candor, and loyalty to the City and its citizens.

Conflict of Interest

If an employee or a member of the employee's immediate family has a financial interest in, or derives a profit from an entity, or has a substantial investment or connection to an entity, that might benefit from his or her employment or dealings with the City, the employee must file a Conflict of Interest Disclosure form with his or her Department Head, who should submit it to the Legal Department for processing. The Conflict of Interest Disclosure form must be submitted for approval at a public meeting of the Common Council and entered into the records of the Clerk.

Improper Use of Position

No employee shall use or permit the use of his or her official position, or funds or property under his or her official control, direction, or custody, for a purpose that is primarily for the private benefit of the employee or member of his or her immediate family. However, the City does allow employees to:

- Use public property that is available to the public generally;
- Use City property in accordance with City policy while performing official City business or job duties;
- Use vehicles or other equipment by off-duty employees in accordance with departmental rules.

City employees must disqualify themselves from, and refuse to take final action or participate in, any matter in which he or she, or a member of his or her immediate family, have a conflicting financial interest.

Employees are prohibited from taking improper payments from any contractor, vendor, service provider, entity, or individual aimed at securing an advantage. Such behavior is never acceptable and exposes the employee to possible criminal prosecution under Ind. Code § 35-44-1-1 as well as disciplinary action, up to and including termination.

Gifts and Honoraria

Employees shall not accept gifts or honoraria that individually or in total exceed the value of One Hundred and no/100 dollars (\$100.00) in any calendar year from any entity or individual that is doing business or seeks to do business with the City unless approved by the Mayor or Deputy Mayor. No employee shall accept anything of any monetary value from an entity or individual who seeks to receive special consideration or favors in exchange from the employee in his or her official capacity.

Gifts and honoraria mean anything of monetary value that is given to an employee without reasonable value being given in exchange. Gifts and honoraria do **NOT** include:

- Food or drink consumed by employees and their immediate families during the conduct of official City business or at public ceremonies;
- An award, plaque, certificate, or similar personalized memento given in recognition of the employee's public, civic, charitable, or professional service;
- An honorary membership in a service or fraternal organization presented merely as a courtesy by such organization;
- The use of a public facility or public property, made available by a governmental agency, for a public purpose;
- Invitations or tickets to political fundraisers, non-profit events, or governmental events for use by the employee and his or her immediate family;
- Discounts given to members of a particular class of individuals irrespective of employment with the City of Greenwood (public service discounts, public safety discounts);
- Mementos or souvenirs of nominal value received at public ceremonies while conducting official City business;
- Door prizes given in connection with a City-approved training or celebration.

Use or Disclosure of Confidential Information

Current and former employees shall not use or disclose, other than in the performance of his or her official duties and responsibilities, or as may be required by law, confidential information gained during his or her employment.

If an employee is in doubt regarding the disclosure of information, he or she should ask his/her supervisor or Department Head and/or the Legal Department for assistance in determining whether information may be released.

Political Contributions

Employees shall not force, compel, coerce, or intimidate any City employee to make, refrain from making, or solicit any type of political contribution. Employees may voluntarily make or solicit permissible contributions or receive permissible voluntary contributions outside of the work environment.

Nepotism

Employment of immediate family members is permitted; however, no employee shall be placed in a position which involves direct supervision of the job performance or work activities of an immediate family member or in any other relationship which the Human Resources Department considers detrimental to the functioning of the department or which is prohibited by state law. This policy does not apply to relationships that were grandfathered prior to the adoption of Board of Public Works and Safety Res. 12-10.

Section 3 – Employment Policies

Equal Opportunity Employer

The City is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, citizenship, marital or veteran status, or disability. This governs all aspects of employment, including, but not limited to, hiring, assignments, promotions, discharges, benefits, and all other terms and conditions of employment.

In addition, City employees, volunteers, or contractors shall not discriminate against any individual or customer while conducting City business on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, citizenship, marital or veteran status, or disability. All City contractors and service providers and their employees, subcontractors, and agents shall comply with all current and future laws prohibiting discrimination against any employee, applicant for employment, or subcontractor work in the performance of a project or services for the City.

Americans with Disabilities Act

The City is committed to complying with all the applicable and relevant provisions of the Americans with Disabilities Act of 1990 (“ADA”), as amended, and the Rehabilitation Act of 1973 and will not discriminate against any qualified employee or job applicant with respect to any terms, conditions, or privileges of employment because of an individual’s physical or mental disability.

The City will engage in an interactive process to identify reasonable accommodations wherever necessary for all employees or applicants with a known disability, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not cause an undue hardship to the City or cause a direct threat to the safety or health of the employee or others.

It is the responsibility of an employee who becomes disabled and requires reasonable accommodation to notify his or her Department Head and to work with the Department Head to develop a reasonable accommodation. The City is not obligated to accept the employee’s accommodation recommendation. The City may require the employee to submit medical documentation of his or her condition or, at the City’s cost, to be evaluated by a physician or rehabilitation specialist selected by the City. Upon receipt of a request for an accommodation, Department Heads should contact the Human Resources Department. If necessary, Human Resources may consult the Legal Department to develop an appropriate response.

All requests for accommodations, decisions regarding accommodations, and medical records obtained as a result of this policy, will be documented and kept in a confidential file separate from the employee’s personnel file and released only as needed to effectuate the policy or as required by law. All paperwork relating to an accommodation request or disability claim should be completed in coordination with the Human Resources Department and approved by the Legal Department.

Service Animal Policy

Under the Americans with Disabilities Act (ADA), City Departments that serve the public must allow people with disabilities to bring their service animals into all areas of City facilities where customers are normally allowed to go, and employees with disabilities must be allowed to bring their service animals into all areas necessary for reasonable accommodation in connection with their disability. Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure or performing other special tasks. Service animals are working animals, not pets. The guidelines below must be followed for all interactions with an individual who may have a service animal.

- Employees may ask if an animal is a service animal, but they CANNOT ask about the person's disability, require medical documentation of a disability, require a special identification card or training documentation for the service animal, or ask that the service animal demonstrate its ability to perform work or tasks.
- Individuals who use service animals cannot be charged extra fees, isolated from other patrons, or treated less favorably than other patrons.
- The City may not restrict access to service animals because of health regulations. The ADA takes priority over all such local or state laws or regulations.

A person with a disability cannot be asked to remove his/her service animal from the premises unless: (a) the animal is out of control and the animal's owner does not take effective action to control it or (b) the animal poses a direct threat to the health or safety of others.

E-Verify Policy and Employment Eligibility

Pursuant to state and federal law, the City's policy is to strive to comply with all applicable laws and regulations regarding the verification of employment eligibility. As part of the City's verification program, the City is enrolled in the federal E-Verify program, operated by the United States Department of Homeland Security in partnership with the Social Security Administration. The City, through the E-Verify system, verifies online the employment eligibility of all new hires after an employee has completed his or her mandatory Form I-9 for employment verification. The City conducts annual audits of I-9 forms in order to ensure compliance with federal law.

All City contracts for services must contain a provision requiring the contractor to enroll in E-Verify and verify all new employees. Additionally, all contractors must sign an affidavit certifying that the contractor does not knowingly employ an unauthorized alien. All contracts should be reviewed by the Legal Department prior to execution in order to ensure that the requirements of E-Verify are met.

Additionally, the City is prohibited from awarding a grant of over One Thousand and no/100 Dollars (\$1,000.00) to a business unless the business has:

- Signed a sworn affidavit that affirms it has enrolled in E-Verify;
- Provided documentation that it has enrolled in E-Verify;
- Signed an affidavit affirming that it does not knowingly employ an unauthorized alien.

Employment at Will

The City of Greenwood's relationship with its civilian employees is an employment at will relationship. Either the City or the employee may terminate the employment relationship at any time, with or without cause. If more than thirty (30) days have elapsed since a particular Department Head's appointment and a Department Head elects to dismiss an employee, he or she must file a written statement with the City Clerk stating the reason for dismissing the employee other than a deputy, or foreman, inspector, or laborer temporarily employed by the Department of Public Works. This employment at will relationship exists regardless of any other written statements or policies contained in this Handbook, any other City documents, or any verbal statements to the contrary. While the City may elect to follow its progressive discipline policy as outlined in this Handbook, the City is in no way obligated to do so. Using progressive discipline is at the sole discretion of the City.

The City of Greenwood's relationship with its merit police officers and merit firefighters is governed by the rules and regulations of the Police Merit Commission and Fire Merit Board as codified in the Greenwood Municipal Code and the resolutions of those particular bodies.

Hiring/Job Posting

As positions become available or are created, the Department Head, Director of Human Resources, and Deputy Mayor will determine if the position is being filled, re-evaluated, changed, or eliminated. Once determined, the Human Resources Department will work with the Department Head to compile the job posting and may post it internally for one calendar week before posting it on the City website and other external sources. Internal applicants are encouraged to apply, if qualified, and must complete the City of Greenwood Employment Application and turn it in to the Human Resources Department. All applicants must complete the City of Greenwood Employment Application and submit the form and any other materials deemed necessary directly to the Human Resources Department. Police applicants must complete the department specific application and submit to it Human Resources. Fire applicants must complete the department specific application and submit it to the Fire Department Headquarters. Once applications are reviewed by the Human Resources Department and the Department Head, the Department Head will be contacted and interviews will be scheduled. The following Departments and positions are exempt from the normal hiring process and follow procedures specific to the individual Departments:

- City Judge and City Clerk hire and recruit personnel for their respective offices.
- Merit personnel in the Police Department are hired in accordance with the Police Merit System.
- Merit personnel in the Fire Department are hired in accordance with the Fire Merit System. Part-time Firefighters are hired in accordance with Fire Department guidelines.
- Department Heads are appointed by and serve at the pleasure of the Mayor.

Pre-Employment Background Screening

Prior to making a job offer, all prospective employees may be required to submit to a criminal background check. For specific positions related to finance or cash handling, prospective employees may also be required to submit to a credit history check. Completion of a Background Check Disclosure, Authorization, and Release Form is required. The City will comply with state and federal laws in conducting such checks. The Disclosure and results are filed in Human Resources separate from the employee's Personnel File.

An offer of employment will not be made to a prospective employee until any and all background screening is completed. In the event that an adverse decision is made due to information found during the background screening, the Legal Department will send the prospective employee a written adverse action notice and allow the prospective employee seven (7) business days to dispute the adverse information with the reporting agency. A copy of all such reports will be provided to Human Resources.

Medical Examinations: The City of Greenwood requires medical examinations of employees in certain situations. The purpose of a medical examination is to ensure that the current or potential employee is physically able to perform the job duties associated with his/her job or for the job for which he/she is being considered.

The City of Greenwood requires all employees and potential employees to follow the same medical examination process for the same position. The City of Greenwood may pay for costs associated with required medical examinations pursuant to Departmental policies.

Employees returning to duty from sick leave or leave of absence granted for medical reasons may be subject to a medical examination under this policy in order to return to work.

Employee Classifications

For purposes of this section, an employee of the City of Greenwood is an individual who is actively carried on City payroll records and who receives wages and/or employee benefits from the City. Employee classification descriptions are as follows:

Full-Time Employee: An employee who is regularly scheduled to work at least 37.5 hours per week, or 75 hours in a two-week pay period, who maintains employment on a year-round basis, and who is designated as a full time employee in the current Salary Ordinance. Regular full-time employees are eligible for all City benefits. An employee who works a full-time schedule on a temporary/seasonal basis is not a full-time employee. For purposes of health insurance, in accordance with the Affordable Care Act, employees who are regularly scheduled to work at least 30 hours per week (or 130 hours per month) will be considered full-time employees pursuant to the deadlines/time tables established by the Affordable Care Act.

Part-Time Employee: An employee who is regularly scheduled to work fewer than 37.5 hours per week, or 75 hours in a two-week pay period. Part-time positions are designated in the current Salary Ordinance. Part-time employees are not eligible for City benefits, leaves or paid time off, except as required by law. For purposes of health insurance, in accordance with the Affordable Care Act, part-time employees who are regularly scheduled to work at least 30 hours

per week (or 130 hours per month) will be considered full time employees and entitled to health insurance benefits pursuant to the deadlines/time tables established by the Affordable Care Act.

Seasonal Employee: An employee whose services are intended to be of limited duration (e.g., seasonal work or special projects). There are no limits on the number of hours per week or the length of time a seasonal employee may be scheduled to work, except as dictated by budgetary constraints or as required by law. Seasonal employees are not eligible for City benefits, leaves, or paid time off, except as required by law.

Probationary Employee: A new full-time employee or an employee who has transferred into a new full-time position who is serving an initial probationary period. Newly hired, full time merit police officers and firefighters must serve a probationary period of twelve (12) months. All other positions require service of a probationary period of six (6) months.

Department Head/Director: An employee who is designated as the Head of a City Department in accordance with the most current city-wide organizational chart.

Job Descriptions

It is policy of the City to compile and maintain Job Descriptions for each title and job included in the City's current Salary Ordinance. Job descriptions are written statements that describe the duties, responsibilities, most important contributions and outcomes needed from a position, required qualifications of candidates, reporting relationship, and coworkers of a particular job. Job descriptions are used as tools to define the scope of a position and to determine whether applicants are qualified for certain positions. Job descriptions are created by the Director of Human Resources in partnership with the Department Heads. Each employee is required to sign a copy of his/her job description when hired, a position changes, or when promoted. The signed copy will remain in the official employee Personnel File in the Human Resources Department. Relevant board/commissions must approve job descriptions and any changes thereto.

Performance Evaluations

It is the policy of the City to conduct periodic Performance Evaluations for all employees. This review will recognize the positive aspects of an employee's performance, as well as suggested areas of improvement, if needed. Performance Evaluations may be considered in assessing salary and any potential pay increases. The evaluation process documents each individual's performance during a specified time period. The objectives of Performance Evaluations are to:

- Motivate the employee toward improved performance by acknowledging strengths and suggesting areas needing improvement in a positive and constructive manner;
- Evaluate suitability for continued employment, job transfers, and promotions;
- Identify training needs;
- Provide a record of employment progress;
- Aid management in considering changes in compensation.

Procedures: The Human Resources Department will compose, compile, and coordinate all Performance Evaluation paperwork and create the evaluation schedule. Employee performance will be reviewed periodically with follow up evaluations as needed.

The Department Head writes and conducts the Performance Evaluation and may utilize input from others within the Department who are in supervisory positions to compile the evaluation. The evaluation must be an interactive process in which the Department Head reviews the evaluation with the employee in conjunction with an exchange of information and ideas on how to improve performance and how to achieve City goals. The Performance Evaluation will be based on overall performance in relation to job responsibilities and will take into account conduct, demeanor, and attendance.

The completed evaluation form, whether paper or electronic, must be completed and returned to the Human Resources Department at least one week prior to the evaluation date. Human Resources must review and approve the evaluation prior to the individual employee evaluation meetings. If an employee starts a leave of absence prior to their evaluation date, the review will be performed once the employee returns from leave.

Unacceptable ratings: Appropriate responses for unacceptable ratings will vary based upon the nature and quantity of unacceptable ratings. Such responses may include:

- Development of a detailed Performance Improvement Plan (PIP) to correct the deficiencies within a specified time;
- Placement on a special observation period during which the employee's performance will be closely monitored and evaluated;
- Reclassification or transfer, where appropriate;
- Termination of employment.

Department Heads must consult with Human Resources regarding the methods needed to address the unacceptable performance. More frequent reviews may be conducted at the discretion of the Department Head and Human Resources Director.

Holding the evaluation meeting with the employee: The Department Head will conduct the Performance Evaluation with the employee on or before the evaluation date. Compensation and/or promotion decisions should not be discussed with the employee during the Performance Evaluation.

After the performance review: The signed and completed performance evaluation packet is filed in the employee's personnel file in the Human Resources Department.

Merit police and fire employees and part-time firefighters will have reviews in accordance with specific procedures adopted for those departments/merit employees. The original signed copy will be maintained in the employee's Personnel File in Human Resources.

Discipline

It is the policy of the City of Greenwood to take appropriate action when employees are found to have violated City policies and/or procedures and/or produced severe work deficiencies. Behavior that fails to meet the City's established standards of performance or conduct will be addressed promptly. Disciplinary action will be determined by an employee's Department Head based upon the totality of the circumstances, and will be appropriate to the severity, frequency, and consequences of the behavior. All paperwork related to disciplinary actions should be

forwarded to the Human Resources Department for storage. Severe offenses, particularly those that are illegal, unethical, or dangerous, may warrant immediate suspension or termination. When off duty conduct affects an employee's fitness for his or her job, or impacts an employee's ability to perform the essential functions of the job or reflects poorly on the City, such conduct may be subject to disciplinary action as permitted by law. The policies in this Handbook are not all-inclusive and may be modified or updated at the City's discretion.

Discipline may include any or all of the following:

- Coaching and counseling;
- Verbal warning;
- Written reprimand;
- Probation;
- Suspension, demotion or termination.

The City's use of different types and levels of discipline does not alter the City's policy of employment at will.

Department Heads may institute discipline consisting of coaching and counseling, verbal warnings, or written reprimands as necessary. To ensure fairness and consistency for all employees, Department Heads are required to consult with the Director of Human Resources on all instances or occurrences that may warrant disciplinary probations, suspensions, demotions, and/or terminations. The Human Resources Director may interview the employee, review the documentation, and in conjunction with the Department Head, Deputy Mayor, and Corporation Counsel (where merited), evaluate the appropriateness of the disciplinary action and notify the employee of its determination. When a decision is made, the City Disciplinary Action Form must be completed. The Department Head and/or Director of Human Resources will meet with the employee and notify him/her of the determination. Any and all documentation must be signed by the Department Head, the employee, and a representative of Human Resources. The Legal Department will be consulted on matters resulting in demotion, suspension and/or termination and may be consulted on other matters at the discretion of the Director of Human Resources, Department Head, or Deputy Mayor.

