



# Employee Handbook

Approved by Alva City Council on

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## INTRODUCTION

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This handbook is intended to be an informative guide to employees of the City of Alva (“City”) regarding its policies, procedures, and benefits. The City is proud of the procedures and policies that we have developed. We think you will find that they reflect our commitment to treating our employees fairly.

It is the City’s hope that you will find this handbook useful and informative. However, if you have any questions about any of these procedures and policies, do not hesitate to ask your supervisor. Whether you are just joining the City or are a current employee, the City looks forward to working with you.

We welcome employees’ comments and suggestion for improving all aspects of our operation. One of the contributing factors to our success is the maintenance of an open, responsive and on-going two-way system of communications. We encourage all employees to exchange ideas and information to help themselves and, in turn, the City.

This Employee Handbook replaces all previous versions of the Employee Handbook.

**Disclaimer: This handbook is provided as a guide and is not to be considered a contract. The City reserves the right to make changes to its policies, procedures, and other statements made in the handbook. Economic conditions, federal and state law and organizational needs may require the handbook to be re-written. This is necessary to successfully provide the appropriate employment relationship and to obtain the goals of the organization. No such change in the Employee Handbook shall modify the at-will nature of employment at the City.**

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## GENERAL POLICIES AND PROCEDURES

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### **Authority**

The Mayor shall serve as the Chief Executive Officer of the administrative branch of the City. The Mayor shall supervise and control all administrative departments, agencies, officers and employees, act promptly on a charge of neglect or violation of duty of any officer or employee, and require any officer to account for and report to the Council in writing on any subject pertaining to the duties, powers, or functions of the officer when the Mayor deems necessary. The Mayor shall also appoint, subject to the confirmation by the City Council, a City Attorney and all heads or directors of administrative departments and all other administrative officers and employees of the City. All appointments and promotions shall be made solely on the basis of merit and fitness. (11 O.S. §§ 9-105 and 9-117)

The Mayor shall remove or suspend city officers or employees against whom charges of incompetency, neglect, or violation of duty are made, until such time as the Council shall take action on the charges. All removals, demotions, suspensions, and layoffs shall be made solely for the good of the service. The City Council may suspend for cause, by a majority vote of all its members, *any officer of the city or employee*, except the Mayor. (11 O.S. §§ 9-105 and 9-117)

The City Council by ordinance may establish a system for appointment and removal of employees on the basis of merit. After the City Council establishes a merit system, it shall adopt regulations governing the organization and functioning of the system, and for the regulation of personnel matters. (11 O.S. § 9-108)

The City Council elected by ordinance to establish the position of Business Manager. The Business Manager shall maintain supervision over all of the various departments of the City. It shall be his duty to see that the various departments are operated in an economical and efficient manner and to the best interest of the City, in cooperation with departmental committees of the City Council.

The City of Alva has established a policy for any grievance. An employee may appeal disciplinary action to the Business Manager within five (5) business days and his/her decision is final.

### **Scope**

These policies apply to all City employees. The Business Manager shall administer and enforce all provisions of these policies with respect to all City employees. (11 O.S. §§ 9-105)

These policies are not a contract of employment, nor are they intended to be and shall not be interpreted by an employee as a contract of employment.

Unless specifically stated otherwise, any reference to City Manager, Business Manager, Personnel Director or Department Director may include a designee in order to approve or carry out certain functions on their behalf.

## **Interpretation of Policies**

The Business Manager shall provide administrative interpretation of these policies to the various Department Directors. (11 O.S. §§ 9-105)

## **Conflict**

Should the interpretation, application, administration, or enforcement of any rule or regulation contained in these policies conflict with any ordinance or other law, such ordinance or law shall prevail.

A Department Director may make department/division rules and regulations, consistent with these policies, governing the conduct and performance of employees. The Business Manager may review department rules for consistency with the policies. Department/Division rules and regulations may be published, and a copy furnished to each employee to whom they apply. Disciplinary action may be based upon breach of any such rules and regulations. (11 O.S. §§ 9-105)

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## WORKPLACE POLICIES

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### **Equal Employment Opportunity (EEO)**

The City is an equal employment opportunity employer where required by law. Employment decisions are based on merit and business needs, and not on race, ancestry, religion, gender, age, marital or civil union status, national origin, sexual orientation, place of birth, citizenship, veteran status, or disability, as defined and required by state and federal laws.

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

Equal employment opportunity notices are posted as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any employee believes he or she has been discriminated against.

Management is primarily responsible for seeing that our equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal actions the policies are followed. Any employees, including managers, responsible for or involved in discriminatory practices or actions will be subject to termination.