All disciplinary action, including coaching, counseling, and verbal warnings, should be documented in writing and entered into the employee's personnel file in the Human Resources Department. Documentation should include as much of the following as is appropriate:

- Detailed description of the unacceptable conduct;
- Disciplinary action administered;
- Potential consequences of further unacceptable conduct;
- Notice that the document will be placed in the employee's personnel file;
- Signatures of the supervisor taking the action, the Department Head, a representative of Human Resources, and the employee indicating that he or she has discussed the problem with the supervisor (the employee's refusal to sign does not invalidate the action);
- The date of the behavior and disciplinary action.

All investigative notes will be placed in a separate file from the employee's Personnel file.

Merit police officers and merit firefighters shall be disciplined in accordance with the provisions of the Municipal Code relating to the Fire Merit Board and the Police Merit Commission and the resolutions and policies of such respective bodies. The original copy (copies) of all disciplinary notices provided to merit employees must be placed in the employee's Personnel File in the Human Resources Department. It is the respective duty of the Fire Chief and Police Chief to notify the Fire Merit Board or Police Merit Commission of discipline when appropriate. All disciplinary forms indicating demotions, suspensions, and terminations of merit employees must be approved by Corporation Counsel.

Promotions and Transfers without Prejudice

When possible and practical, the City believes in giving employees within the government an opportunity for promotion. In furtherance of this policy, employees will be notified about advancement opportunities through a suitable method as described in the job posting policy. All employees considered for promotions or transfers will be given the full protections afforded to them by both federal/state laws and the City's Code of Ethics as outlined earlier in this Handbook.

Separation

Because City employees are at-will employees, their employment may be terminated at any time by either the City or the employee. Subject to the at-will provision, the following are conditions relating to different types of employee separation:

Resignation: Employee should submit written resignation to his or her immediate supervisor. The City requests two (2) weeks' notice prior to the separation date. The original written resignation letter should be forwarded to Human Resources. If an employee resigns but does not provide at least two (2) weeks' notice prior to departure, he/she may be ineligible for rehire at a later point. The City may select an earlier termination date upon receipt of the employee's resignation if it so chooses.

Retirement: Employee must submit written notice of intent to retire from his or her position with the City. The City requires notice two (2) months prior to the retirement date, whenever possible, to allow time for planning and transition.

Abandonment of Position: Employee is absent from work for three (3) consecutive scheduled work days or shifts, without giving required notice, or fails to return from leave within three (3) days or shifts, of scheduled return. This is treated as a voluntary resignation.

Layoff/Reduction in Force: Employee is laid off by the City due to lack of available work and/or budget constraints. Factors that may be taken into account in determining order of layoff include: performance history; skill level; length of service; and attendance history. If possible, Department Heads will give affected employee(s) at least two (2) weeks' notice in advance of a layoff.

Restructuring: Employee's position is eliminated or significantly changed due to a restructuring within the employee's Department. If possible, Department Heads will give at least two (2) weeks' notice to the affected employee(s) prior to a position being eliminated. The City

will make every effort to place employees affected by a restructuring in other available positions, although the City makes no guarantee a suitable position will be available or that wages/salary will be similar to prior position.

Disability: Employee is totally and permanently disabled and is unable to perform the essential functions of his or her job, despite reasonable accommodation. In such cases an employee may be eligible for disability compensation through optional long-term disability insurance or the Indiana Public Retirement System (INPRS). The Human Resources Department will actively work with disabled employees to ensure that the employee is informed of his/her benefit options and other programs provided by the State of Indiana and the federal government.

Death: Employee is deceased. The Human Resources Department will act on behalf of the employee and his or her family in completing the necessary forms.

Termination: Employee is discharged for failure to meet job requirements, for violation of the City's employment policies or work rules, or for any other lawful reason.

Employee Exit Process: An employee who separates from the City, for whatever reason, will be asked to meet with a representative of the Human Resources Department on or before the last day of employment. The exit interview provides uniform treatment of departing employees and is a vehicle to advise employees of their right to benefits and collection of all City property, and provides an employee with a neutral party to voice concerns or opinions regarding his/her employment experience. Departing employees must turn in any and all city property in their possession on or before their last day of work. This includes, but is not limited to, any keys, access cards, computers/laptops, credit cards, City ID, etc. that are in the employee's possession. Failure to return city property will result in the former employee's loss of eligibility for rehire and may result in legal action.

Separation Date: The official date of separation is always the last day actually worked and benefits are calculated up to and including that date. If the employee is on leave when a resignation is tendered or an employee is involuntarily terminated, the effective date will be the date the City is notified of the intent to resign or the date of the termination.

Final Paychecks: Final paycheck(s) will be issued on the next regularly scheduled payday either by direct deposit or paper check. Any deductions will be made in accordance with federal and state law.

Address Notification: If after termination, an employee moves, he or she must notify the City with the correct address if he or she wishes to receive benefit information and tax documentation.

Prohibition against Ghost Employment

A City employee or official who knowingly or intentionally hires an employee and fails to assign the employee any duties or assigns to the employee any duties not related to the operation of the City has committed ghost employment, a Level 6 felony under Ind. Code § 35-44.1-1-3. It is also unlawful for any employee to accept payment for performing duties not related to the operation of the City. Employees committing any action prohibited by Indiana's ghost employment law will be subject to disciplinary action, up to and including termination, and may

be subject to criminal prosecution. If an employee believes he or she has been asked to perform such duties, he or she should contact the Human Resources Director immediately.

Falsification of time sheets to reflect hours worked when employee is not engaged in duties related to the operation of the City is an example of ghost employment.

If an employee is required to attend a training session that lasts at least eight (8) hours of a scheduled twelve (12) hour shift or six (6) hours of a scheduled eight (8) hour shift and said session is conducted at least 20 miles outside the corporate limits of the City, said training shall account for a full day's work so long as approved in advance by the relevant Department Head without violating the prohibition against ghost employment.

An exception to the prohibition against ghost employment is made for City employees who voluntarily perform community service activities in accordance with the City's policy on Community Service. Strict compliance with the City's Community Service policy is necessary in order to ensure compliance with Indiana's prohibition against ghost employment.

Prohibition against Multiple Lucrative Offices

It is against Indiana statutory and constitutional provisions for a person to hold more than one lucrative public office. A person who holds a lucrative public office and accepts a second lucrative public office forfeits the first office. If serving in two public offices does not result in a violation against dual office holding, it may still violate Indiana statutory and constitutional provisions regarding separation of powers. Employees should consult the Legal Department for legal advice before accepting a second public service position.

Outside Employment

The City expects that full-time employees consider the City of Greenwood as their primary place of employment. Any outside activity must not interfere with the employee's ability to properly perform his or her job duties and responsibilities.

No City employee may engage in outside employment that: could impair the employee's judgment in performing City duties; actually or potentially result in a conflict of interest with or interfere with the employee's responsibilities to the City; might require or induce the employee to disclose confidential information; or violates any Departmental policies with respect to outside employment.

During paid working hours, City employees should be focused on City duties. City employees are not allowed to conduct or seek out outside work or business during working hours.

Use of unplanned absences, disability leave, or workers' compensation leave to perform outside work is prohibited. Before accepting outside employment, City employees should consider whether the employment will negatively impact their City work performance, as outside work will not be considered as an excuse for poor on the job performance.

Internships

The City of Greenwood recognizes the benefit that students receive from hands on educational experience gained through internships. The City's Student Internship Program is an unpaid internship offering high school, undergraduate, and graduate students the opportunity to participate and learn about the day-to-day functions of local government. The program is both professionally and academically beneficial, providing participants with hands-on experience in a governmental setting. For more information regarding internships, please contact Human Resources. Paid interns must go through the City's normal hiring process.

No Smoking Policy

Smoking is prohibited in all City facilities (including offices, public areas, garages, entryways and outbuildings) and municipal parks at all times. Smoking is also prohibited 25 feet from the entry of any such facility or park. Smoking is also prohibited on all City owned real property parcels (including grassy areas, parking lots, etc.) and 25 feet from the entry of any such property. Smoking is not permitted in any City vehicle. The Smoking Policy applies equally to all employees, customers, and visitors.

Any employee in violation of the above-stated policy will be subject to disciplinary action that may include termination.

Nursing Mothers Policy

The City strives to be a family friendly employer. Employees who are nursing mothers will have reasonable paid break times daily that do not unduly disrupt City operations to express breast milk for their infant children. Paid break time to express milk should not last longer than thirty minutes, nor exceed two to three instances during an eight (8) hour period. If a longer period of time or more instances are necessary, employees and their supervisors are encouraged to exercise flexible schedule arrangements.

An employee may be required to take this time concurrently with break time schedules already provided by the employee's Department. A private location with a chair, electrical outlet, and door that locks from the inside will be provided for such uses. Reasonable effort will be made to provide a refrigerator or cold storage for keeping milk that has been expressed. Requests for such arrangements should be made to the employee's Department Head who will work in conjunction with the Human Resources Department to try to accommodate all such requests.

Governmental Compliance Inspections

The City of Greenwood strives to follow and assist any governmental agency, including OSHA, EPA, IDEM, or any other governmental compliance agency, when the City is contacted regarding visits to the City or its facilities. All City employees should immediately notify their direct supervisor and the Legal Department when a governmental compliance officer appears at a City worksite for further instructions. For OSHA inspections, the City's Safety Coordinator should also be notified.

Substance Abuse

The City of Greenwood is firmly committed to maintaining the highest level of public confidence, respect, and safety. In order to protect the integrity of its personnel and operations, the City demands a drug-free and alcohol-free workplace. As such, the City strictly prohibits the improper and illegal use, possession, sale, conveyance, distribution, or manufacture of drugs, intoxicants, and/or drug paraphernalia by its employees whether in the workplace or on the job.

The Human Resources Department will inform employees of this policy. Each employee will receive a copy of this policy at hiring, upon adoption, and/or upon any amendments to it. Questions regarding this policy may be referred to an employee's Department Head or the Human Resources Department.

Employees in such safety sensitive positions should report all use of alcohol, controlled substances, and/or prescription drugs that may be in the employee's system during work hours that impact the employee's ability to safely perform his or her job to the employee's supervisor or Department Head so that a proper determination can be made regarding his or her fitness for duty. The City will make all reasonable attempts to work with the employee to ensure a working environment that values safety and the employees' desire to temporarily or permanently work in a different or altered capacity. A determination of which positions within the City are safety sensitive will be made by the Board of Public Works and Safety by resolution, and a copy of a list of all safety sensitive positions will be maintained on file with the Department of Human Resources.

The following conduct is strictly prohibited:

- Using, being under the influence of, or possessing illegal drugs;
- Using or being under the influence of legal drugs that are being used in a manner other than prescribed;
- Using or being under the influence of legal drugs that, when used, can adversely affect the ability of the employee to perform his or her job safely, without disclosing such to Human Resources or employee's supervisor prior to being detected;
- Selling, buying, soliciting to buy or sell, transporting, or possessing illegal drugs;
- Using alcohol before performing a safety-sensitive function or performing in a safety sensitive position;
- Using or being under the influence of alcohol at any time while driving or performing any other safety sensitive function;
- Consuming any amount of alcohol or being under the influence while on duty, while driving a City vehicle, or while conducting City business;
- Testing positive for illegal drugs and/or alcohol in circumstances that violate this policy;
- Refusing to consent to be tested or being disruptive or uncooperative when being tested for drugs and alcohol;
- Failing to submit to a drug and/or alcohol test as directed by the City;
- Failing to stay in contact with the City and its Medical Review Officer (MRO) while awaiting the results of a drug test;
- Violating any applicable federal, state, or local requirements governing the use of drugs or alcohol;

- Doing anything to obstruct the City's goals with respect to drugs and alcohol;
- Failing to report another employee who violates this policy when the employee who fails to report has reasonable suspicion to believe the policy has been violated;
- Intentionally reporting false reports with reckless disregard for the truth.

Any City employee in violation of the above-stated policy will be subject to disciplinary action up to and including termination. An exception to the above prohibitions may be granted by the Police Chief for certain undercover officers/special investigators pursuant to Police Department policies and procedures.

Employees struggling with substance abuse problems are encouraged to immediately obtain treatment or counseling. The City provides access to those services through the Employee Assistance Program. The Human Resources Department will make every reasonable effort to work with employees who are experiencing problems with substance abuse, while at the same time protecting the safety of the City employees, facilities, equipment, and the public.

Drug and Alcohol Testing Policy

As part of this effort to maintain the quality of City services and to ensure that the City is a safe and healthy place to work, a drug and alcohol testing program has been developed to detect the use of illegal substances, as well as the misuse of prescription drugs and alcohol, to ensure that employees with substance abuse problems are referred to appropriate professional help, and to implement disciplinary procedures for those who fail to comply with the City's Substance Abuse Policy.

The United States Department of Transportation (DOT) mandates drug and alcohol testing for employees whose job duties require a commercial driver's license (CDL). The Federal Aviation Administration ("FAA") mandates drug and alcohol testing for certain employees with aviation related job duties. This policy is not intended to replace or supersede the requirements of USDOT, INDOT, or the FAA in any way. This policy should be considered a supplement to those policies and where in conflict, the federal and state laws shall apply. City also tests applicants who have been offered employment with the City, and those employees who hold safety sensitive positions may be subject to additional testing. A determination of which positions within the City are safety sensitive will be made by the Board of Public Works and Safety by resolution, and a copy of a list of all safety sensitive positions will be maintained on file with the Department of Human Resources.

In addition, all City employees will be subject to testing on the basis of reasonable suspicion and after certain accidents. If an employee tests positive under such conditions, he or she will also be subject to appropriate disciplinary action and follow-up testing. As a condition of employment, all City employees are required to agree in writing to be tested for drugs and/or alcohol as outlined in this policy.

The City may conduct tests under the following conditions:

- After an offer of employment but before an applicant is hired for any City job (drug test only);

- On a random basis for employees required to have a Commercial Driver's License (drug and alcohol test) and for employees in safety-sensitive positions (drug and alcohol test);
- Following certain accidents (drug and alcohol test);
- When reasonable suspicion exists that the employee is under the influence of drugs and/or alcohol (drug and/or alcohol test);
- As a follow up to a positive test conducted for any of the aforementioned reasons (drug and/or alcohol test).

Drug tests will require the employee to provide a specimen of his or her urine. The collection process may be monitored by a person of the same gender as the employee to prevent specimen tampering. Under certain circumstances, a blood draw may need to be performed. Alcohol tests will require a breath specimen. Positive drug and alcohol tests and other violations of the Drug and Alcohol Testing Policy will result in disciplinary action, up to and including, immediate termination.

The City will pay the cost of all initial and confirmatory drug and alcohol tests required by this policy. The City will also refer employees to drug and alcohol counseling provided through the City's Employee Assistance Program (EAP) as circumstances may warrant. Fees for counseling/rehabilitation/testing services will be the sole responsibility of the employee to the extent that such services are not covered by the City's health insurance plan. The results of all individual drug and alcohol tests will be considered confidential and will be kept in a secured location with controlled access. The release of an individual employee's results will be made only in accordance with the employee's written authorization or as otherwise permitted or required by applicable laws, orders, regulations, or ordinances.

Section 4 – Records and Requests for Information

Access to Personnel Records by Employees

The City maintains a personnel record for each employee containing particular documents relating to employment with the City including, but not limited to applications, performance evaluations, disciplinary actions or notices, and salary information. It is the policy of the City of Greenwood to follow all applicable Indiana and Federal statutes regarding access to personnel records by city employees. In order to view your personnel record, you will need to complete a Personnel File Change/Request form and submit it to Human Resources. Employees may also give written authorization for their representative to view their file. Separate written authorization will be required for a representative to view material contained in an employee's protected health information file. Supervisors are allowed to view the files of personnel who work under their supervision or those who have applied for a position under their supervision after completing a request form (excluding protected health information). Other access to personnel files is governed by applicable law and all such requests must be made to the Human Resources Department and approved by Legal Department's Office.

Personnel files may be viewed under general supervision and may not be removed from the Human Resources Department. Copies will be made by the City at the request and expense of the employee, his or her representative, or any other person authorized to view a file pursuant to City policy or applicable law.

Personnel files of public employees and files of applicants for public employment are closed for public view except for those portions required to be disclosed pursuant to a valid request under the Indiana Access to Public Records Act, which may include:

- Name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment of present or former officers or employees of the City;
- Information relating to the status of any formal charges against the employee;
- Factual basis for a disciplinary action in which final action has been taken and resulted in the employee being suspended, demoted, or discharged.

All other items are closed to the public absent a judicial subpoena. Examples of items closed to the public absent a judicial subpoena include:

- Social Security Number
- Home address and home/cell telephone number
- Benefit enrollments and beneficiaries
- Medical records
- Injury records
- Drug and alcohol testing records
- Attendance records
- ADA related records including accommodations
- Reference letters
- Performance appraisals

- Merit award nominations
- Grievances and grievance responses
- Unemployment Compensation Claims

Separate files for benefits and drug and alcohol testing will be maintained. These files contain protected health information and testing information/results. Access to protected health information will be strictly limited in compliance with federal law to those employees named on the City's HIPAA Access List for properly limited purposes only.

Since the City refers to employee personnel files for decision making in connection with reviews, promotions, layoffs and compensation, it is to an employee's benefit to be sure his or her personnel file includes resumes, information about completion of educational or training courses, community involvement, and areas of interest and skills that may not be part of his or her current position with the City. Information constituting protected health information, which is maintained separate from the employee's personnel file, will not be used for decision making, in accordance with the City's anti-discrimination and ADA policies.

Coverage or benefits that an employee and his or her family may receive under the City's benefits package could be negatively affected if the information in the employee's personnel file is incorrect. Employees are required to notify the Human Resources Department of any changes in the following information as soon as possible:

- Legal name
- Home address
- Primary and alternate telephone numbers
- Emergency contact
- Names, birth dates, and social security numbers of dependents, if applicable for insurance purposes
- Marital status
- Change of beneficiary
- Driving record and current copy of driver's license as required by City driving policy
- Military or draft status
- In addition, changes in the following information should be provided to the Finance Department to ensure accuracy in payroll: Exemptions on your W-4 tax form
- Direct Deposit Information

Verification of Employment and Reference Checks

All signed written requests for employment verification must be directed to the Human Resources Department who will ensure the appropriateness of the request, the accuracy of the information provided, and the necessary response. Reference checks for former employees must be forwarded to the Human Resources Department who will evaluate the appropriateness of the request to determine what, if any, response will be made. It is the general policy of the City to provide no comment relating to personnel matters other than those required by the Indiana Access to Public Records Act.

Tort Claim Notice Reporting

It is the policy of the City to report all claims or potential claims against the City to Legal Department's Office immediately, including, but not limited to, formal threats of litigation, informal threats of litigation, and official Tort Claim Notices. The Legal Department will notify the City's insurance provider and take all necessary steps to defend the City's interests. Employees should cooperate with requests from the Legal Department to provide information regarding potential claims.

Anyone, including an employee, who has a claim for personal injury or property damage against the City of Greenwood must make the claim in writing as prescribed by the Indiana Tort Claims Act (Ind. Code § 34-13-3).

The filing of this claim is part of a legal process. If an employee has any questions about the proper way to file a claim, he or she should contact an attorney of his/her choice. The Legal Department is not authorized by law to assist employees with filing this type of claim.

Media Relations Policy

It is the policy of the City of Greenwood to strive to establish transparency in government by working with media to disseminate information that is timely, accurate, comprehensive, authoritative, consistent, and relevant. Members of the media should be treated as customers of the City, and all City employees who engage with the press should do so in a polite, professional manner. Adherence to this policy is intended to provide an effective and efficient framework to facilitate the timely dissemination of information. This policy applies to all City employees and all of its divisions and departments. This policy covers all external news media including broadcast, electronic, and print.

In order to promote accuracy and consistency, only a few employees will be labeled as principal media contacts and City spokesperson. These individuals are leaders in their Departments and are charged with weighing each media inquiry to determine the best way to provide information in relationship with other information that is not yet public. Designated individuals should use discretion and remain always cognizant of the sensitive nature of situations that are particularly controversial.

If an individual who is not granted access to a specific field of content is asked questions by the media they should inform their superior of the media request. Employees in supervisory positions should refer to this policy and direct the press member to the correct authority.

The following positions will be authorized to speak to the media in relation to the topics expressly outlined below. All press inquiries not specifically delegated below should be directed to the Mayor's Office through the Community Relations/Marketing Strategist.

- City Court and City Probation: Refer to the City Court Judge or his/her designee
- Clerk's Office: Refer to the City Clerk or his/her designee
- Issues involving questions of law: Refer to Corporation Counsel
- City's finances and utility billings: Refer to the Controller
- City's operations and facilities: Refer to Deputy Mayor or his/her designee
- City planning and engineering: Refer to Director of Community Development Services

- Fire Department: Refer to the Fire Chief or Chief appointed designee
- Police Department: Refer to the Police Chief or Chief appointed designee
- Personnel related inquiries: Refer to the Director of Human Resources
- Parks Department: Refer to the Director of Parks and Recreation

Employees other than those listed above should not speak with the media concerning official City business without express authorization from the Mayor or Deputy Mayor. No authorized individual should speak to the media on topics outside of their specifically designated areas without express authorization from the Mayor or Deputy Mayor.

Press releases may only be released by the above designated individuals and must specify that they are a press release from that particular office or department. All Mayoral or City wide press releases must be issued through the Mayor's Office.

No current or former employee, volunteer, or contractor shall use or disclose, other than in the performance of his or her official duties and responsibilities, or as may be required by law, confidential information gained in the course of or by reason of his or her position. Release of unauthorized information can result in disciplinary action up to and including termination.

If in doubt regarding the disclosure of specific information, City employees should ask their supervisors or Department Head, Mayor's Office and/or the Legal Department for assistance in determining whether information should be released. Marketing should be kept informed of all press inquiries and communications.

Document Retention

Papers, electronic images, electronic messages, photographs, and any other forms of material that are created, filed, maintained, or received by employees and officials in connection with the transaction of City business or governmental functions are public records. Public records must be managed, retained, and disposed of according to specified public record retention and disposal procedures prescribed by statute. It is against the law for public employees and officials to recklessly, knowingly, or intentionally destroy or damage any public record, for public records may be destroyed or disposed of only pursuant to an approved retention schedule or upon written approval of the Johnson County Public Records Commission. Employees who destroy or damage public records in violation of Indiana record retention and destruction law will be subject to disciplinary action, including termination, and may be subject to prosecution.

Please refer to the City of Greenwood's Record Retention Policy for more information.

Litigation Hold Policy

When the Legal Department has reason to believe a lawsuit or claim may occur, or a lawsuit has been commenced, it will issue a litigation hold memo. Employees should strictly adhere to the instructions included in the memo so as to insure all documents are properly preserved.

HIPAA and HITECH Compliance

The City of Greenwood maintains group health plans, including medical, dental, vision, prescription drug, health care reimbursement and employee assistance plans (collectively, the

"Plan"), that are required to comply with federal regulations governing health privacy. In addition, certain aspects of the Fire Department are subject to these regulations. The regulations commonly referred to as the HIPAA and HITECH Health Privacy Rules, impose significant restrictions upon the Plan and provide participants with extensive rights. The City has enacted certain Health Information Privacy Policies and Procedures in order to ensure its compliance with HIPAA and HITECH. Copies of these policies and procedures are available upon request in the Human Resources Department. All employees will receive a copy of the City's "Notice of Privacy Practices of the City of Greenwood Medical, Dental, Vision, and Prescription Drug Plans, Health Care Reimbursement Accounts and Employee Assistance Program" since the adoption in April 2012, and upon the employee's hiring, or upon any subsequent change to the City's Privacy Notice or Privacy policies and procedures.

Social Security Number Privacy

It is the policy of the City of Greenwood to maintain the confidentiality and security of all social security numbers that are provided by employees or others to the City for business purposes, such as compliance with state or federal law.

Public Information Requests

From time to time, citizens may file public records/information with the City. All employees should be aware that any written documents created by the City in the course of its business may be subject to disclosure other applicable state and federal public records laws, and any attempts to thwart a valid public records request may subject an employee to disciplinary action. Public records requests should be made in writing, and any employee receiving a written public records request from a citizen should immediately refer said request to their Department Head, who should contact the Legal Department as necessary.

Public records requests should be responded to in writing within 24 hours with a brief statement acknowledging receipt of the request and providing an estimated timeline for response. All responses should be in writing and denials must contain reference to the specific Indiana Code provision that permits and/or requires the City not to disclose a particular document.

Responding to a public records request does not require the City or its personnel to create any new documents. Confidential portions of disclosable documents should be redacted. Any questions regarding whether a particular document or portion of a document is required to be disclosed under state and/or federal law should be directed to the Legal Department.

Section 5 – Employee Conduct

Arrests and Detentions

Employees who are arrested and/or detained by law enforcement officials, regardless of jurisdiction, should immediately inform the Deputy Mayor and/or Mayor.

Harassment

The City of Greenwood is committed to maintaining an environment that recognizes the inherent worth and dignity of every person, fosters tolerance, sensitivity and mutual respect, and encourages its employees to strive to reach their potential. Harassment in the workplace is unacceptable conduct and will not be tolerated.

This policy addresses harassment in all forms, including harassment toward individuals with legally protected status for reasons of race, sex, sexual orientation, gender identity, religion, color, age, national origin or ancestry, genetic information, disability, or veteran status. The City will not tolerate harassment of its employees by persons conducting business with or visiting the City, even though such persons are not directly affiliated with the City.

This policy applies to all phases of employment, including, but not limited to, recruitment, testing, hiring, promotion, demotion, transfer, discipline, layoff, termination, rates of pay, benefits, and selection of training. The City is also committed to preventing harassment of persons receiving City services by City employees.

Harassment is defined as conduct towards another person or identifiable group of persons that has the purpose or effect of:

- Creating an intimidating or hostile work environment or environment for participation in a City activity;
- Unreasonably interfering with a person's work environment or environment for participation in a City activity;
- Unreasonably affecting a person's work opportunities or participation in a City activity.

In particular, sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature because of an individual's sex, when:

- Submission to such conduct is an explicit or implicit condition of employment;
- Submission to or rejection of such conduct is used as the basis for employment decisions;
- Such conduct has the purpose or effect of:
 - Unreasonably interfering with an individual's work performance, or
 - Creating an intimidating, hostile or offensive work environment.

Sexual harassment includes prohibited harassing conduct by members of the same gender.

Individuals who believe they have experienced or witnessed harassment are encouraged to promptly and clearly advise the offender that the behavior is unwelcome and request that it

cease. If the employee does not feel comfortable contacting the offender, or if the unwelcome behavior continues, the employee should report the offensive behavior to their supervisor, Department Head, or Director of Human Resources. The report should be as specific as possible and include a description of the behavior, when it occurred, any action taken, and the response to such action. The Director of Human Resources and Corporation Counsel must be notified of all such reports within twenty-four (24) hours.

Immediately upon notification, the Director of Human Resources will conduct an investigation into the report. All investigations of harassment claims shall be investigated by the Human Resources Department under the direction of the Legal Department, regardless of whether the employee is a civilian or merit employee. At the conclusion of the investigation, the Director of Human Resources will submit a written report to the relevant Department Head along with a recommendation, if warranted, for disciplinary action. Such reports will be reviewed by Corporation Counsel. The Department Head is responsible for administering discipline in cooperation with the Director of Human Resources. If the complaint is against a Department Head, the Director of Human Resources will make her/his report to the Deputy Mayor and Mayor who shall be responsible for administering discipline. If the Director of Human Resources is the subject of the complaint, the investigation will be headed by the Deputy Mayor.

Any employee who feels his or her allegations of harassment have not been taken seriously, investigated thoroughly, or resolved satisfactorily may file a complaint with Legal Department who, after investigation, will cause the Board of Public Works and Safety to be notified in executive session.

The City will not tolerate any form of retaliation directed against an employee or third party who either complains about harassment or who participates in any investigation concerning harassment.

Harassment is a serious violation of City policy. Any employee who engages in harassment will be subject to disciplinary action, up to and including immediate termination. Disciplinary action will be taken against any employee who files a complaint of harassment that is intentionally false or made with reckless disregard for the truth. An employee who retaliates against another employee for reporting harassment will be subject to disciplinary action, up to and including immediate termination.

Supervisors and Department Heads are responsible for understanding and complying with this policy, for promptly reporting all allegations of harassment, for assisting with investigations as required, and for administering discipline. Any supervisor or Department Head who fails to carry out these responsibilities may be subject to disciplinary action.

The contracts or service agreements of vendors who are alleged to have engaged in harassment will be subject to cancellation and the vendors themselves subject to appropriate legal action.

The City may periodically require employees to attend training on harassment issues.

A determination that harassment or retaliation has occurred in violation of this policy is not a determination of harassment or retaliation under federal, state, or local law. The City's policy against harassment is preventative as well as corrective. Conduct that many not constitute

unlawful harassment may nevertheless violate this policy and result in disciplinary action, up to and including termination.

For merit police officers and firefighters, discipline administered under this policy shall be governed by the Municipal Code and the policies of the Police Merit Commission or Fire Merit Board.

Anti-Bullying

The City of Greenwood is committed to providing services in a positive and respectful environment. To facilitate our mission, the City has instituted a prohibition against bullying to protect the dignity and safety of our citizens and our employees. Bullying in the workplace is unacceptable conduct and will not be tolerated.

This policy applies to all phases of employment, including, but not limited to, recruitment, testing, hiring, promotion, demotion, transfer, discipline, layoff, termination, rates of pay, benefits, and selection of training. The City is also committed to preventing bullying of persons receiving City services by City employees.

The City will promptly investigate all reported incidents of bullying, harassment, and intimidation. Employees who see or experience instances of bullying should report the incident to their supervisor, Department Head, or Human Resources immediately.

Firearms and Other Weapons

No civilian employee of the City is permitted to carry a firearm or other weapon of any type on his or her person during working hours or at any time while on City property or in a City vehicle or equipment (excluding small pocket knives). At no time will a personal firearm/weapon be permitted in a city vehicle or piece of equipment. Any employee who has legal possession of a firearm will not be prohibited from keeping such firearm locked in the trunk of his or her personal vehicle or in the glove compartment or otherwise out of sight in his or her locked personal vehicle while on City property. Weapons include any item that is designed or is intended to be used to cause injury or damage. This does not apply to civilian employees with full police powers who have been approved by the Mayor to carry or store their weapon on City property.

Any City employee who suspects or knows that another employee is carrying any kind of weapon without authorization should immediately notify his/her supervisor and Human Resources. No retaliation will take place for the reporting of suspected violations of this policy.

Work Place Violence

The City is committed to providing a workplace that is safe, secure, and free of threats, intimidation, and violence for all employees. It is every employee's duty to maintain a safe workplace. Consistent with this policy, threats or acts of physical violence, including intimidation, harassment, and/or coercion that involve or affect City employees or that occur on City property will not be tolerated.

City employees are expected to immediately report any instances of violence in the workplace to his/her immediate supervisor or the Human Resources Department, and in the event of an emergency situation, appropriate law enforcement agencies. No retaliation will take place for the reporting of suspected violations of this policy.

Employee Suggestions and Complaints

The City of Greenwood seeks the input of employees to improve working conditions and enhance services offered to the public. Any suggestions may be given to an employee's supervisor or Human Resources for review. Complaints may be given to either a supervisor or Human Resources for review and resolution. The Human Resources Department has established an anonymous comment box for this purpose.

Work Place Searches

The City reserves the right to conduct workplace inspections at any time, with or without notice, for purposes of enforcing the policies in this Handbook in accordance with the law, including searching:

- Packages, handbags, briefcases, lunch bags, boxes, and/or other containers being taken in or out of the City's buildings, or to and from the City's premises;
- Vehicles parked on City property (owned, leased, or occupied), or City-owned vehicles;
- All workstations, computer files, book shelves, lockers, desks, credenzas, file cabinets, store rooms and other areas.

All such searches must be approved in advance by the Deputy Mayor, Director of Human Resources or the Legal Department. A representative from Human Resources should be present during the search if at all possible. Any refusal to permit an inspection upon request may result in corrective action, up to and including termination. The discovery of any violation of any City policy as a result of the search may also result in corrective action. Any illegal activity discovered during an inspection is subject to referral to appropriate law enforcement authorities.

Work Place Investigations

All reported incidents of harassment, violence, threats of violence, and other violations of City policies or state or federal law will be investigated as appropriate. The City may consult with law enforcement authorities or other resources as it deems appropriate, and may require a fitness for duty examination or other professional assessment through providers chosen by the City to determine whether a perpetrator presents a threat to individuals in the workplace. If a violation of City policy or state or federal law occurs, the City will take appropriate preventive and corrective actions.

Whistleblower Protection Policy

The City of Greenwood's Whistleblower Protection Policy is intended to encourage and enable employees to raise serious concerns without fear of retaliation or retribution so that the City can address and correct inappropriate conduct and actions. The City will take all appropriate steps to thoroughly evaluate any allegations of improper governmental action that are brought to its attention.

A whistleblower is defined by this policy as an employee who reports to one or more of the parties specified in this policy, an activity that he/she considers to be illegal, dishonest, unethical, or otherwise improper.

If an employee believes that improper, illegal, dishonest, or fraudulent activity has occurred or is ongoing, the employee should immediately report this information to his/her supervisor and/or the Deputy Mayor. All reports to supervisors will be immediately escalated within twenty-four (24) to the Deputy Mayor for investigation and coordination of any corrective action. If illegal action is suspected, the Legal Department will be contacted.

Neither City officials nor employees shall take retaliatory action against any employee who, in good faith, made a complaint or allegation concerning improper governmental action. This includes, but is not limited to, protection from retaliation through termination, pay cuts, poor work assignments, or physical harm. Any whistleblower who feels he/she is being retaliated against should contact Human Resources immediately. Any employee who intentionally files a false report of wrongdoing may be subject to disciplinary action.

Reports of violations and suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Section 6 – City Resources

City Property

It is the policy of the City of Greenwood that employees should not utilize City property for personal use. All equipment, tools, furnishings, supplies, vehicles, and any other material provided to employees to perform work duties remain the property of the City. No sale of City property may be conducted without proper Board or Commission approval.