The City intends to provide a work environment that is pleasant and free from intimidation, hostility or other offenses that might interfere with work performance. Harassment of any sort - verbal, physical, and visual - will not be tolerated. Members of certain classes are protected by law. Those protected classes include, but are not necessarily limited to race, ancestry, religion, gender, age, marital or civil union status, national origin, sexual orientation, place of birth, citizenship, veteran status, or disability, or any other protected status defined by law.

### **Harassment**

#### **What Is Harassment?**

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, pranks, intimidation, physical assaults or contact, or violence that substantially interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment. Harassment is not necessarily sexual in nature. It may also take the form of other activity, including derogatory statements, not directed to the targeted employee but observed by the affected employee. Other prohibited conduct includes, but is not limited to, written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

#### **Responsibility**

All City employees, and particularly managers, have a responsibility for keeping our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the



incident or being told of it, must report it to the Business Manager. When a supervisor of the City becomes aware of the existence of harassment, he or she must report it to the highest administrative level whether or not the victim wants the organization to do so.

### Reporting

While the City encourages you to communicate directly with the alleged harasser, and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, it is not required that you do so. It is essential, however, to notify your supervisor or his supervisor immediately even if you are not sure the offending behavior is considered harassment. Any incidents of harassment must be immediately reported. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate would be subject to severe disciplinary action up to and including termination. The City will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted. No adverse employment action will be taken against any employee who makes a good faith report of alleged harassment or who participates in the investigation of such a complaint.

### **Policy Statement on Sexual Harassment**

#### What Is Sexual Harassment?

Sexual harassment may include unwelcome sexual advances, requests for sexual favors or other verbal or physical contact of a sexual nature when such conduct substantially interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment. It also encompasses such conduct when it is made a term or condition of employment or compensation, either implicitly or explicitly and when an employment decision is based on an individual's acceptance or rejection of such conduct.

It is important to note that sexual harassment crosses age and gender boundaries and cannot be stereotyped. Among other perceived unconventional situations, sexual harassment may even involve two women, two men, or a bystander.

Examples of a hostile, intimidating, and offensive working environment include, but are not limited to, pictures, cartoons, symbols, or apparatus found to be offensive and which exist in the workspace of an employee. This behavior does not necessarily link improved working conditions in exchange for sexual favors but it must be unwelcome and substantially interfere with an individual's work performance or create an intimidating, hostile, or offensive working environment.

The City will investigate any complaint of sexual harassment and will take immediate and appropriate disciplinary action if sexual harassment has been found within the workplace. Complaints related to sexual harassment should be made as soon as possible to your supervisor.

Notice of this policy is posted on the main organization bulletin board. If this policy is determined not to have been violated, the complainant and the accused person shall be notified, with appropriate instruction provided to each, including the right of the complainant to contact any of the state or federal agencies identified in this posted policy notice.

### **Workplace Violence**

The City is committed to maintaining a safe work environment for its employees. The City will not tolerate any form of violence, to include threats, intimidation, harassment, physical attacks, or other acts of violence that are considered inappropriate and unacceptable behavior in the workplace. Any employee who is found

to perpetrate or participate in such actions will be subject to corrective action, up to and including termination of employment. Some examples, but not inclusive acts, would be:

- physical grabbing, inappropriate touching, pushing or shoving, or hitting of another individual
- threatening violence verbally
- threatening violence by banishing a weapon or any object that could be used as a weapon
- writing and conveying messages that indicate violent tendencies.

Any employee who has knowledge of actions they believe could lead to an episode of workplace violence, should immediately report the situation to their supervisor.

### **Smoke-Free Workplace**

The City is committed to providing a safe and healthy workplace that promotes the well-being of its employees. Consistent with this commitment, it is our policy to prohibit smoking during working hours in all locations. This applies to tobacco products including chewing tobacco.

It is the responsibility of all employees to observe and enforce the non-smoking policy. Courtesy and consideration toward others should always be exercised in this regard.

### **Drug-Free & Alcohol-Free Workplace**

The City will not tolerate substances in the workplace that interfere with or impair an employee's mental or physical capacity to perform his/her duties or cause a risk to employees, property, or the public. This includes using, possessing, selling, distributing or being under the influence of intoxicants.

An employee or knowing party shall report to a supervisor, Department Director or the Business Manager any employee suspected of violating this policy and such supervisor or manager will take appropriate action.

Drug Testing will conform to the Alcohol & Controlled Substance Testing Policy and Procedures, which were adopted as a part of this policy.