Capital asset ledgers are due to the Controller's Office from each Department Head no later than January 31 of each calendar year. The capital asset threshold is \$5,000. All additions and deletions should be tracked using the approved Capital Asset Ledger available on SharePoint. Such ledgers will be subject to random audits by the Controller's Office.

Equipment: The City provides each employee with equipment necessary to perform his/her job. The City expects that each employee will use care in the operation of City equipment, and will follow all operating instructions, safety standards, and guidelines established by the City for operating the equipment. Each employee is responsible for the equipment assigned to him/her and should promptly report to his/her supervisor any damage, defect, or need for maintenance or repair of equipment, in accordance with the operating manual or departmental policy regarding the equipment.

Telephones/Fax machines: Employees should limit the frequency and duration of personal telephone calls during working hours. Personal use of telephones and fax machines for long distance and toll calls is prohibited, except with approval of the Department Head/supervisor for emergency purposes. Any employee who uses City telephones or fax machines for personal use shall reimburse the City for all personal long-distance or toll charges.

City Facilities: If a City employee wishes to use a City facility for City business purposes, the employee should contact the person in charge of the facility to obtain approval and make arrangements for its use. If a City employee wishes to use a City facility for personal use, he/she must obtain prior approval from the respective Board responsible for the facility or the Mayor's Office. The employee should contact the appropriate department to obtain information on the approval process and should comply with all requirements regulating the use of the facility.

Vehicles: Vehicles should be well-maintained, clean, and free of clutter. All City vehicles issued to individuals and/or specific Departments must be washed once per week and waxed twice per year. Department Heads must submit vehicle inspection reports for each vehicle to the Deputy Mayor by the end of each month. Employees shall have no expectation of privacy regarding City vehicles.

Other City Property: Desks, lockers, file cabinets, storage cabinets, and other storage devices or areas may be provided for the use of employees, but they remain the sole property of the City. Accordingly, employees shall have no expectation of privacy regarding any such storage device or storage area and any agent or representative of the City may inspect them at any time, without prior notice to the employee.

Theft, Misuse, or Destruction: The City of Greenwood does not tolerate theft, misuse or destruction of City property, facilities, services, or assets. Any theft, misuse, or unauthorized destruction by employees could result in disciplinary action, up to and including termination.

The City of Greenwood is not responsible for the personal property of employees. Employees are responsible for safeguarding any personal property on City premises. However, the City does not tolerate theft, misuse or destruction of an employee's personal property.

Any known or suspected theft, misuse, or destruction of any property (personal or City-owned), facility, service, or asset should immediately be reported to a supervisor or Human Resources and, when appropriate, to law enforcement officials.

Return of City Property: Upon the termination of the employment relationship with the City, all City property shall be returned to Human Resources at the same time as the exit interview. The property will then be distributed to the Department Head or supervisor of the employee.

Police and Fire Department employees should return all equipment to their respective Department pursuant to Department specific processes and procedures. Keys, electronics, credit cards, identification cards, and other non-Department specific equipment should be turned into the Human Resources Department.

Housekeeping/Workstation

Employees are expected to keep their work areas reasonably neat and orderly. Employees should refrain from displaying anything of an obscene or offensive nature at their work space. Employees should take care to make sure confidential information is properly stored and not unnecessarily displayed. Employees are expected to promptly report any necessary repairs or maintenance issues to their Department Supervisor, Building Services, and/or the Information Technology Department.

Petty Cash Policy

This policy establishes procedures for the administration of the petty cash fund. The purpose of the petty cash fund is to allow authorized City employees to pay for the purchase of small, inexpensive items when the regular routine of requesting Board or Commission approval of the disbursement would not be practical or would unnecessarily delay the purchase of the item. These funds are subject to periodic audits by the Controller's Office. Recurring audit findings may result in the petty cash fund being revoked.

Petty cash funds must be maintained in accordance with GMC Sec. 2-95. Department Heads and supervisors will establish a petty fund custodian. This custodian is responsible for ensuring that all cash on hand and receipts equal the authorized amount of the fund at all times. Petty cash funds must be kept separate from change funds, personal funds, and any other collected revenues.

Additional questions or requests regarding petty cash funds should be directed to the Department Head or the Controller.

Sustainability/Green Policy

Protecting the shared environment and natural resources of the Greenwood community is of fundamental importance to the City. To help support and sustain the resources of our community, the City and its employees will:

- Comply with the City's Green Committee's initiatives, policies, and programs including mandatory recycling;
- Comply with all applicable local, state, and federal environmental laws and regulations;
- Develop and enact plans to help protect the health and safety of our employees, citizens, communities, and surrounding ecosystems;
- Continually improve the environmental performance of the City's facilities and services.

The City and its employees may work to achieve these goals by:

- Working collaboratively with residents, neighbors, businesses, and other organizations to find shared solutions that promote sustainability and minimize wasteful and costly practices;
- Continuously seek to reduce the City's impact on the environment through regular environmental reviews, research, employee training, and community outreach programs;
- Searching for ways to reduce energy, water and raw material consumption in order to be responsible stewards of tax payer funds and the environment;
- Utilizing media and the unique role of local government to communicate environmental efforts to employees, citizens, businesses and stakeholders in our community;
- Utilizing recycling containers for anything that is recyclable, reducing paper usage and reusing materials as appropriate

Parking

City employees will only park in lots designated for employee parking. During normal business hours, employees are prohibited from parking in any spaces reserved for residents and customers.

City Vehicles

This policy establishes a uniform vehicle program for City employees. Specifically, it serves as a guideline for mileage reimbursement, use of City-owned vehicles, usage of personal vehicles for City business, and disciplinary procedures. Employees should use City-owned vehicles for City purposes only and comply with all federal, state, and local laws and regulations. Permanent vehicle assignments are made by the Mayor and Deputy Mayor.

Request and Approval Procedure: By February 1 of each calendar year, Department Heads, including Public Safety, will forward a copy of the driver licenses of all employees who are authorized to use City vehicles to the Human Resources Department. Driver eligibility will then be verified by the Human Resources Department.

By February 1 of each calendar year, Department Heads will forward a list to the Controller's Office of each employee participating in the take-home vehicle program. Department Heads

should inform the Controller's Office of any changes in the participation list within one (1) week of the change.

Department Heads should contact the Deputy Mayor to request a vehicle for business use, and provide information regarding the business purpose, destination, number of traveling employees, special needs, date and time the vehicle is needed, and the date and time the vehicle will be returned.

Qualifications: Employees are prohibited from driving City-owned vehicles without a current valid operator's license needed for the particular type of vehicle being driven. Employees in driving positions who are cited for moving traffic violations while operating a City vehicle shall report such citations to their respective Department Head immediately, so that the Department Head may take appropriate action as necessary. Employees must also report any restrictions that have been placed on their driver's license and/or any revocations or suspensions of their license to the Human Resources Department. Actions by the Department Head, in coordination with Human Resources, may include increased supervision of the employee, written or oral reprimand, suspension, termination, or any other measure deemed appropriate under the circumstances. Failure by employees to report required traffic violations, restrictions, revocations, and/or suspensions to their Department Heads will result in disciplinary actions, including but not limited to immediate suspension, leave of absence, and/or termination.

All drivers of City vehicles must be 18 years of age or older. All City employees must wear seat belts at all times while traveling in City vehicles or on City business. No smoking is allowed in City vehicles.

Use of Personal Vehicles: If a City vehicle is not available and a business purpose exists, employees can utilize their personal vehicle and submit a Travel Reimbursement form for mileage reimbursement following the Travel Policy guidelines. Employees should comply with all federal, state, and local laws and regulations when operating their personal vehicle for business purposes, and any citations received during vehicle operation will be the responsibility of the employee. Employees should return quarterly IRS forms regarding mileage to the Controller's Office as required. This does not apply to public safety/emergency vehicles that are not subject to taxation.

If an employee is involved in an accident while driving a City vehicle or while on City business they must report the accident immediately to his/her Department Head who should in turn inform the Human Resources Department and the Deputy Mayor and/or Mayor.

Travel and City Business

It is the policy of the City of Greenwood to allow travel on behalf of the City to carry out official City duties, responsibilities or activities, or to obtain approved training. The City will reimburse staff for reasonable and necessary expenses incurred in connection with approved travel.

Employees should always incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Travel expenses are allowed only when reimbursement has not been, and will not be, received from other sources. All airfare must be booked in advance in order to solicit the most reasonable and lowest airfare prices. Employees

are required to book standard hotel rooms. At no time will hotel upgrades be permitted. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

Authorization and Responsibility: All staff travel must be authorized by the employee's Department Head five (5) business days prior to booking travel. Employees should verify that planned travel is eligible for payment or reimbursement prior to making travel arrangements. Any eligible travel expenses over \$500 must be approved and signed off on (prior to travel) by the Controller and Deputy Mayor. The Controller or Deputy Mayor may withhold or cancel travel if there is reason to believe that the expenditures are inappropriate or extravagant. There will be no advancement of travel expenses at any time. Travel reimbursement must be submitted within five (5) business of travel.

Authorized Travel Expenses: Requests for reimbursement of travel-related expenses or payment for travel related expenses must be submitted on a Travel Request/Reimbursement form. This form must be accompanied by supporting documentation including itemized receipts and the event itinerary (event schedule). If the expenses exceed twenty percent (20%) of the total pre-trip estimate, the Travel Request/Reimbursement form must be signed by the Deputy Mayor and Controller. After completion of travel, the form(s) must be submitted to Finance at the time of normal Purchase Order submission. Reimbursement or payment of travel expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipts where required. Authorized travel expenses include the following:

- Private vehicle mileage which will be paid at the current United States Internal Revenue Services (IRS) reimbursement rate (found on the IRS website at <http://www.gsa.gov/portal/content/100715>). Mileage will be paid from the employee's normal place of business to the off-site function. A copy of "Map-Quest" or similar mapping document must accompany the request for reimbursement. Where practical, employees should make an effort to utilize city pool cars for travel. All business trips over 50 (fifty) miles where the employee intends to use his or her personal vehicle shall require prior approval from the Deputy Mayor;
- Cost of rental car and fuel for transportation between airport, lodging and business location if deemed necessary;
- Parking fees or tolls;
- Fares for taxi, shuttle, subway or other forms of local transportation;
- Coach air fares or fares that are commonly understood to be coach rates, or any lower fare. Airfare includes baggage fees and airline surcharges and does not include food and beverages. Roundtrip must include travel only for cost of travel to and from the business location. A printed itinerary must be presented to the Controller for approval;
- Meal expenses will be reimbursed only after the employee completes travel and submits original itemized receipts and properly signed City Travel Request/Reimbursement form(s). When traveling overnight, employees must also provide a copy of his/her travel itinerary (event schedule) and itemized hotel bill to document actual date(s) of travel and overnight stay. Maximum reimbursement is equal to set rates or total of receipts, whichever is less;

- Meal allowance of forty dollars (\$40.00) per day including tips (up to 20%) but excluding alcohol.
- In order to receive partial day meal expense reimbursement, an overnight stay must occur. If an employee travels to his/her destination during the day and spends the night, lunch and/or dinner will be reimbursed. If an employee spends the night and returns the next day, meals for that day will be reimbursed minus dinner.
- All business telephone calls if employee does not have access to City reimbursed cell phone usage;
- Internet connection if not provided free for business purposes;
- Groceries that are purchased to feed a number of employees with itemized receipt and names of employees written on the back of the receipt.

Unauthorized Travel Expenses: Unauthorized Travel Expenses include the following:

- Expenses for entertainment or services not directly serving a business purpose including but not limited to in-room movies, alcohol, mini-bar and laundry services;
- Tips for meals and food in excess of twenty percent (20%);
- Personal item purchases including but not limited to clothing, toiletries and accessories;
- Laundry and dry cleaning;
- Long distance or personal phone calls unless covered under Authorized Travel Expenses;
- Rental car for non-business related activity;
- Travel upgrades or fees for schedule changes (unless dictated by City business) that result in no savings for the City;
- Fees for acquiring a passport;
- Any type of insurance, including, but not limited to, rental car damage and liability;
- Expenses resulting from companion travel if the companion is not conducting official City business and if the expense is over and above the expense reasonably incurred by the City employee alone;
- Traffic/parking tickets issued by any police department for violation of an ordinance, infraction, statute, or law;
- Late fees or interest charges for expenses charged by an employee on his or her personal account;
- Travel life insurance policies;
- Expenses charged by hotels or rental car companies as a result of employee theft or damage to property;
- Any expense submitted without an itemized receipt.

Claim Submission Requirements: All travel expenses should be submitted on the City Travel Request/Reimbursement Form, signed by the employee and signed and approved by the applicable Department Head, Deputy Mayor, and City Controller. Claims must fall within guidelines listed above and after completion of travel must be submitted to Finance at the same time as normal PO submission. All itemized receipts must be attached in order, with all other appropriate documentation including itineraries (event schedule) and “Map Quest” documents. If receipts or documents are unavailable, payment will be withheld until submitted. Only

itemized receipts submitted for qualified payment or reimbursement items will be processed for payment or reimbursement. If unauthorized expenses are submitted, procedures are not followed, or forms are not completed correctly, the entire claim will be rejected. The claim will be coded as rejected and returned to the employee. The claim must be resubmitted with all corrections prior to approval.

The Finance office will notify employees when checks are issued for reimbursement. All reimbursement checks will be distributed as separate checks apart from payroll.

Information Technology

The City would like to ensure that the use of its computer, information, and technology systems in its day-to-day operations is effective, efficient, and in compliance with all laws regulating the use of such systems.

It is the policy of the City to provide electronic mail (email) to all full time and select part-time employees and internet access for work-related purposes to specified employees based on job requirements. Although employees have individual passwords to use City computers and access information, including any data owned by the City, the City reserves the right to monitor any and all aspects of activity on its computer, information, and technology systems, at any time and without notice, which includes but is not limited to email, internet usage, computer usage, etc.

City employees do not retain any right to privacy in any document, message, image, data, or any other type of information that he/she creates, stores, sends, or receives on City owned computers or any other City technology system. All electronic files and records utilizing City resources are the property of the City and may be copied, reviewed, audited, distributed, etc. as deemed necessary.

Employees with internet and e-mail access must read and agree to comply with the City's E-mail and Internet Acceptable Use Guidelines by signing an E-mail and Internet Use Release form. All signed forms are kept in the employee's Personnel File in Human Resources.

Upon hiring, Human Resources will contact Information Technology and request a user name and e-mail access for all new hires. Dependent on the position, other access will be granted as needed.

Acceptable Computer, Email, and Internet Use: The City's computers, email, internet, and any other computer utilization are to only be used to conduct business necessary to carry out an employee's job duties, departmental goals, and support City sponsored programs. If an employee wishes to use the City's computer systems for personal tasks beyond minor personal use, he/she must obtain approval from his/her Department Head prior to the use. Questions regarding appropriate personal uses should be directed to the Information Technology Department or Human Resources Department.

Responsibility: Due to the global nature of email and the internet, employees may encounter material that is inappropriate, offensive, or illegal, in some instances; the City cannot control the availability of this information, nor technologically restrict access to it. Therefore, employees

are responsible for any material that they encounter, review, and download from email and/or the internet.

Access: Employees may only access the internet on a City computer through a firewall that is approved and installed by the Information Technology Department. Any other access, including through a modem, is strictly prohibited unless such access is approved and installed by the Information Technology Department. Any download from the internet, email, computers, or from a network not belonging to the City must be scanned by the Information Technology Department before being placed on an employee's computer.

Communication and Utilization: Any utilization of computers, systems, and/or technology is to be conducted in a professional and business-like manner.

Activity that is disruptive, offensive to others, or harmful to morale or productivity is strictly prohibited. Examples of prohibited and/or unacceptable conduct include, but are not limited to, the display or transmission of sexually explicit images, messages, and cartoons; racially or sexually discriminatory comments, jokes, or slurs; or anything that may be construed as harassment or that shows disrespect to others.

Other prohibited utilization includes, but is not limited to, any activity or use that violates any state or federal law or City policies; soliciting others for commercial venture or gain; soliciting for religious or political causes, outside organizations, or any other non-City business related activities.

Social Media: The City of Greenwood is committed to maintaining a good relationship with its employees and residents. Positive public perception of the City is vital to maintaining and gaining new business relationships, retaining first class employees, recruiting new employees, and marketing City services. The City has no intent of controlling employee actions outside of work; employees should practice caution and use discretion when posting content on the Web. This policy serves as notice of practice of social networking for all employees to read and understand.

Social media and social networking refer to any activity that involves interaction in online communities. This interaction includes, but is not limited to, browsing profiles and photos, reading messages sent through social networking forums, and participating in instant messaging services. It also includes any website that links individuals electronically and provides a forum where users can connect and share information. These websites can be tailored to specific interests or to certain types of users. Examples of popular social networking sites include Facebook, Twitter, Instagram, Tumblr, MySpace, Flickr, and LinkedIn. The list continues to grow and change due to the nature of the Web.

It is imperative that employees use their time at work for business purposes. Only certain employees may have access to social networking sites. Positive publicity can be gained through networking if used correctly and by the right employees. The following actions are prohibited during working hours:

- Using social networking sites to conduct personal or non-City business with a City computer or device;
- Browsing social networking sites for non-City business on City time with a City computer or device;
- Reading e-mail alerts regarding personal social networking account activity unrelated to business purposes or using City e-mail to correspond with personal social networking contacts;
- Updating information, uploading photos, or otherwise engaging with one's personal social networking profile for non-business purposes with a City computer or device;
- Micro-blogging for a non-business purpose on a social networking site during work hours, whether or not it is on a City provided computer.

Having your own individual social networking account and using it on your own time is permissible. However, some actions on your personal site are visible to the entire social networking community. The following guidelines have been set to protect employees and the City against unwanted disclosure of confidential information. The purpose of this Policy is to protect the City of Greenwood and to prevent the disclosure of confidential information with no intentions to interfere with its employees' legal rights. Guidelines include:

- Do not use micro-blogging features to disclose confidential information, publish internal reports, or provide information regarding business dealings;
- Do not address workplace grievances by posting malicious, obscene, threatening, intimidating, or hostile comments;
- Refrain from posting reckless, malicious, or untrue comments that may not be protected by law;
- Do not impersonate the City or its employees or make statements on behalf of the City without authorization to do so.

Security: The City is committed to maintaining the security of its records, network, and users. To reduce security risks:

- Only Information Technology staff members are authorized to install software onto City computers and servers. This ensures installation standards are consistently followed, start-up problems are resolved, centralized software license inventory procedures are followed, and network support and future support events are manageable.
- If employees will be away from their workstations, they should close all applications and log off the network to eliminate any possibilities of inappropriate use.
- Employees should never divulge passwords or information concerning company internet access, hardware, or software.
- E-mail is rarely secure. Employees should not use e-mail to transmit social security numbers, credit card numbers, or correspondence of a confidential nature.
- Information Technology will ensure that all appropriate virus protection is installed and maintained on City computers, servers, and other technology devices as necessary. No unauthorized installations of any software, including anti-virus software, are permitted.

Reporting Violations and Responsibility to Comply with Policy: It is every employee's duty and responsibility to report violations of this policy to his/her Department Head or to Human Resources. Employees who are aware of violations but who fail to report it may be subject to disciplinary action, up to and including, termination. Employees who violate this policy on usage of City information technology may be subject to disciplinary action, up to and including, termination.

Cell Phone Policy

All operators and drivers of City vehicles are strongly encouraged to minimize use of cell phones for personal or business use while operating any City vehicle, and it is recommended that any such use be both limited and accomplished in a hands free manner. "Use" includes calls, texting, and any other cell phone use. Drivers are encouraged to leave the road or safely park the vehicle to respond to or initiate a call or to perform any other cell phone function.

Personal Cell Phone Use: Employees may use personal cell phones for legitimate business purposes. Certain positions in the City, as determined by the Deputy Mayor and the Mayor, will require usage of a personal cell phone. Such employees will be eligible to apply for reimbursement for a portion of monthly cell phone charges. All employees entitled to reimbursement must agree to be available by cell phone during normal business hours.

The monthly reimbursement rate will be reviewed annually by the Controller and will be set according to Internal Revenue Code 132e(1) and IRS Information Letter 2008.0023 which will determine *de minimis* use. Reimbursement procedures are as follows:

- Submit a copy of your monthly cell phone invoice to the Information Technology Department by the 15th of each month. The invoice must include the following:
 - Date of invoice
 - Cellular phone number
 - Current month's itemized charges
 - Employee name as the account owner with employee signature
- Only charges that are directly related to the account owner's City business will be considered for reimbursement.
- Maximum of two months may be submitted at once.
- The Director of IT and Controller must both approve prior to payment. Once approved, reimbursement will be issued on the next regular pay check.

Any damages to an employees' personal cell phone during the course of conducting his/her regular duties as assigned by the City, may be repaired or replaced at the discretion of the Deputy Mayor and/or the Mayor. Cell phone reimbursements are considered taxable wages.

City-provided cell phones: City provided cell phones are to be issued as determined by the Mayor and/or Deputy Mayor and must be used primarily for business purposes. All employees provided with City cell phones must agree to be available by phone at all times. All City policies apply. City cell phones are prohibited from being used in an illegal, illicit, or offensive manner. This includes, but is not limited to, activities such as harassment or threats. An employee must

surrender any City provided cell phone at the request of their supervisor or Department Head and/or at termination.

Restricted Communications: Cell phones are not as secure as traditional telephones. Employees should use discretion in relaying confidential information via cellular telephones. Further, cell phones may not be used to defame, harass, intimidate, or threaten any person, whether by call, text, or any other usage of the cell phone. Employees are strictly prohibited from using their cellular phones in any illegal, illicit, or offensive manner.

Cell Phones and Public Records: Employees should be aware that any communications via cell phone, including voicemail messages, email, texts, and multimedia messages, regarding City business may be disclosable under applicable state and federal public records laws, regardless of whether a City or personal cell phone is used to engage in the communication. Employees should use discretion in communicating regarding City business on personal cell phones and should take all reasonable steps to ensure preservation of potential public records on personal cell phones in accordance with the public information policies outlined this Handbook and applicable state and federal laws.

Section 7 – On the Job

Business Hours

The City Center and administrative departments generally operate regular hours of business from 8 a.m. to 5 p.m. Monday through Friday. Offices may be open more than 40 hours, with staggered shifts for operational and customer service purposes. Department Heads may approve flexible scheduling and differing shift hours based upon specific Department needs. Depending on the facility, several customer driven City Departments including Parks and Recreation and the Greenwood Municipal Airport operate under other hours of business.

The Greenwood Police and Fire Departments are staffed 24 hours a day, every day of the year.

Absenteeism and Tardiness

The City of Greenwood expects employees to keep absences to a minimum. Absenteeism and tardiness may result in disciplinary action, up to and including, termination. City employees are expected to report to work on time for each scheduled work day and to leave at their appointed time. Attendance and timeliness are factors reviewed during annual employee evaluations.

The City recognizes and understands that employees may have unforeseen circumstances occur that could lead to being late for work or to an unscheduled absence. Employees who will be late or absent, must follow Department policies for calling in to ensure appropriate staffing coverage. The employee should indicate the reason for being absent or late and the approximate time they will arrive to work.

Department Heads must notify the Mayor and Deputy Mayor of any absences and of any instances where they expect to be further than one (1) hour away from the City.

Dress/Appearance

It is the policy of the City to project a business-like image to customers, clients, visitors, and coworkers. In line with this, the City requires that employees dress appropriately in clothing which is suitable for their job responsibilities and work environment and meets the requirements established for safety reasons.

Department Heads are responsible for communicating the proper guidelines to employees. Area managers or supervisors are responsible for monitoring and ensuring compliance in their areas.

City employees often present the first image or impression of the City to citizens and the general public while performing their job duties. This policy provides standards for all City employees regarding professional dress and hygiene. Time lost due to being sent home to change into appropriate work attire will not be paid. Continuing problems will result in disciplinary action.

Apparel: All City employees are expected to report to work in neat, clean, and appropriate business attire free of holes or tears. Appropriate footwear in good condition is also required. Provocative, suggestive clothing, and/or other inappropriate dress attire is not allowed in the workplace.

Individual departments may have their own dress codes due to the nature of the specific work each department performs. Please check with your supervisor for additional dress requirements. The City's year round dress code is business casual Monday through Friday. The Mayor may approve and schedule special event casual dress days. This information will be communicated to employees through the City intranet and e-mail. Department Heads should dress in a professional manner and strive to match their attire to the level of formality required by the occasion or public meeting/event.

Jewelry and Tattoos: Jewelry should be professional looking, tasteful, and kept to a minimum, and may be worn as long as it does not conflict with job safety. In general, tattoos and brandings should not be visible.

Personal Hygiene: All employees are expected to maintain a basic and proper level of hygiene. Excessive perfume or cologne should be avoided in consideration of other employees and the general public.

Meal and Break Periods

Meals should be scheduled with the supervisor to ensure that all offices, customer service areas, and work sites are adequately staffed as needed. Meal times are not considered work hours and will not be compensated unless the meal time is less than twenty (20) minutes. Police and Fire shift personnel must comply with Departmental standards. All scheduled meal times for minors must meet state and federal guidelines. Department Heads may grant flexible meal time arrangements where scheduling permits except for public safety positions.

Employees may be provided two, 10-minute paid breaks per day, at the discretion of their Department Head. These breaks shall not interfere with adequate staffing and efficient operation of the City and are not guaranteed. Break times for minors must meet state and federal guidelines.

Solicitation

It is the policy of the City of Greenwood that only official City business is to be transacted and conducted in work areas during employees' work time in order to limit work disruptions and prevent inconveniences to employees and customers.

For-Profit Solicitations: Employees may not solicit other employees or non-employees during work time anywhere on City property to purchase any product, item, goods, or merchandise from any for-profit organization, nor may employees distribute any product, item, good, or merchandise in the workplace. Employees may not distribute any product, item, good, or merchandise in the workplace or on City property during work time, unless prior approval is received from the Mayor or the Board of Public Works and Safety.

Not-for-Profit and Charitable Solicitations: Although official City business only is to be transacted and conducted in work areas during employees' work time, the City has determined that it is permissible for employees to solicit other employees to purchase products, items, goods and merchandise, and to distribute products, items, goods, and merchandise for fundraising purposes for not-for-profit organizations without prior approval of the Mayor or the Board of

Public Works and Safety. Such solicitation and delivery must be done outside of working time and in designated non-work areas, such as a break area.

Failure to comply with the solicitation policy may result in disciplinary action, up to and including, termination.

Section 8 – Safety, Accidents, Workers Compensation and Emergencies

Employee Safety

The City of Greenwood has taken a firm stance in achieving safety excellence. As a City, we take responsibility in providing the necessary training to each individual in order to maintain a positive safety structure within the organization. Each employee must accept responsibility for achieving and maintaining the necessary training required for his/her job.

Our Safety Policy

The City's Safety Policy is to develop, implement, and enforce a safety program that provides the basis for safe operations so that we, as a City, comply with all federal, state, and local regulations and laws; provide training for the prevention of all injuries and occupational related illness; and strive for the continuous improvement toward our target of zero injuries.

Anyone who deliberately and intentionally violates a federal, state, or local code or law related to the safe working environment of City employees will be subject to immediate disciplinary action, up to and including termination. At the moment when such act is determined, all work will stop and the Supervisor or Safety Representative will immediately correct the hazard or violation. The individuals involved will be briefed on the hazards and preventions before work is resumed.

For further information about the Safety Program, Policy, or rules related to specific job duties, please refer to the "City of Greenwood Safety Manual."

Disciplinary Action for violation of Safety Policy: Incidents at work can result in pain, injury, distress, disruption, and, in some serious circumstances, death. The City's goal is to eliminate all incidents and injuries and to send people home without injury. Achieving this will require everyone in the City to commit to their safety responsibilities and foster a pro-active safety culture. Working safely is a condition of employment with City of Greenwood and all employees will be responsible for the prevention of injuries.

Training and Instruction: Employees will be made aware of the known or suspected hazards associated with or arising out of the work or duties assigned to them and, where necessary, may be trained or instructed with regard to how to carry out their tasks in a safe and efficient manner. All employees are provided with the equipment, information, training and supervision necessary to implement the policy and achieve the stated objective before they begin work.

Supervisors will ensure that employees are trained to comply with City of Greenwood's safety policies, safety statements, safety rules and procedures, safety standards, and relevant laws.

The City's primary goal is to create a safe and healthy environment and ensure that each day every employee goes home safely to their families and loved ones.

Safety Committee

The Safety Committee of the City of Greenwood (Safety Committee) has been established through the Board of Public Works and Safety Resolution No. 05-01. The Committee oversees training and compliance with federal and state regulations and City of Greenwood safety standards and reviews workplace injuries and illnesses in order to reduce incidents and occupational hazards, and promote a safe working environment for employees. The Safety Committee establishes rules and regulations to carry out its duties and holds regular monthly meetings.

Members: The Safety Committee consists of seventeen (17) employees from various job classifications as follows:

- Coordinator – Human Resources Director
- Coordinator – Deputy Mayor
- Coordinator – Fire Department Representative
- Member – Administrative Representative (1)
- Member – Aviation Representative (1)
- Member – Community Development Services Representatives (2)
- Member – Fleet Representative (1)
- Member – Information Technology (1)
- Member – Parks and Recreation Representatives (2)
- Member – Police Department Representative (1)
- Member – Sanitation Representatives (2)
- Member – Stormwater Representative (1)
- Member – Street Representatives (2)

Accident Reporting: In order to provide a safe working environment for all employees, the City of Greenwood tracks and monitors on-the-job accidents, injuries, and incidents, and the Safety Committee uses the information to update policies and procedures to increase safety where needed.

All work-related injuries and illnesses, regardless of whether treatment is immediately necessary, should be recorded by the injured employee's supervisor or Department Head, who should complete a *First Report of Injury Form* and immediately submit the form to the Human Resources Department. No more than 24 hours should lapse prior to reporting the injury or illness. The Safety Committee will review the report and discuss and record the following pertaining to each incident:

- Cause of the incident;
- Employee's actions prior to incident;
- Safety devices including Personal Protective Equipment in place prior to incident;
- Level of safety training of injured employee;
- Type of medical treatment employee received;
- Preventative measures needed.

Accident Review Committee

To ensure that the City addresses and mitigates insurance exposure arising from motor vehicle claims, all motor vehicle accidents involving City vehicles shall be reviewed by the Accident Review Committee.

Members: The Accident Review Committee consists of five (5) employees from various job classifications as follows:

- President – Fleet Maintenance Superintendent
- Secretary – Legal Department Paralegal
- Member – Community Development Services Representative (1)
- Member – Police Department Representative (1)
- Member – Street Department Representative (1)

Motor Vehicle Accident Reporting: Employees who are involved in a motor vehicle accident involving a City vehicle (other than a Fire Department vehicle) should ensure that a police report is taken and should not make any statements at the scene of the accident other than to answer police questions. At the earliest possible opportunity but within seven (7) days of the accident, the employee should send a copy of the police report and a written description of the circumstances of the accident to their Department Head and to the Fleet Maintenance Superintendent.

Meetings: Within thirty (30) days of an accident, the Fleet Maintenance Superintendent will call a meeting of the Accident Review Committee. The Committee will review all documentation regarding the accident, including the police report, statement of the employee, condition of the City vehicle, and any other supporting documentation. After reviewing the documentation, the Committee will make a recommendation to the employee's Department Head regarding any action to be taken, including possible disciplinary action or revocation of driving privileges for City vehicles. The Committee's recommendations to the Department Head are not binding, and final discretion for disciplinary action remains with the Department Head.

Fire Department Accidents: Accidents involving Fire Department vehicles are subject to the Fire Department's Accident Review Policy/Procedures. All accidents involving a Fire Department vehicle should be reported to the employee's immediate supervisor, who will provide that information to Fire Department Administration as set forth in the applicable Department policies.

Workers' Compensation

The City of Greenwood complies with all federal, state, and local governmental requirements related to Worker's Compensation. The following procedures are provided as a guide to be used in the event of a work-related injury or illness.

1. All work-related injuries and illnesses, regardless of whether treatment is immediately necessary, should be recorded on a *First Report of Injury Form* completed by the employee's supervisor or other designee assigned by the Department Head to complete required worker's compensation paperwork. The work-related injury or illness should

also immediately be reported to the Department Head, who will inform the Human Resources Department and Deputy Mayor. Initial recording and reporting of the injury or illness must be completed no later than twenty-four (24) hours after the work-related injury or illness has occurred.

2. All employees sustaining minor injuries requiring medical attention must report to Fire Station 91, where directions will be given regarding further care. In emergency situations, the supervisor of the injured employee must dial 911 to report the incident. An ambulance and fire engine will be deployed to the scene. Employees injured after normal business hours are still to report to Fire Station 91 for work-related injuries unless emergency services are required to be called.
3. The City has the right to direct the treatment of work-related injuries and illnesses. Failure to follow the initial reporting requirements for treatment as outlined above may result in delay of claim and/or disciplinary action, if warranted. Compensation for treatment outside of the City's directed medical provider may be denied.
4. The supervisor of the injured employee or other designee assigned by the Department Head to complete required worker's compensation paperwork is to complete the entire Worker's Compensation packet, which includes the following:
 - Worker's Compensation First Report of Injury Form
 - Supervisor's Incident Investigation Report
 - Authorization for Treatment Form
 - Release of Medical Information Form

The City is not responsible for accidents, injuries, or illnesses suffered by employees while off the City's premises unless the employee is acting within the scope of his or her employment, or at the direction of his or her supervisor, and is conducting City business. Attendance at City-sponsored social events is voluntary and is not covered by Worker's Compensation unless the employee is acting in his or her scope of employment.

Emergency Action Plan

The City of Greenwood has implemented an Emergency Action Plan (EAP) so that conditions arising from emergencies and unanticipated natural events can be addressed in an organized and expedient manner. The emergency procedures and the organizational framework outlined in the plan are to provide protection for lives, property, and operations through effective communication and use of on-site and local emergency services.

The City recognizes the importance of an effective Emergency Action Plan and requires each Department to effectively communicate the plan with all new employees at new hire orientation and during the Department orientation and includes the following:

- Reporting procedures for fires, chemical spills, severe weather, and other emergencies
- Location of emergency reporting phone numbers
- Emergency escape procedures and routes including any building evacuation maps

- Alarm system for evacuation
- Emergency Equipment available (fire extinguishers, man baskets, etc.)
- Meeting locations
- Responsibilities of employees and supervisors

Reporting: In the event of a fire, hazardous chemical spill, bomb threat, or any other non-medical emergency, clear the hazard area and immediately report the emergency to your supervisor by providing a clear description of the location, nature, and magnitude of the emergency. All emergencies should also be reported to the Safety Representative.