### **Confidential Information**

#### **General**

Employees may be provided access to confidential information, including protected, sensitive and privileged information, during the course of their employment. Such confidential information shall only be used for the express purpose of addressing work assignments and will not be discussed or disclosed with others unrelated to those work assignments. Employees shall hold confidential all confidential information accessible as an employee of the City and shall not use their position to access information unrelated to their work assignments. Confidential information includes, among other categories:

- personal information, including medical information, about any individual
- any confidential information of a prospective location of a business or industry we obtain through the City's economic development relationships prior to public disclosure of such information
- Certain law enforcement records as required by state and federal laws

Any inadvertent disclosure of confidential information through technological means, shall be reported immediately to a supervisor and shall be managed as set forth by State law. 24 O.S. §§ 161, *et seq.*

Employees will be subject to corrective action up to and including termination of employment, for knowingly or unknowingly revealing information of a confidential nature.

### **Conflict of Interest**

Employees should avoid any situation that involves, or may involve, a conflict between their personal interest and the interest of the City. As in all areas of their duties, employees dealing with suppliers and vendors or any person doing or seeking to do business with the City are to act in the best interest of the City.

The City recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts to their supervisor so that the City may assess and prevent potential conflicts of interest from occurring.

If an employee has any question whether an action would create a conflict of interest, he or she should immediately contact their supervisor. Failure to appropriately disclose a conflict of interest situation may result in corrective and/or disciplinary action, up to and including termination

### **Nepotism** (11 O.S. § 8-101)

For the purpose of this section, “*immediate family member*” includes: spouse, child, parents, grandparents, grandchildren, brother/sister, step and/or in-law relations (father/mother/brother/sister/son/daughter) uncle/aunt, nephew/niece, of the employee or the employee’s spouse.

An employee’s immediate family member shall not be employed, transferred or promoted where:

- (a) One immediate family member would have the authority to supervise, appoint, remove, discipline, or evaluate the performance of the other;
- (b) One immediate family member would be responsible for auditing the work of the other;
- (c) That person is an immediate family member of the Mayor, any member of the City Council, or the Business Manager. Persons who have been continuously employed by the City for a period of two years prior to the election of the related Mayor or Council Member or the appointment of the Business Manager are excluded from this prohibition; or
- (d) Other circumstances exist which would place an immediate family member in a situation of actual or reasonably foreseeable conflict of interest.

Management has the right to take appropriate action to resolve situations addressed in Sections (a) through (d) that exist or are created.

At application, an employee shall notify the City of any immediate family member employed with the City. Any employee in a position prior to the date of adoption of these policies shall be grandfathered from application of this section, but must disclose any immediate family member working for the City to the Department Director to assist in accommodating work assignments.

### **At-Will Employer**

**The City is an at-will employer. This means we recognize that you retain the option, as does the City, of ending your employment with us at any given time, with or without notice and with or without cause. As such, your employment with us is at-will and neither this handbook nor any other**

**oral or written representations by any City official or employee may be considered a contract for any specific period of time.**

### **Outside Employment**

The City recognizes and respects your right to work for another employer of your choice while still employed by us. However, the City cannot allow any of its employees to work for a vendor that we do business with, as an employee or an independent contractor, while still employed by us, unless you have received specific approval from the Business Manager.

An employee is prohibited from engaging in any secondary employment that interferes with scheduled City work, or occurs when the employee is off work from City employment on administrative leave, sick leave, injury leave, FMLA leave, or is receiving temporary total disability benefits from the City under workers' compensation laws.

You must inform your immediate supervisor if you plan to engage in any type of employment outside of us. It is important that outside employment does not present a potential conflict of interest, effects your job performance to deteriorate, or reflect negatively on the City.

### **Employment Classifications**

A *Full-Time* employee is anyone who is regularly scheduled to work 30 or more hours per week. A full-time employee may be re-classified as part-time or temporary if these requirements are not met.

A *Part-Time* employee is anyone who is regularly scheduled to work less than 30 hours per week. A part-time employee may be reclassified as full-time or temporary if these requirements are not met.

A *Temporary* employee is anyone who works for a specified period of time, usually less than 90 days, regardless of the number of hours worked. Temporary employees are not eligible to receive any paid benefits.

An *Exempt* employee is not eligible for overtime according to the Fair Labor Standards Act (FLSA).

A *Non-exempt* employees is eligible for overtime according to the Fair Labor Standards Act (FLSA).