Emergency Evacuation: The building emergency alarm system or a designated air horn will be the most commonly used evacuation warning system. When an emergency warning is made, you should:

- Warn others;
- Move to the nearest exit;
- Use the stairwells. Do not use the elevator;
- Evacuate to the pre-assigned evacuation area and wait for instructions;
- Provide information to your supervisor or any other emergency personnel;
- Do not reenter an evacuated building until notified by emergency personnel that it is safe.

For further information, please refer to the Emergency Action Plan for your Department.

Housekeeping and Workplace Safety Program

Attention to general cleanliness, storage, and housekeeping can prevent numerous incidents. All employees share the responsibility for maintaining good housekeeping practices and following established housekeeping procedures. The Safety Representatives will be responsible for monitoring housekeeping as part of their facility safety observation procedures, noting any hazards or areas of non-compliance, initiating clean-up procedures and providing follow-up. Housekeeping should take place as often as necessary to keep a clean and safe work area. General Housekeeping Guidelines include:

- Work areas, hallways, emergency exits, fire extinguishers, eyewash stations, and stairways should be kept free of debris at all times;
- Nails protruding from any lumber or pallets should be removed immediately;
- The work area should be cleaned up at the end of the workday before leaving;
- All materials stored in tiers should be stacked, racked, blocked or otherwise secured to prevent sliding, falling, or collapse;
- Storage areas should be kept free from accumulation of materials that constitute hazards from tripping, fire, or explosion;
- Spills should be cleaned up immediately and hazardous waste shall be disposed of in accordance with local, state, and federal law;
- Compressed air should not be used for cleaning purposes except where reduced to less than 30 p.s.i. and then only with effective chip guarding and personal protective equipment.

Workplace Posters

The City of Greenwood recognizes the importance of employee awareness regarding work related issues. As such, the City posts all required federal, state, and local workplace posters and maintains them to ensure they are current. Human Resources will monitor for regulatory changes and provide updated posters as changes occur.

Light and Limited Duty Assignments

The City, at its discretion, may offer temporary light or limited duty assignments. This will assist employees who are unable to perform full and regular duty due to work related injuries. Medical documentation is required. For non-work related conditions or injuries, light duty assignments may be considered for employees who are unable to perform full and regular duty upon submission of required medical documentation and as required by state and federal law. Nothing in this policy limits the rights of employees covered by the Americans with Disabilities Act (ADA) to seek reasonable accommodations as provided under that law.

Employees should immediately notify their supervisor of any job related medical condition that will affect job performance. Employees who would like to return to work with temporary restrictions due to injuries or illness should contact their supervisor and Human Resources. If a light duty assignment is available, an employee will be permitted to work in a light duty assignment only after the Human Resources Department receives a written statement from the employee's health care provider. Human Resources will review the employee's status with his or her Department Head weekly to determine if the continuation of the assignment is appropriate and concurrent with the needs of the City and the particular Department.

Refusal to take a light duty assignment when offered by the City and approved by the employee's health care provider could impact the employee's right to workers' compensation pay. However, if the employee's condition qualifies under the Family and Medical Leave Act as a serious health condition, refusal will not affect benefits under FMLA.

Hazard Communications

The City of Greenwood has established a Hazard Communication Plan to provide employees information and training to help ensure their protection and competence in working with hazardous materials and chemicals.

Employees who will likely come into contact with hazardous materials through the use of a hazardous chemical or material in the performance of their job or through likely exposure while being in close proximity to the material being used by others will be trained prior to handling hazardous substances. Please refer to the City of Greenwood's Hazard Communication Plan for further information.

Fire Prevention

The objectives of this policy are to prevent fires by the use of proper working procedures and good housekeeping and, in the case of a fire, to prevent injuries, loss of life, or damage to property. This can be accomplished by providing employees with the equipment and training necessary to extinguish incipient fires.

The City will provide fire extinguisher training to all supervisors, all employees performing hot work (i.e. welding, torch cutting, etc.), all Safety Representatives and Safety Committee members, and any employee assisting with the Emergency Action Plan. Any additional employees wishing to be trained in the use of a fire extinguisher can schedule it with the Safety Representative.

With such training, employees will be instructed on the following:

- How to use the extinguisher;
- The dangers of fighting fires;
- Not to extinguish anything more than an incipient fire;
- When to use the different extinguishers;
- How to properly inspect the extinguisher;
- PASS, for pull pin, aim at base of fire, squeeze the handle, and sweep back and forth will be used when providing training for fire extinguishers.

Please refer to the City of Greenwood's Fire Prevention Plan for further information.

Personal Protective Equipment Policy

The City of Greenwood purchases all required personal protective equipment as required by OSHA under the Personal Protective Equipment (PPE) Standards, 29 CFR §§ 1910.132, 1926.95. These standards deal with personal protective equipment that is used in the workplace, require employers to provide equipment and training to each employee who is required to use personal protective equipment, and apply to all work operations of the City where employees may be exposed to workplace hazards.

Each Department is responsible for determining the type of PPE required to perform various departmental work functions and for providing training to employees on the use of the equipment in the workplace. For additional information, contact your supervisor or Department Head regarding the PPE requirements for a particular position, if any.

Equipment that will be purchased by the City, where necessary for a particular work function, will include reflective outerwear, goggles, gloves, hard hats, hearing protection, and/or firefighting apparel. Employees may be required to purchase certain other PPE, including non-specialty protective footwear and prescription eyewear, in accordance with state and federal regulations.

Failure to properly maintain City-provided PPE, or failure to use any PPE, whether City-provided or individually-purchased, required by the City or an employee's Department for a particular job function is a serious safety concern and may subject an employee to disciplinary action, up to and including termination.

Blood-borne Pathogen Policy

It is the policy of the City of Greenwood that its blood-borne pathogen program will meet or exceed federal OSHA requirements for an "Exposure Control Plan" to protect those employees

who the City has determined face a higher risk of exposure to blood and other bodily fluids that may be contaminated with HIV or HBV while in performance of their job duties.

All employees who have been identified by the City as being at higher risk of exposure will receive training regarding precautionary measures, epidemiology, modes of transmission of HIV/HBV, how to recognize tasks that carry a risk of exposure, and information regarding types and use of personal protection equipment, along with other training on the City's Plan. This training includes new employees in positions determined by the City to be higher risk and current employees who take on new tasks that expose them to higher risk. In addition, all employees in such positions will be offered free vaccinations against the Hepatitis B Virus.

Please see the City's Exposure Control Plan for further information.

SECTION 9 - COMPENSATION

Rate of Pay

Each calendar year, the Greenwood Common Council will set the maximum rate of pay for each City position through approval of the annual Salary Ordinance.

Exempt v. Non-exempt

The terms “exempt” and “non-exempt” are defined under the Fair Labor Standards Act (FLSA). The FLSA is a federal law that establishes the minimum wage and maximum hours that may be worked in a standard work week. It provides guidelines for equal pay, overtime pay, record keeping, and child labor.

Exempt employees are paid a predetermined annual salary and are not eligible for premium overtime compensation as established by City policy and in compliance with various laws. Exempt employees may be eligible for compensatory time. Elected Officials are not included within the definition of exempt employee.

A non-exempt employee is eligible for premium overtime compensation as established by City policy and in compliance with state and federal laws.

Part Time Status

The City of Greenwood defines a “part time employee” as an employee who is regularly scheduled to work fewer than 37.5 hours per week or 75 hours in a two-week pay period. Part-time positions are designated in the current Salary Ordinance. Part-time employees are not eligible for City benefits, leaves, or paid time off, except as required by law. Beginning April 1, 2014, in accordance with the Affordable Care Act, employees who regularly work 30 or more hours per week (130 hours per month) will be eligible for health insurance benefits.

Part-time employees must follow and adhere to the same policies that apply to full time employees.

Overtime

The City of Greenwood pays overtime to non-exempt employees in compliance with state and federal laws, including the Fair Labor Standards Act of 1938 as it relates to overtime pay.

For civilian employees, the City considers “Overtime” to be work performed beyond the forty (40) hours of actual work a non-exempt employee has performed during his/her regular scheduled work week. Overtime for public safety employees is based upon a 28-day work cycle. Paid absences, such as paid time off, holidays, emergency closings, and bereavement leave, do not count toward work-hour totals for the purposes of calculating overtime pay.

Department Heads are required to keep accurate records of overtime per employee.

All non-exempt employees shall be paid one and one-half (1-1/2) times their regular hourly rate as defined in the FLSA for hours worked in excess of the maximum hours allowed for their established work period.

Employees are to obtain the permission of their Department Head prior to working overtime.

Compensatory Time

The City of Greenwood allows eligible exempt employees who are exempt from overtime provisions under the FLSA to accrue additional leave time for hours worked in excess of his/her regular 40 hour workweek.

The City considers compensatory time to be work performed beyond the forty (40) hours of work (or 37.5 hours of work for probation, City Court, and City Clerk employees) an exempt employee has performed during his/her regular scheduled work week. Paid absences, such as paid time off, holidays, emergency closings, and bereavement leave, do not count toward work-hour totals for the purposes of calculating compensatory time.

No more than eighty (80) hours (or 75 hours for probation, City Court, and City Clerk employees) of accrued compensatory time may be carried over from one calendar year until the next. Department Heads will approve an employee's use of compensatory time within a reasonable period in order to ensure appropriate staffing levels and efficient Department operations. Compensatory time is strongly encouraged to be taken in a minimum of one-half (.5) hour increments. Unused balances of compensatory time are not eligible for pay out upon termination.

Flex Time

The City of Greenwood offers flexible scheduling when possible, with the approval of the employee's Department Head, in order to allow employees greater ability to balance professional and personal obligations. Flexible scheduling can include compressed workweeks. Typically this would mean spreading forty (40) hours of work over longer days to allow additional time off during the workweek. Example: An employee with proper permission could work a compressed forty (40) hour week by working ten (10) hours per day for four (4) days during the week. Working days could be Monday through Thursday, or any other four (4) business days during the week.

Other scheduling options may be available. This policy in no way guarantees an employee a flexible schedule, as such scheduling decisions are made at the discretion of the Department Head, and as scheduling allows. The City reserves the right to determine scheduling in order to ensure appropriate staffing levels at all times, and the schedule may be revoked at any time. Outside of the Police and Fire Departments, flexible scheduling must be done on a weekly basis as to be compliant with the FLSA.

Department Heads have the discretion to allow individual employees to leave work early. Department Heads exercising this discretion may require the missed time to be made up during the same week or for PTO time to be used.

Longevity Pay

The City may provide longevity pay to full time employees hired on or before December 31, 2013, based upon years of continuous service to the City at a rate set forth in the annual Salary Ordinance. Longevity is calculated based upon years of service and is paid to entitled employees no later than February 15 of each year or within forty-five (45) days of the employee's separation date, whichever occurs first. Longevity pay is distributed through paper check and no notices of deposit are provided.

Time Sheets

The City of Greenwood strives for accurate recording of all hours worked by employees for consistent application of benefit and compensation programs.

All employees, exempt and non-exempt, must fill out, sign, and submit a timesheet to their direct supervisor on a biweekly basis, accurately showing the days and hours that were worked and any hours absent. The timesheet will be reviewed by each direct supervisor and Department Head. Falsification or misrepresentation of timesheets is a serious violation of City policy, and may result in disciplinary action, up to and including, termination.

Timesheets should be completed with black or blue ink (or type), and should be recorded with whole numbers and decimals in fifteen (15) minute increments. The timesheet should include both regular and overtime hours completed during the week. Any changes to the timesheet should be approved and initialed by the employee whose timesheet was changed.

Timesheets are due by 12 p.m. noon on Monday following the end of a pay period. The Finance Department may request from time to time that timesheets be turned in at an earlier time to compensate for holidays as necessary.

Changes to timesheets, including disability wage adjustments, submitted after payroll deadline for a given pay period will be reflected on the following payroll.

Employee Anniversary Date

The Employee Anniversary Date is an employee's original date hired and is used to establish certain employment benefits, including longevity pay, seniority, and retirement benefits. If an employee's employment ceases for any reason but is subsequently rehired, the employee's Anniversary Date is the date of rehire. The anniversary date for public safety retirement benefits is based upon the membership acceptance date from INPRS.

Pay Periods

The City of Greenwood operates on a biweekly payroll schedule. Each pay period consists of fourteen (14) consecutive calendar days beginning 12:00 midnight Sunday through 12:00 midnight Sunday fourteen (14) days later. All new City employees hired as of January 1, 1996, shall be paid one (1) week in arrears.

Automatic Deposits

The City of Greenwood pays wages by direct deposit or by issuing a paper pay check. Beginning November 1, 2015, all new employees are required to enroll in direct deposit. To sign up for direct deposit, please provide the Finance Department with a copy of a voided or cancelled check or a savings account statement with the financial institution's routing number. Automatic deposit may take up to two pay periods to set up with your financial institution. In the meantime, a paper check will be issued.

It is the responsibility of the employee to notify the Finance Department if an account has been closed. Any funds deposited into a closed account cannot be redistributed until the bank returns the money to the City. The City is not permitted to discuss an employee's personal account with a bank. If you wish for your automatic deposit to be moved to a different account or have questions regarding the automatic deposit of your payroll, please contact the Finance Department.

Child Labor and Minor Employees

The City of Greenwood and all City employees shall comply with state and federal laws regarding employing children under the age of eighteen (18). State and federal laws impact the number of hours and times of day that children under the age of eighteen (18) can work, along with required meals and break periods.

Positions offered to minors will be evaluated to ensure that job duties do not include activities that minors are not allowed to perform, such as driving forklifts or working at heights greater than ten (10) feet off the ground. For additional details on the types of duties prohibited, please contact the Human Resources Department.

Payday and Payroll Deductions

The City of Greenwood issues payroll through paychecks or direct deposit on a biweekly basis. Per federal law, the City deducts all required FICA deductions and federal and state income taxes from payroll prior to issuance. Other deductions may be made with employee authorization, including:

- **Health Insurance:** Health insurance is deducted twenty-four (24) times a year. The last payroll of a three-pay month will not include a health insurance deduction. Deductions are prior to the due date of the premium. A double deduction will occur on the last payroll of the month if an employee is hired after the first payroll of the month. Other than a life event, changes cannot be made after the enrollment period. Changes to life event deductions are effective on the next payroll after the life event occurred. If an employee terminates their employment, health insurance will be deducted on their last pay.
- **Flexible Spending Program:** Flexible spending deductions are taken every pay. Changes cannot be made to flexible spending after the enrollment period. If an employee terminates their employment, the flexible spending deductions will be taken on the last pay.

- **Optional Voluntary Life Insurance:** These deductions are twenty-four (24) pay deductions. They will not be reflected on the last payroll of a three-pay month. Optional voluntary life insurance premiums are paid in arrears. Other than a life event, changes cannot be made after the enrollment period. Deduction changes for a life event will be made when the new deduction is reflected on the premium invoice. Optional voluntary life plans are end of month terminations. If an employee terminates mid-month, he or she is responsible for the entire month's premium and appropriate deductions will be taken on the last pay.
- **Voluntary Disability Insurance:** Voluntary disability insurance is a twenty-four (24) pay deduction. The last payroll of a three-pay month does not include voluntary disability insurance deductions. This insurance is also paid in arrears. Other than a life event, changes cannot be made after the enrollment period. Deduction changes for a life event will be made when the new deduction is reflected on the premium invoice. If an employee terminates mid-month, the final premium for voluntary disability insurance will be pro-rated. If the final payroll for the month has been processed prior to termination, the employee will be reimbursed the difference between the deductions and the premium.
- **AFLAC:** AFLAC is deducted every pay and is paid in arrears. Other than a life event, changes cannot be made after the enrollment period. Deduction changes for a life event will be made when the new deduction is reflected on the premium invoice. All AFLAC plans are end of month terminations. If an employee terminates mid-month, he or she is responsible for the entire month's premium and appropriate deductions will be taken on their last pay.
- **457(b)Deferred Compensation:** Deferred compensations are deducted on every pay. Changes to this insurance are based upon the 457(b) Deferred Compensation plan approved by the Board of Public Works and Safety.

Any court-issued wage garnishments or wage assignments are performed according to court order.

Payroll Integrity

The City of Greenwood works to ensure the integrity of payroll records to properly compensate all employees.

For employees who fill out timecards, any timecard changes must be initialed and dated by the supervisor making the change and the employee to ensure that the employee is aware and approves of the changes being made. Changes should not be made to an employee's timecard without the affected employee's acknowledgement. If an employee refuses to initial or agree to the change, the objection will be documented along with the City's rationale for the change. Any revisions to timesheets after noon on Tuesday before a payday will not be reflected in that week's payroll and may be processed on the next payday. If a timesheet is not timely submitted for a full time employee, such employee will be paid his/her base pay with any necessary adjustments being made on the next payroll. If a timesheet is not timely submitted for a part

time employee, such employee will be paid no later than the Monday following the payday and in the form of a demand check. Lost, stolen, or damaged paychecks will be reissued on the following payroll.

New hire paperwork and/or any payroll change paperwork for current employees must be submitted to the Controller's Office no later than 5:00 p.m. on the Thursday prior to the payroll week (one week in advance). Changes to tax withholdings and direct deposit information may be given directly to the Controller's Office. All other forms should be submitted to Human Resources prior to being forwarded to the Controller's Office.

Pay checks and notices of deposit will not be distributed early and must be picked up by the Department Head or his/her designee.

As a courtesy to employees, the Controller's Office will honor reasonable requests for copies of W2s or past payroll reports. The Controller's Office requires 72 hours written or emailed notices for all such requests and such documents will be printed once a week on Thursdays. Employees may be required to pay for excessive numbers of copies.