Use of the term “temporary” in this handbook is not intended nor should it be construed as intending, that non-temporary employees are considered permanent. **No one’s employment with the City is guaranteed to be permanent. All employees are at-will and can quit or be discharged at any time for any reason or no reason.**

### **Personnel Records**

The City maintains a personnel file for each employee. Maintaining these files with up-to-date information is very important as it provides the City with contact information in case of emergency, addresses for mailings, data for payroll purposes, and information required for insurance programs and other benefits. All employees should promptly notify the payroll clerk of any change in:

1. Address
2. Telephone number
3. Marital status for benefit plan purposes
4. Beneficiary or dependents indicated in your life insurance policy
5. Number of dependents for tax withholding purposes
6. Party to be notified in case of an emergency

Any changes in family status must be reported to the payroll clerk within 30 days of the event. A delay in filing the proper forms could result in lack of coverage. If you become divorced or widowed, it is a good idea to check whom you have as designated beneficiaries. In the event of your death, your listed beneficiary will receive any life insurance benefits due. Be sure the listed beneficiary is the person you intend to receive the benefits.

Employees may inspect and receive copies of their own personnel records upon written request.

The City intends to protect the privacy of each employee and is committed to the confidential handling of every employee's personnel information. All individual records, computer generated employee reports, personnel files, and information therein, except those specified by ordinance or statute as public records, shall be restricted as confidential, and shall be available only with the approval of the Business Manager. However, information contained in personnel records and files may be revealed to municipal employees:

- (a) for the use of any report or record, when pertinent and necessary to an official function of the municipal service;
- (b) for the purpose of an official audit or investigation, when made under proper authority;
- (c) for any other purpose authorized by the Business Manager.

### **Disciplinary Actions**

Any action which reflects discredit upon the City is a direct hindrance to the effective performance of the municipal government function and shall be cause for discipline or termination. Note that the following list of unacceptable activities does not include all types of conduct that can result in disciplinary action, up to an including termination of employment:

1. Violation of any City policy or rule;
2. Violation of safety rules, practices or failure to wear safety equipment;
3. Unexcused absence, absence from work without permission, or failure to report any absence to the designated authority;
4. Careless actions which endanger the life or safety of others;
5. Being intoxicated or under the influence of a controlled substance while at work except for medications prescribed by a physician;
6. Possession of firearms, weapons or explosives while on City property unless permitted by law;
7. Engaging in criminal conduct or acts or threats of violence toward any other employee or official;
8. Insubordination or refusing to follow instructions of your supervisor;
9. Destruction of City property whether intentional or otherwise;
10. Theft of City property;
11. Dishonesty, falsification or misrepresentation of facts regarding your employment application;
12. Immoral or indecent conduct while on duty;
13. Unsatisfactory work performance;
14. Any act of harassment, sexual, racial; or other act of illegal discrimination while on the job; or
15. Violation of the City's email, computer or internet policy.
16. Any breach of confidentiality.

### **Discipline Procedure**

Unacceptable behavior that violates City policy that does not lead to immediate dismissal may be dealt with by any of the following interventions, **taken in any order**, as your supervisor and organization management determine is appropriate.

A. Verbal Reminder

Your supervisor may meet with you to discuss the problem or violation, to make sure that you understand the nature of the problem or violation and the expected remedy. The purpose of this conversation is to remind you of exactly what the rule or performance expectation is and to remind you that it is your responsibility to meet the City's expectations.

Your supervisor may document the Verbal Reminder, which may remain in effect for an established period of time.

B. Written Warning

If you are in violation of the City's practices, rules or standards of conduct, your supervisor may discuss the problem with you, emphasizing the seriousness of the issue and the need for you to immediately remedy the problem. After the meeting, your supervisor might write a memo to you summarizing the discussion and your agreement to change. A copy of the memo may be placed in your personnel file. The Written Warning may remain in effect for an established period of time to be determined by your supervisor.

C. Suspension

A non-exempt employee may be suspended without pay for disciplinary purposes. Such suspension shall be in writing with a copy given to the employee. As a general rule, a suspension for disciplinary purposes shall be less than two biweekly pay periods.

If an exempt employee is suspended for disciplinary purposes, the suspension shall be in increments of workweeks in accordance with the Fair Labor Standards Act (FLSA).

D. Termination

Failure to adhere to the performance standards set forth in the either the verbal or written warning, or some other form of behavior problem which was not proceeded by warning may lead to termination.

**The provision of this Disciplinary Policy is not a guarantee of its use. The City reserves the right to terminate employment at any time, with or without reason.**

Appeals

Management specifically agrees that the right to due process that an employee has before discipline is imposed will be handled in the following manner, but this due process may be waived by the employee at any time of his/her own accord. It is further agreed if management determines during an investigation, an employee should not be left at full duty status, they may be removed to restricted duty or suspended.

Upon being advised of discipline resulting in termination, the Employee shall have the right to a hearing before an Employee Board. The employee must notify the supervisor within 7 days (including weekends and holidays) of being terminated that he/she has elected to have a hearing before the Employee Board. Said Employee Board shall consist of:

- One (1) Employee of any rank selected by the employee being disciplined.
- One (1) Employee of any rank selected by the Supervisor.
- One (1) City Department Head, selected by the City Business Manager

This board will review the facts and circumstances that led to the termination. Both the employee as well as City Administration shall have the right to present evidence and witnesses. The hearing shall be informal and not subject to the technical rules of a courtroom. This shall be a closed hearing and not open to the public. All persons present at the hearing shall have the right to:

- Be represented by counsel;
- Present evidence;
- Cross examine those individuals who are testifying;
- Present arguments.

This hearing shall be conducted no sooner than 3 days, but no later than 10 days (including weekends and holidays) after notification given by the employee being terminated has been received, requesting the hearing. This time period may be extended or shortened by agreement between the two parties.

The board shall make one of the following recommendations by a majority vote:

- Exonerated – All discipline shall be vacated and the employee returned to status and benefits as was before the discipline was imposed.
- Sustained – The discipline as imposed by the Supervisor shall remain in place.
- Modified – The termination has been modified by the board resulting in demotion or the like.

Disciplinary action, as utilized herein, may consist, but is not limited to the following of:

- Verbal Reprimand
- Positive discipline efforts that do not result in loss of pay or status.
- Loss of status within specialty groups or assignments
- Written Reprimand
- Re-assignment
- Loss/suspension of vacation.
- Suspension.
- Demotion from a rank to another, one level less in seniority.
- Disciplinary Probation
- Dismissal

The Board's Chairman shall submit the recommendation of the board, to the Supervisor/Department Head and the City Business Manager within two (2) days:

Any dissenting votes shall also file a report which shall be attached to the majority's recommendation for consideration by the Supervisor/Department Head and City Business Manager.

The City Business Manager shall cause the employee be notified of the final decision within twenty-four (24) hours of his receipt of the board's recommendation.

Employees who receive discipline which does not result in termination may appeal directly to the City Business Manager. In which case the City Business Manager will review all evidence presented and determine if the proposed discipline is to be exonerated, sustained, or modified.

### **Hours of Work**

Your hours of work will greatly depend upon your particular position, physical location, organizational expectations, and changing needs of the City. See your supervisor about the work schedule.

### **Attendance, Punctuality and Dependability**

It is important that all employees be at work at their scheduled time. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times.

Employees must notify their supervisors as far in advance as possible, but not later than one hour before his/her scheduled starting time if he/she expects to be late or absent. Please be sure to speak to an actual person; do not leave a message in text, voice mail or e-mail.

If your absence continues for more than one working day, daily reports should be made to your supervisor regarding your status (unless other arrangements have been made). For example, if you are out with the flu, daily calls are expected. If you are out on a medical leave because you have a broken leg, daily calls are not expected.

Any employee absent for three (3) or more consecutive days who fails to notify his supervisor (unless on an approved leave of absence) will be considered to have voluntarily resigned. Please be aware you may have certain rights under the Family Medical Leave Act (FMLA) as well as any State Laws that may have an effect on time off for illnesses.

The City reserves the right to request a medical examination or doctor's certification during or following an illness or injury.

A careful record of absenteeism and lateness is kept by the employee's supervisor and becomes part of the personnel record. Punctuality and attendance at work are important to job performance.

### **Professional Attire**

The City recognizes that standards of appropriate dress may vary based on public contact and the nature of the employee's job responsibilities. Appropriate personal appearance and hygiene is expected by the City. Each employee is responsible to use good judgment and dress appropriately for his/her job.

Appropriate office attire means clean, neat and conservative clothing. It would include attire such as dresses, shirts, slacks, sweaters, skirts and shoes. Examples of inappropriate attire would include revealing articles of clothing, slogans imprinted on clothing, sweat or jogging suits, very short skirts, shorts, and facial piercings.

While this guideline cannot address all types of inappropriate attire, it is intended to assist employees in exercising positive judgment. If employees are unsure of the suitability of their attire, they should ask their supervisor for guidance.

### **Recording Your Time**

The City is required by law to keep an accurate record of the hours you work. The time sheet provides the method to do this. Time sheets for all non-exempt employees must be submitted to their supervisor for approval at the end of each workweek.

All time sheets need to be completed thoroughly and accurately. Supervisors will provide a blank time sheet to each employee.



## **Compensation**

Upon hire, all employees must fill out all appropriate payroll, personal data and tax forms. Paychecks cannot be processed unless all the necessary forms have been completed and received by the payroll clerk.