Section 10- Paid Time Off, Holidays, and Leave of Absence

Paid Time Off (PTO)

The City provides eligible employees with paid personal time off to be used for:

- Vacation
- Personal illness
- Illness of a family member
- Doctor/dental appointments
- Parent/Teacher conferences
- Funeral (in addition to approved funeral leave)
- Religious observances
- Personal time
- Other pre-approved requests

Full-time exempt and non-exempt employees are eligible for Paid Time Off (PTO). An electronic Request for Time Off Form must be completed and approved by the employee's supervisor prior to taking time off. Department Heads must email the Mayor/Deputy Mayor for approval of PTO. After completing their 180 day Probationary Period, new employees will be credited 13 hours PTO leave time the first pay period in the month following completion of the Probationary Period. City Employees other than Fire Department shift personnel will accrue PTO based upon the following schedule:

Years of Service	Hours of PTO leave
New hires after Probationary Period- two (2)	13 hours/month
Three (3)- nine (9)	160 hours/year
Ten (10)- fourteen (14)	200 hours/year
Fifteen (15) and more	240 hours/year

Merit Fire Department shift personnel will accrue PTO based upon the following schedule:

Years of Service	Hours of PTO leave
New Employee	13 hours/month after 12 month Probationary Period
Second Calendar Year	168 hours/year
Third and Fourth Calendar Years	216 hours/year
Fifth through ninth Calendar Years	288 hours/year
Tenth through fourteenth Calendar Years	336 hours/year
Fifteenth through nineteenth Calendar Years	360 hours/year
Twenty Calendar Years Plus	384 hours/year

All PTO days for Fire Department shift personnel are for 24 hour shift days each.

PTO leave for continuous years of service will accrue on a calendar year basis rather than an anniversary date basis. An employee hired in the first six (6) months of a year will have that year count as his/her first year of service for purposes of calculating PTO for the first nine (9) years. Employees hired in the second six (6) months of the year will have the next calendar year count as his/her first year of service for purposes of calculating PTO for the first nine (9) years. Beginning with the tenth year of service, anniversary dates will no longer be utilized in determining years of service for the purposes of calculating PTO, rather an employee will accrue the additional PTO on January 1 of the year in which he or she will complete the tenth year of service.

Under no circumstances may an employee be allowed a deficit PTO balance, and PTO hours cannot be taken in advance of earning them. PTO hours should be used in the year in which they are granted. However, with the exception of Fire Department personnel, employees are able to carry over a maximum of eighty (80) hours PTO to the next year. Fire Department shift personnel may carry over a maximum of 120 hours of unused PTO leave time from one year to the next. When a holiday falls within an approved PTO leave for an employee not in a position that is staffed seven (7) days a week, that day will be considered a holiday and not PTO leave.

Exempt employees using PTO leave will experience no interruption in salary. Payment for non-exempt employees using PTO leave will be calculated by multiplying the employee's current hourly rate times the number of hours of his/her approved leave taken. PTO is strongly encouraged to be taken in minimum of one half (.5) hour increments.

An employee should take his/her PTO within the year in which the leave is accrued except as otherwise provided herein. Any unused PTO that is not rolled over at the end of the year will not be compensated. An employee shall not be permitted to receive PTO pay in lieu of PTO leave.

Planned Absences: An employee wishing to use PTO leave must submit an electronic request in advance of the requested date(s) to his/her supervisor for approval/disapproval. The supervisor has the final right to approve/disapprove the use of PTO. An approved leave is considered a “Planned Absence.”

Unplanned Absences: An employee is limited to six (6) unplanned absences per year. An employee who exceeds six (6) unplanned absences per year may not be compensated for the time off and may be subject to appropriate disciplinary action.

Separation Payout: An employee separated from employment with the City shall be paid for unused PTO leave. The payout shall be calculated on the employee’s current hourly rate at the time of such lay off or separation of employment. In the event of an employee’s death, the City shall pay to the employee’s surviving spouse or estate, payment for the unused PTO leave calculated on the employee’s hourly rate at the time of death.

PTO Bank: The City’s PTO Bank allows employees to voluntarily donate unused PTO to assist employees experiencing Family Medical Emergencies.

- Donating PTO to the Bank: Full-time employees with PTO balances greater than eighty (80) hours may donate any PTO above eighty (80) hours to the PTO Bank any time between February 1 and November 30 by completing a *Voluntary PTO Donation Form* and returning it to Human Resources. Donations will be kept confidential and may not specify a particular recipient. Donors may not recover any donated PTO within the same calendar year.
- Receiving PTO from the Bank: In order to receive PTO from the PTO Bank, a full-time employee must be experiencing a Family Medical Emergency, defined as a serious medical condition or major illness of the employee or an immediate family member that is likely to require the employee to be absent from duty for a prolonged period and to result in a substantial loss of income because of the employee’s lack of disability leave or PTO. Recipients of PTO Bank donations must be approved by the City’s Medical Leave Sharing Committee, consisting of the Director of Human Resources, Corporation Counsel, and the Controller. Employees who need to request PTO Bank leave should contact Human Resources to obtain required paperwork.

Holidays

The City recognizes eleven (11) holidays per year, as determined by the Mayor and Common Council via resolution prior to the close of the previous calendar year. All holidays contained in the resolutions are categorized as “Actual Holidays.” Holidays contained in the annual resolution which are recognized on a date other than their calendar date are categorized as “Recognized Holidays.” Holiday hours will begin at 12:00 a.m. midnight and end at 11:59 p.m.

All full-time employees, as well as part-time shift personnel in the Fire Department, are eligible for holiday pay in accordance with their work schedules as follows:

- *Clerk, City Court, Probation:* Employees in these Departments shall receive 7.5 hours of holiday compensation at straight time for Recognized Holidays not worked. If an

employee in these departments works an Actual or Recognized Holiday, he or she shall receive straight time compensation for hours actually worked in addition to 7.5 hours of straight time holiday compensation received on the Recognized Holiday.

- *Aviation, Community Development Services, Finance, Fire Administration, Fleet Maintenance, Human Resources, Information Technology, Legal, Mayor's Office, Parks and Recreation, Police Administration, Public Works, Street, Sanitary Sewer, Stormwater, and Waste Management Departments:* Employees in these Departments shall receive eight (8) hours of holiday compensation at straight time for Recognized Holidays not worked. If an employee in these departments works an Actual or Recognized Holiday, he or she shall receive straight time compensation for hours actually worked in addition to eight (8) hours of straight time holiday compensation received on the Recognized Holiday.
- *Police Department Shift Personnel:* If shift personnel in the Police Department work an Actual Holiday, they shall receive double time compensation for hours actually worked. Such employees shall not be entitled to any holiday compensation on Recognized Holidays and shall only be compensated for hours actually worked on such dates at normal rates. Employees who are not scheduled to work on Actual Holidays shall not receive holiday compensation.
- *Fire Department Shift Personnel:* Shift personnel in the Fire Department shall receive holiday compensation in the amount of \$100.00 when required to work on an Actual Holiday or Recognized Holiday if they work an entire twenty-four (24) hour shift that begins on the Actual or Recognized Holiday. Hours worked on an Actual Holiday or a Recognized Holiday for a partial shift that includes the first six (6) hours of the holiday or the last six (6) hours of the holiday will be compensated \$50.00. Any hours worked outside of those defined above will be compensated at a pro-rated hourly amount in addition to the individual's normal rate of pay.

Employees who wish to observe other holidays may use personal time off, if they have a balance of such time, following established procedures for requesting such time off. To receive holiday compensation, an employee must work the day before and the day after the holiday (if regularly scheduled to work said days) or be on an approved or paid leave. If a full-time employee, except shift personnel in the Fire Department, takes paid time off during a period in which a holiday occurs, said day shall be considered a holiday and not paid time off.

Prior approval from the Mayor or Deputy Mayor must be obtained to authorize an employee to work a holiday other than in an operation staffed seven (7) days a week.

For more information regarding holidays, please consult Section 2-68 of the Greenwood Municipal Code.

Family and Medical Leave Act

The City provides family and medical leave in accordance with the federal Family and Medical Leave Act (FMLA) and Indiana state law.

Eligibility: The City shall provide leave under the Family and Medical Leave Act (FMLA) to employees who meet the following criteria:

- A total of twelve (12) months of service (does not need to be a consecutive twelve (12) month period);
- Who have worked a minimum of 1,250 hours during the previous consecutive twelve (12) month period before the leave begins.

Types of Absences Covered: If the eligibility criteria are met, employees may take a qualifying unpaid leave of absence for any of the following reasons:

- Birth and/or care of a child of the employee;
- Placement of a child into the employee's family for adoption or by a foster care arrangement;
- Care of the employee's spouse, child, or parent who has a serious health condition (as defined by the federal statute and regulations);
- Inability of the employee to perform one or more of the essential functions of the employee's position due to a serious health condition (as defined by the federal statute and regulations);
- A qualifying exigency (situation requiring immediate attention or effort) arising out of the duty, or call to order to active duty, during the deployment as a member of the Armed Forces (regular or reserve component) of the employee's spouse, child, or parent to a foreign country in support of a contingency operation (a contingency operation is an action or operation against an opposing military force);
- Care of the employee's spouse, child, parent, or next of kin (nearest blood relative), whether a current service member or veteran, who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces or whose military service aggravated a pre-existing illness or injury, provided that if a member of the Armed Services, such injury or illness may render the spouse, child, parent, or next of kin medically unfit to perform the duties of his/her office, grade, rank, or rating. For care of a veteran spouse, child, parent, or next of kin, the employee is entitled to leave only if the treatment necessitating the leave occurs within five (5) years after the veteran leaves the Armed Forces.

Amount of Leave: Under the FMLA, eligible employees may take up to 12 weeks of unpaid FMLA leave in the designated 12-month period for the previous reasons (1) - (5). An eligible employee may take up to 26 weeks of unpaid FMLA leave during a single consecutive twelve (12) month period for reason (6). Leave to care for an injured or ill service member, when combined with other FMLA qualifying leave, may not exceed twenty-six (26) weeks in a single consecutive twelve (12) month period.

Birth, Care, or Placement of a Child: The right to FMLA leaves for the birth, care, and/or placement of a child into an employee's family may only be taken within the twelve (12) month period immediately after the date of the birth or placement of the child. Intermittent leave or working a reduced number of hours is not covered under the FMLA related to the birth, care or placement of a child.

Spouses Working for the City: If both spouses are employed by the City, the combined leave for married employees for the birth, care, and/or placement of a child will not exceed twelve (12) weeks. However, the combined leave for spouses working for the City is limited to twenty-six (26) weeks when leave is taken to care for an injured or ill service member, or such leave is taken in combination with leave for either birth, care, and/or placement of a child, to care for the employee's parent, or to care for an injured or ill service member.

Care of an Ill or Injured Service Member: For purposes of leave to care for an ill or injured service member, next of kin is the nearest blood relative, other than the covered service member's spouse, parent, son or daughter, in the following order of priority:

- Blood relatives who have been granted legal custody of the service member by court decree or statutory provisions;
- Brothers and sisters;
- Grandparents;
- Aunts and uncles;
- First cousins

If the covered service member has specifically designated in writing another blood relative as his or her nearest relative for purposes of Military Caregiver leave, that family member will be deemed next of kin. In such circumstances, only that designated next of kin may take FMLA leave to care for that covered service member. When a covered member does not make such a designation, and there are multiple family members with the same level of relationship to the covered service member, all such family members will be considered the covered service member's next of kin. The City may require an employee to provide reasonable documentation of the family relationship.

Intermittent Leave: In the case of unpaid leave for reasons other than the birth, care or placement of a child, the leave may be taken intermittently or on a reduced hours basis only if such leave is medically necessary. Where an employee requests foreseeable intermittent leave or leave on a reduced hours basis, the City reserves the right to require the employee to transfer to a temporary alternative job for which the employee is qualified and which better accommodates the intermittent leave or reduced hours leave than the employee's regular job. The temporary position will have equivalent pay and benefits as the employee's regular job

Employee Benefits: If applicable, during FMLA leaves of absence, the City will continue to pay its portion of the health insurance premium and the employee must continue to pay his or her share of the premium. Failure of the employee to pay his or her share of the health insurance premium may result in loss of coverage subject to the provisions of the federal statute. During the approved FMLA leave, benefits will continue to accrue. If an employee fails to return to work for reasons other than those beyond his or her control after the expiration of FMLA leave for a period of at least ninety (90) calendar days, the employee may be required to reimburse the City for the premiums it paid for the employee while on leave.

Employee's Reporting Requirements: The City reserves the right to require an employee on FMLA leave to report periodically on his or her status and/or after every medical visit related to the reason for the leave. The intention of the employee to return to work, as well as periodic

recertification of the medical condition must be reported. Human Resources will notify the employee in writing of the initial request for medical certification. If necessary, the City will advise the employee of its need for additional medical certification in writing. If the employee is covered by workers' compensation, workers' compensation procedures will be followed.

An employee taking leave due to the employee's serious health condition is required to obtain certification that the employee is able to resume work prior to the return from FMLA leave. Such certification must assess the employee's ability to return to work and perform the essential functions of the job as identified in writing by the City.

If the circumstances of an employee's leave change and the employee is able to return earlier than scheduled or is unable to return to work on the date originally indicated by the certifying health care provider, the employee is required to notify Human Resources at least two (2) days prior to the date the employee is able to return to work or was scheduled to report for work. If the employee requires additional leave, the employee must provide an updated Health Care certification form in order to obtain approval for his/her continued need to be absent from work.

Failure of the employee to return to work on the date indicated by the certifying health care provider is considered voluntary abandonment of employment and is grounds for termination of employment on the date the employee was expected to return from leave of absence.

Notifications and Certifications

Birth or placement of a child: When the necessity of leave is foreseeable due to the expected birth or placement of a child, the employee must provide Human Resources at least thirty (30) days' notice of his/her intention to take leave. If the date of birth or placement of a child requires the employee's leave to begin in less than thirty (30) days from the date of notice to Human Resources, the employee must provide such notice as soon as practical.

Armed Forces active duty: When the need for leave is for reasons relating to a family member's Armed Forces active duty and such leave is foreseeable, the employee must give notice to Human Resources as soon as is reasonable and practicable. The City may require that the employee provide a copy of the family member's active duty orders or other reasonable documentation.

Serious health condition: When the necessity for leave is due to a family member's or an employee's own serious health condition and is foreseeable, the employee must:

- Give at least thirty (30) days' notice, or as soon as practical if the leave starts in less than thirty (30) days;
- Consult with his or her Department Head and make a reasonable effort to schedule any treatment so as not to unduly disrupt operation of the City, subject to approval of the health care provider.

Unforeseeable leave: When the need for leave is unforeseeable, employees are required to inform the City of such need within forty-eight (48) hours and follow the City's established call-in procedures for reporting absences. Employees failing to give such

notice will normally have their FMLA leave delayed or denied. When an employee seeks leave due to an FMLA qualifying reason for which the City has previously provided FMLA leave, the employee must specifically reference the FMLA qualifying reason when notifying Human Resources.

Procedures: Initial requests for FMLA leave may be oral; however, all requests for FMLA leave of absence must be initiated by requesting leave through the employee's Department Head. Human Resources will help the employee complete the correct form for processing. Human Resources will then submit the request to the City's Benefits and Appeals Committee for approval and/or to the City's disability insurance provider. Further, any leave request based upon a family member's, including a covered service member, or employee's own serious health condition, must be supported by certification from a health care provider. The employee must provide a completed certification to Human Resources within fifteen (15) calendar days. All appropriate information must be provided on the City's health care certification form. Failure to provide the certification in a timely manner will result in a denial of leave. Human Resources will notify the employee if the certification form is incomplete and the employee will be given seven (7) calendar days to remedy the deficiency. Human Resources may require an employee to provide recertification from time to time regarding his or her status, intent to return to work, and approximate date of return to work as permitted by the federal statute.

- If an employee files for disability or workers' compensation benefits, the employee must comply with the certification requirements of the disability or workers' compensation benefit plan. Employees who fail to meet the disability or workers' compensation certification requirements may not be eligible for those benefits. The employee may still be eligible for FMLA leave, provided the FMLA requirements have been satisfied.
- Each time an employee initially requests leave due to a qualifying exigency arising out of a covered service member's active duty or call to active duty, certification by the employee is required. The certification process will include, but may not be limited to, providing a copy of the covered military member's active duty orders or other military documentation showing active duty status or notification of an impending call to active duty and dates of active duty status.

Notification by City: Once the City has sufficient information to determine whether the leave is being taken for an FMLA qualifying reason and approval has been granted by the City's Benefits and Appeals Committee, the City will provide the employee with a Designation Notice advising the employee whether the leave qualifies for FMLA leave. If the employee is not eligible for FMLA leave, the employee will be informed of that fact.

Each employee taking leave which meets the requirements for FMLA leave will be provided with a Notice of Eligibility and Rights & Responsibilities which will inform the employee of the specific expectation and obligations of the employee. This notice will be provided orally within five (5) days of receipt of the employee's request for FMLA leave or acquiring knowledge that the leave may be FMLA qualifying and in writing by the payday following the date leave is designated as FMLA leave (if the following payday is less than one week from the date leave is designated as FMLA leave, the City will provide written notice by the next payday), if proper and timely notice has been completed by the employee.

All medical documents, including medical certificates, will be maintained in the employee's separate confidential medical file. All other documents will be maintained in the employee's personnel file. The City will keep a record of all FMLA leave on its payroll records.