Payroll will be based on 26 periods. Employees are paid for a given pay period on Thursday. The Payroll Department must process payroll 3 days prior to the pay date. Therefore, the hours worked by non-exempt employees must be reported on time and accurately.

**Paycheck Distribution:** Paychecks may be obtained by electronic bank deposit (direct deposit). Employees should arrange to have their pay electronically deposited to their checking or savings account through the Payroll Officer. This is done by completing an authorization form and submitting it, along with a voided/blank check to the Payroll Officer.

**Payroll Deductions:** Check stubs indicate gross earnings, net earnings, and all deductions. Required payroll deductions include federal income tax, state income tax, Social Security (OASDI) and Medicare taxes. Federal and state income taxes are deducted from your gross pay and sent to the federal and state treasuries to be credited to your annual tax bill. By the 31<sup>st</sup> of January of the following year, you will receive a W-2 statement from the City which will indicate total dollars earned and taxes withheld for the previous year. This W-2 statement is for your use in filing your return with the Internal Revenue service and the state Department of Revenue.

By law, a certain percentage of your earnings may be paid as a Social Security Tax. This too, is automatically deducted from your bi-weekly paycheck. The City matches this contribution equally, which serves as a fund for your total contributions deducted from your paychecks for the previous year.

## **Overtime Pay**

Employees, other than in the police and fire department, that are non-exempt are paid one and one-half times the regular rate of pay for all hours worked in excess of 40 hours of each week. Overtime means over 40 hours WORKED, not 40 hours paid.

All overtime must have advance authorization by your supervisor. If prior approval cannot be obtained due to an emergency, the supervisor shall be informed as soon as possible after the emergency.

The City will offer compensatory time off in lieu of paid overtime but is not required to do so, so long as, the employee has read, signed and agreed to a compensatory time agreement and policy.

## **Workplace Injuries**

Any employee injured on the job shall report the injury immediately to his supervisor. Failure to report such injury might result in a denial of benefits available to you under the State Workers' Compensation laws.

## **Political Activities** (11 O.S. § 22-101.1)

Employees are encouraged to exercise their right to vote and belong to political parties. An employee may be a candidate for elective or public office, but shall not hold any elective or public office under the United States Government, the State of Oklahoma, or any other state or municipality (notaries public excepted).

No employee shall participate in political activities during working hours or while in a City uniform or vehicle or while on City premises. Once off duty and not in a City uniform or vehicle, an employee is free to participate in political activities to the same extent as any citizen.

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## USE OF CITY TOOLS AND RESOURCES

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### **Use of City Equipment and Computer Systems**

The City provides supplies, equipment, desks, printers, files, computers, and other office equipment necessary for you to perform your job. These items are to be used solely for the City's purposes. Employees are expected to exercise care in the use of City equipment and property and use such property only for authorized purposes. Loss, damage or theft of City property should be reported at once.

City equipment, such as computers, telephones, copiers, etc. is intended to be used for business purposes. An employee may only use this equipment for non-business purposes in an emergency and only with the permission of his/her supervisor. An employee may not remove any City equipment from the premises without approval from their supervisor.

Upon termination of employment, the employee must return all City property, equipment, work products and documents in his or her possession.

### **Telephone Usage Policy**

Personal telephone calls should be limited to non-work time to the extent possible. Outgoing long distance personal phone calls are not permitted.

### **Computer Usage Policy**

The use of the computer system and software is limited solely to appropriate business use. Employees are not allowed to use the computer systems for their personal benefit. Employees are strictly forbidden from installing software on the system. Further, this policy reaffirms that the City's employees have no reasonable expectation of privacy with respect to any computer hardware, software, electronic mail or other computer or electronic means of communication or storage, whether or not employees have private access or an entry code into the computer system.

The City reserves the right to monitor the use of its computer system and limit e-mail messaging and/or Internet browsing at any time.

### **E-Mail Policy**

Every employee is responsible for using the electronic mail (e-mail) system properly and in accordance with this policy. The e-mail system is the property of the City. It has been provided for use in conducting City business. All communications and information transmitted by, received from, or stored in this system are City records and property of the City. The e-mail system is to be used for City purposes only.

Employees have no right of personal privacy in any matter stored in, created, received, or sent over the City's e-mail system.

The City, in its discretion as owner of the e-mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the e-mail system, for any reason and without the permission of any employee.

Employees should be aware that deletion of any e-mail messages or files may not truly eliminate the messages from the system. All e-mail messages are stored on a central back-up system in the normal course of data management.

The City's policies against sexual or other harassment apply fully to the e-mail system, and any violation of those policies is grounds for corrective action up to and including termination of employment. Therefore, no e-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.

The e-mail system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job related solicitations.

### **Internet Use Policy**

Certain employees may be provided with access to the Internet to assist them in performing their jobs. The Internet can be a valuable source of information and research. Use of the Internet, however, must be tempered with common sense and good judgment.

If you misuse your right to use the Internet, your access will be taken away from you. In addition, you may be subject to corrective action, up to and including termination of employment, and civil and criminal liability.

Your use of the Internet is governed by this policy and the e-mail policy.

No expectation of privacy. The computers and computer accounts given to employees are to assist them in performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to the City and may only be used for business purposes.

Monitoring computer usage. The City has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users.

Prohibited activities. Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristics protected by law), or violating the City's equal employment opportunity policy and its policies against sexual or other harassment may not be downloaded from the Internet or displayed or stored in the City's computers. Employees encountering or receiving this kind of material should immediately report the incident to their supervisor. The City's equal employment opportunity policy and its policies against sexual or other harassment apply fully to the use of the Internet and any violation of those policies is grounds for corrective action up to and including termination of employment.

Games and entertainment software. Employees may not use the City's Internet connection to download games or other entertainment software, including wallpaper and screen savers, or to play games over the Internet.

Use of the Internet via the City's computer system constitutes consent by the user to all of the terms and conditions of this policy.

### **Vehicles**

Each employee who is responsible for driving a City vehicle must possess a valid Oklahoma Driver's License and Class designation as required by state law. If at any time the employee becomes ineligible to operate a

vehicle because of a suspended or revoked Driver's License, the employee shall notify his supervisor immediately.

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CITY BENEFITS

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**Salary**

Employees will be paid biweekly. Your check will be ready after 11:00 a.m. on days checks are issued.

**Health, Dental and Life Insurance**

The City provides health, dental and life insurance for our employees. See the payroll clerk if you choose to pay for family coverage. See the payroll clerk for the amount of life insurance that the City pays for your benefit.

Any changes in family status must be reported to the payroll clerk within 30 days of the event. A delay in filing the proper forms could result in lack of coverage. If you become divorced or widowed, it is a good idea to check whom you have as designated beneficiaries. In the event of your death, your listed beneficiary will receive any life insurance benefits due. Be sure the listed beneficiary is the person you intend to receive the benefits.

**Pension or Retirement Benefits**

The City pays monthly premiums into the Oklahoma Municipal Retirement Fund for your retirement. Please see the payroll clerk for details.

**Leave: Annual, Sick or Personal, Holidays, Vacation and Voting**

**Holidays**

All employees, except temporary part-time, are granted nine (9) paid holidays per calendar year. All employees, except temporary and part-time employees, shall be entitled to a day off, with pay for their birthday. The day may be taken on any day during the week of the birthday or as approved by the Business Manager.

The approved holidays are as follows: New Year's Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday Following, Veteran's Day and Christmas Day See the payroll clerk for additional approved holidays.

Whenever a holiday falls on a Saturday, the Friday preceding shall be considered a holiday; whenever a holiday falls on a Sunday, the Monday following shall be considered a holiday.

**Sick Leave**

No employee will be eligible for Sick Leave until such time that the employee has six (6) months of service with the City. At that time, an employee will be eligible for 60 hours of Sick Leave for the following six months. Regular Full-time employees accrue one hundred twenty (120) hours of sick leave per year. The accrual rate is 10 hours per month.

Accumulated sick leave is not compensable upon termination of employment except on retirement. On retirement the City will buy back 325 hours.

**Vacation**

Employees accrue vacation leave based upon length of service and is credited to the employee on their anniversary date as follows:

- First–Ninth Anniversary           10 days (80 hours)
- Tenth-Twentieth Anniversary   15 days (120 hours)
- Twentieth Anniversary           20 days (160 hours)

All vacation time must be taken in full-day increments. Your supervisor must approve the specific vacation dates prior to your time off.

Maximum accrual of vacation leave for years one through nine is ten days (80 Hours), or years 10 or more fifteen days (120 hours).

Voting (26 O.S. § 7-101)

An employee who is a registered voter shall be granted up to two (2) hours to vote during the period when the polls are open. If the voting place is at such a distance that more than two (2) hours are required to vote, then sufficient time will be allowed. No employee shall be entitled to voting leave unless the voting time is scheduled with the supervisor before Election Day. Supervisors shall select the hours which an employee is granted to vote. The department/division may change the work hours to allow voting leave before the beginning of work or after work hours.

Voting leave shall not apply to an employee whose shift begins three (3) hours or more subsequent to poll opening or ends three (3) hours or more prior to poll closing.