Pay during Leave: Employees may substitute paid PTO during the FMLA leave period. The elected paid leave runs concurrently with unpaid FMLA leave. Employees who are receiving disability or workers' compensation benefits during their FMLA leave are not required, but may elect to use their PTO during the FMLA leave. Leave covered by short term disability benefits and workers compensation runs concurrently with FMLA leave.

Returning to Work: Employees who return to work from FMLA leave of absence within or on the business day following the expiration off the approved FMLA leave are entitled to return to their job or an equivalent position without loss of benefits or pay in accordance with FMLA.

Bereavement Leave

The City provides bereavement leave in addition to paid time off as a benefit to its employees.

Spouse or Child: Full-time exempt and non-exempt employees may take up to five (5) paid days off or up to three (3) shifts or 72 hours leave for Fire Department shift personnel, if needed, with management approval for the death of a

- spouse
- son/daughter

Immediate Family: Full-time exempt and non-exempt employees may take up to three (3) paid days off or up to one and one half (1.5) shifts or 36 hours leave for Fire Department shift personnel, if needed, with management approval for the death of an immediate family member. Immediate family members include:

- Parent/step-parent
- Sibling/half-sibling/step-sibling
- Grandparent/step-grandparent
- Grandchild/step-grandchild
- Step-child
- Mother-in-law/father-in-law
- Son-in-law/daughter-in-law
- Sister-in-law/brother-in-law
- Other relative of the employee who is residing with the employee

Non-Immediate Family: Full-time exempt and non-exempt employees may take up to one (1) paid day off or up to one half (0.5) shifts or twelve (12) hours leave for Fire Department shift personnel, if they attend the funeral/memorial service, with management approval, for the death of a non-immediate family member. Non-immediate family members include:

- Aunt/uncle
- Great aunt/great uncle

- Niece/nephew
- Great niece/great nephew
- First cousins
- Great grandparents

Additional Time Off: Additional time of for the employee to travel to and from the service site and to perform other necessary funeral duties may be granted upon request at the discretion of the employee's Department Head or the Deputy Mayor, but will be charged against the employee's unused PTO or be leave without pay. Employees may, if eligible, apply for PTO Bank leave if additional bereavement leave is necessary.

Management may require appropriate documentation justifying the requested leave.

Military Leave

Military Leave is provided pursuant to state and federal laws, including but not limited to the Indiana Military Leave Act.

Reserve/National Guard Duty: Leave time will be granted as provided by law. An employee on such leave must return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time.

Active Duty: When an employee is called to "Active Duty", the City will place the employee on a Leave of Absence pursuant to the City's policy and applicable law.

Upon returning from military leave of absence, an employee will be reinstated to the same position or one of comparable status and pay, provided the employee is discharged from military status under honorable conditions, and makes a request for reinstatement within thirty (30) days after release from active duty or one year after release from hospitalization due to military service illness/injury. Such request must be made in writing to the Human Resources Department. The employee must also be qualified to perform duties of the position for which he/she is being considered.

To request military leave, an employee must contact his/her Department Head and the Human Resources Department and complete the appropriate form and attach a copy of his/her orders to the request.

Jury Duty/Court Appearance

The City will cooperate with local, state, and federal courts in allowing employees to serve on juries and as witnesses. The City reserves the right to request that an employee be excused from his or her jury responsibilities when the anticipated time away would substantially interfere with the efficient operations of the City.

All full-time exempt, non-exempt, or probationary employees are eligible for paid jury duty and/or witness duty leave.

Submitting a Request and Verification: Upon receiving a summons to serve as a juror or a witness, the employee should notify his or her Department Head immediately, provide a copy of his/her summons or subpoena, and complete the appropriate leave request form. The employee should notify his/her supervisor of the approximate length of the leave. The City may require the employee to bring documentation to verify the length of the leave taken by the employee. The Department Head should notify payroll to ensure that the correct pay is entered on the employee's timesheet and paycheck.

Compensation:

Full-time non-exempt employee: A full-time non-exempt employee will receive the difference between the amount he or she received for serving on jury duty, or that he or she received for testifying as a witness, and the amount he or she would have received at work that day based upon the number of hours per work week as established by the annual Salary Ordinance for his or her position. The employee will receive his/her normal salary without interruption and will in turn; reimburse the City the amount received for jury duty excluding parking.

Full-time exempt employee: A full-time exempt employee will receive the difference between the amount received for serving on jury duty or testifying as a witness and said employee's salary for the jury service or testimony period. The employee will receive his/her normal salary without interruption and will in turn, reimburse the City the amount received for jury duty excluding parking.

Requesting full pay: An employee summoned for jury duty or subpoenaed to testify as a non-party witness before an adjudicative body will receive full pay upon the execution of a written agreement to pay jury duty compensation or witness compensation, excluding mileage, parking and/or meal reimbursement over to the City within ten (10) days of the receipt of his or her jury duty compensation or witness compensation. The employee should present a copy of his or her jury duty compensation voucher or witness compensation voucher or other verification from the Court showing the amount of his or her jury duty compensation or witness compensation prior to his or her receipt of his or her full pay.

Reporting for Work: Employees are required to report to work whenever they are excused from jury duty at the time of day during their regular shift. If the employee is released from jury duty or witness duty with more than half of his/her regularly scheduled shift remaining, the employee is expected to report to work within one (1) hour of the release or as determined by the Department Head. Failure to report will result in loss of wages for that day. Special arrangements will be made with second and third shift employees (such as dismissal prior to end of shift so employee has eight hours of rest prior to reporting for jury duty).

Witness Duty: This policy is also applicable when an employee is called to serve as a witness. Employees will use the same jury duty code on the timesheet.

Subpoenas, Depositions, Requests for Production of Documents Related to Employment

If an employee receives a subpoena, request for deposition, request for production of documents, discovery requests, or a request to be interviewed in an informal setting by an attorney about a matter that occurred during the course of his or her employment, he or she should immediately contact his/her Department Head and the Legal Department. The Legal Department will coordinate the response to the request.

Emergency Closings

In the event of an emergency closing, the city will consider the safety of employees a priority. Examples of situations include inclement weather and emergency situations such as fire, natural gas leak, power failure, etc. which create undesirable or unsafe working conditions for employees. Each situation will require individual evaluation and consideration of safety and business requirements.

From time to time, as conditions warrant, the Mayor may close City offices and operations in the event of an emergency. In such an event, non-essential personnel will be compensated and should code their time cards for an emergency closure. Essential personnel, as defined by the Board of Works and Safety, will be required to continue working.

Department Heads will be notified at home of work schedule changes or of the decision to not open by the Mayor or Deputy Mayor. Department Heads will be responsible for notifying their employees of delayed openings or closures.

Leave without Pay

An employee may request a short-term unpaid absence from his/her regular scheduled work hours for personal reasons. Such leave must be approved by the employee's Department Head prior to taking the leave. The Department Head will forward a copy of the signed request to the Human Resources Department and Mayor's Office. Such leave may be approved at the discretion of the Mayor or Deputy Mayor upon completion of an appropriate form(s).

If approved, the leave will be granted for a maximum of twelve (12) unpaid months.

Community Service Policy

Employees are encouraged to take an active role in enriching the community through volunteer and community service programs that positively impact the quality of life within the community.

City employees may engage in volunteer service for governmental entities or organizations that are exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code under the following conditions:

- The organization for which the volunteer service is performed shall not promote religion, attempt to influence legislation or governmental policy, or attempt to influence elections to public office;

- The employee must obtain the written approval of his or her Department Head on a form provided by the Human Resources Department and the activity must be approved by the Mayor's Office;
- The employee may not spend more than 16 hours per calendar year during normal hours of employment engaging in volunteer service under this policy;
- All hours volunteered under this policy must be properly noted on an employee's time sheet and will be tracked by the Controller's Office.

Section 11 – Benefits

Insurance – Health, Dental, Vision

The City of Greenwood offers eligible employees the opportunity to enroll in Health, Dental, and Vision plans. Eligible employees are those full-time employees whose regular scheduled workweek is a minimum of 37.5 hours per week and whose work week consists of seven (7) consecutive days and full-time police officers and firefighters working 28 day rotating schedules. In accordance with the Affordable Care Act, employees who regularly work a minimum of 30 hours per (130 hours per month) work shall be eligible for health insurance benefits. Information regarding the plans, coverage, and dependent coverage will be provided at the time of your hire by Human Resources and the individual plan brochures.

Participation: Employees who wish to participate in these plans must pay their premiums through payroll deductions. Keep in mind that employees who are on non-paid leave must arrange for timely payment of premiums normally deducted from pay in order to retain coverage.

Enrollment: There are three ways to enroll in the City’s Health, Dental, and Vision Plans.

Newly hired employees: A newly hired employee will receive information regarding the City’s insurance benefits and enrollment during orientation. If the newly hired employee chooses to enroll in one or more of the plans, their enrollment will become effective on the first day of the month following the completion of payment of the required bi-weekly premium dollar amounts and submission of enrollment forms. Enrollment forms must be completed and turned in to Human Resources within thirty (30) days of hire date.

Open Enrollment: The City holds an annual open enrollment period in which eligible employees may enroll, terminate coverage, or make necessary changes.

Qualifying events: An employee may change his/her coverage within thirty (30) days of a qualifying event. Qualifying events include the following:

- Change in the number of dependents including birth, adoption, or death of a dependent;
- Change in marital status including marriage, divorce, death of spouse, legal separation, and/or annulment;
- Change in employment status for employee, dependent or spouse: This category applies to any employment status change that affects benefit eligibility including: termination or commencement of employment; a strike or lockout; switching from salaried to hourly, union to non-union or part time to full time; a reduction or increase in hours of employment; a commencement of or a return from an unpaid leave of absence; and/or change in worksite;
- Change in dependent’s status. This includes an event that causes the dependent to satisfy or cease to satisfy the requirements for coverage due to attainment of age, gain or loss of student status, marriage or any similar circumstance.

For more specifics on the types of insurance plans available, premium information, deductible information, and plan coverage, please review the plan brochures provided at hiring or contact the Human Resources Department.

COBRA

It is the policy of the City of Greenwood to follow the federally mandated Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Health Insurance Portability and Accountability Act (HIPAA). COBRA provides an employee and his/her qualified dependents the opportunity to continue health insurance coverage under the City's health plan in the event that a qualifying event would result in the loss of eligibility for the employee or a qualified dependent. Common events that could trigger COBRA eligibility include resignation, termination (in some instances), death of employee, divorce, or an employee's child no longer meeting eligibility status. If an employee's termination of employment is for gross misconduct, the employee and any dependents will not qualify for the COBRA premium reduction.

Premiums: Under COBRA, qualified beneficiaries who elect this coverage will be required to pay 100% of the insurance premiums (both the employer's and employee's portions) plus an administration fee. Monthly premium payments are due on the 1st of each month. If the COBRA premium payment is not received within 30 days of the due date, COBRA coverage may be cancelled and any remaining months of continuation eligibility will be forfeited.

Written Notification of Qualifying Event is required: The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Human Resources Department has been properly notified in writing that a qualifying event has occurred.

This policy generally explains COBRA continuation coverage, when it may become available and what needs to be done to protect the right to receive it. For additional information about your rights and obligations under the Plan and under federal law, you should review the City's Summary Plan Description and contact the Human Resources Department.

Disability Plans

The City of Greenwood offers both short term and long term disability plans to its eligible employees to provide employees with leave for injuries or illness without loss of pay. Plans offered are as follows:

Short Term Disability: Full-time employees are provided with a short term disability leave insurance policy, at no cost to the employee, that may entitle qualified employees to receive 65% of the employee's regular rate of pay while the employee is unable to work due to a short term disability. Eligible employees may elect to increase this coverage to 90% of the regular rate of pay at the employee's expense. When the need to utilize short term disability is foreseeable, the employee must give thirty (30) days advance notice to Human Resources or as soon as practical. When the need arises and the condition is unforeseeable, the employee must inform Human Resources within forty-eight (48) hours of the unforeseeable condition. The first forty (40) hours of short term disability leave shall be PTO. If an employee does not have forty (40) hours of PTO in their bank, the employee will be required to use the balance of PTO in his or her bank, and the

remainder of the forty (40) hours will be leave without pay. Short term disability leave consists of ninety (90) days per calendar year for qualifying events.

Long Term Disability: The City offers an optional long term disability program to all full-time employees. Eligibility begins after the first of the month following hire by the City. Employees who elect long term disability coverage pay 100% of the premiums through payroll deduction or on other payment terms acceptable to the City.

Police Officer and Firefighter Long Term Disability: Police officers and firefighters shall also be eligible for long term disability benefits through the Police Officers' and Firefighters' Pension and Disability Fund. Disability under either Pension and Disability Fund may be used in conjunction with optional purchased long term disability coverage. Leave and benefits taken under the City's offered disability plans must be taken concurrently with Family and Medical Leave, unless the employee has less than one (1) year of service and/or does not qualify for Family and Medical Leave. Approval or disapproval of a short or long term disability claim is determined by the City's disability insurance provider.

Employees requesting a disability leave are subject to the City's policies and procedures, and will be required to complete all forms as provided by the City and return the completed forms to Human Resources. Failure to provide requested documentation will result in a denial of disability compensation until such time as documentation is received and may be considered as voluntary resignation of employment. Any employee who fails to return to work at the end of the disability leave period may be considered to have resigned from employment.

For additional information regarding benefits or enrolling in any of these programs, please contact Human Resources.

Indiana Public Retirement System

The Indiana Public Retirement System ("INPRS"), formerly the Public Employees Retirement Fund, was created on July 1, 1945, to provide secure, long-term pension benefits for Hoosiers who choose careers in public service. It is administered and maintained by the State of Indiana to provide retirement, disability, and survivor benefits to public employees.

All full time employees will begin participating in INPRS upon his or her date of hire. Eligible employees will be automatically enrolled in INPRS and will receive information via email or regular mail about electing beneficiaries and making investment elections. INPRS has two separate and distinct benefits, a pension benefit and an annuity savings account benefit.

- Pension benefits are subject to vesting terms and conditions. An employee is considered vested when he/she has completed ten (10) years of creditable full time service in a covered position.
- Annuity savings account benefits are immediately 100% vested.

State law requires a certain percentage of an employee's gross wages (regular and overtime pay) to be paid into the ASA. Contributions will be included in a participant's income reported to the

federal government for income tax purposes. However, contributions and earnings (if any) will not be subject to tax upon distribution from INPRS.

The INPRS Member Handbook contains a detailed description of the terms and conditions of INPRS. A copy of the handbook may be obtained from the INPRS website (www.in.gov/inprs) or by contacting INPRS at (888) 526-1687. For additional questions, please contact Human Resources or Finance Departments.

Police and Firefighter Pension and Disability Fund

The 1977 Police and Firefighters Pension and Disability Fund were established by the State of Indiana to pay pension, disability, and survivor benefits to eligible public safety officers and their beneficiaries. INPRS maintains and administers the program.

All full-time Police Officers and Firefighters are required to participate in the Fund, and as such, must pass the State-required baseline physical and mental examinations, and be less than thirty-six (36) years old. Police Officers and Firefighters must contribute 6% or more of their gross pay annually to the Fund.

For additional information regarding distributions, disability programs, and survivor benefits, please refer to the 1977 Fund Membership and Retirement Handbook or contact Human Resources. Officers or firefighters eligible under prior versions of the Pension should refer to those programs.

Additional Retirement Savings Options

The City offers a voluntary deferred compensation program (457 Plan) to eligible full time employees. This is a voluntary program that is privately administered and does not offer any matching contributions from the City. If you are interested in participating in any of these optional programs, please contact Human Resources for more information.

Life Insurance

Regular full-time employees are covered by life insurance paid entirely by the City which takes effect immediately upon employment. The current policy provides \$15,000 of coverage for employees. The City also offers optional low-cost Supplemental Life and Dependent Life coverage paid entirely by the employee.

For more information, please contact Human Resources.

Flexible Spending/Dependent Care Spending Accounts

The City of Greenwood offers Section 125 cafeteria plan Flexible Spending Accounts (FSA) to eligible employees. Flexible Spending Accounts allow eligible employees to set aside funds prior to taxation to pay for health care expenses not otherwise covered, such as deductibles, copays, coinsurance, and services such as orthodontia that exceed the health plan maximum. Dependent Care Flexible Spending Accounts allow eligible employees to pay for eligible dependent care expenses (such as day care) for a child, disabled spouse, or dependent parent while the employee or employee's spouse works.

For more information regarding the City's FSA programs, please contact Human Resources.

Employee Assistance Program (EAP)

The City of Greenwood offers an Employee Assistance Program (EAP) to all employees. The EAP provides education, information, counseling, and individualized referrals to assist with a wide range of personal and social problems. Areas of service include marital or family conflict, mental health or emotional stress, problems with alcoholism and substance abuse, elder care, and traumatic events.

Confidentiality laws and regulations protect the personal information that may be discussed with the EAP. Except in certain extreme situations, information will not be released without written permission.

For more information regarding the City's EAP program, please contact Human Resources.

PASSED BY THE BOARD OF AVIATION COMMISSIONERS OF THE CITY OF GREENWOOD, INDIANA this day of November, 2015, by a vote of ____ ayes, ____ nays.

**GREENWOOD BOARD OF AVIATION
COMMISSIONERS**

Scott Hines

Howard Hubler

Melvin Weddle

Cora Steinmetz

ATTEST:

Diana Downey, Recording Secretary