Jury Service/Court Leave (38 O.S. § 34 and 28 O.S. § 84.1)

An employee required to render jury service in any court of law or called to be present on behalf of the City in court service or called pursuant to a subpoena to be present as a non-party in interest in court service during normal working hours shall receive their regular pay for such period, and the time spent in such service shall be reported as Jury Service or Court Leave. Time off for such service shall be granted only for the actual period of required service and the supervisor may require proof of the actual hours of service.

An employee compensated for jury duty or other court service cannot receive both compensation and their regular pay from the City. The employee must remit the court service payment or jury fee to the City Treasurer, or at their option, not be entitled to their regular pay for those hours absent from regular duty. The employee is not required to remit to the City Treasurer that portion of the compensation from the court that was properly documented for expenses.

## **Professional Conduct and Anti-Harassment Policy**

### EQUAL EMPLOYMENT OPPORTUNITY/NON-DISCRIMINATION POLICY

The City is committed to providing equal employment opportunities to all employees and applicants for employment. There shall be no discrimination against any employee or applicant on the basis of race, ancestry, religion, gender, age, marital or civil union status, national origin, sexual orientation, place of birth, citizenship, veteran status, or disability, as defined and required by state and federal laws. This commitment extends to every aspect of employment, including recruitment, selection, placement, training, compensation, promotion, transfer, layoff, recall and disciplinary action. The responsibility for administering this policy is delegated to City Business Manager, Department Heads and Supervisors.

### PROFESSIONAL CONDUCT AND ANTI-HARASSMENT POLICY

The City is committed to establishing a professional and congenial work environment and will take reasonable steps to insure that the work environment is pleasant for all who work here. All employees are expected to treat others with courtesy, consideration and professionalism. The City will not tolerate the harassment of any employee or any member of the public by any other employee, supervisor or customer. Employees may not use epithets, slurs or other terms or language designed to threaten, insult, intimidate or show hostility to another. Employees are prohibited from posting or circulating in the workplace any written or graphic materials or other objects that attack, defame, belittle, degrade or show hostility or aversion to any person or group of people. In addition, harassment for any discriminatory reason, such as race, gender, national origin, disability, age, religion or veteran status is prohibited not only by State and Federal laws but also by the policies of the City of Alva. The City prohibits not only unlawful harassment but other types of unprofessional and discourteous conduct. Accordingly, derogatory, racial, ethnic, religious, age, gender, sexual orientation, sexual or other inappropriate remarks, slurs, "jokes," written material or actions will not be tolerated in the workplace.

Included in this prohibition is a prohibition against sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, or any other visual, verbal or physical conduct of a sexual nature when:

1. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
2. Submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; or
3. The harassment has the purpose or effect of unreasonably interfering with the employee's work performance or of creating an environment which is intimidating, hostile or offensive to the employee.

Each employee must exercise his own good judgment to avoid engaging in conduct that may be

perceived by others as harassment. Forms of harassment include, but are not limited to, the following:

1. Verbal: Repeated sexual innuendos, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats or suggestive or insulting sounds;
2. Visual/Non-Verbal: Derogatory posters, cartoons, telefaxes, drawings, suggestive objects or pictures, graphic commentaries, leering or obscene gestures;
3. Physical: Unwanted physical contact including touching, interference with the individual's normal work movements or threatening gestures; and
4. Other: Making or threatening reprisals as a result of a negative response to a harassing action.

Any employee or applicant who feels that he or she has been subjected to harassment or otherwise has been discriminated against due to his or her race, color, religion, national origin, gender, sexual orientation, age, disability or veteran status or who witnesses such harassment of or discrimination against another employee, should promptly report the incident. A complaint form is available in the Personnel Office and in this Document. Although employees are encouraged to discuss issues of alleged harassment or discrimination with their immediate supervisor, they may by-pass their immediate supervisor and report the incident directly to the City Business Manager. In the event the employee believes the City Business Manager is involved in the harassment or discrimination, the employee may bring the complaint to the attention of the Mayor. Further, any supervisors who gains information concerning allegations of harassment or discrimination is to immediately report the same to the City Business Manager.

All complaints of harassment or discrimination will be investigated. In determining whether alleged conduct constitutes harassment or discrimination, the totality of the circumstances, the nature of the harassment and the context in which the alleged incidents occurred will be considered. Except as deemed necessary to investigate and remedy violations, management will keep any complaint and the information revealed in the investigation as confidential as possible.

All employees are strongly encouraged to use the complaint procedures set forth herein if they believe they have been subjected to discrimination or harassment. Before it becomes a serious problem and the conduct interferes with an individual's work performance or creates a hostile environment, employees are encouraged to notify management of conduct that may violate this policy. That will allow management time to address the situation.

The initiation of a complaint, in good faith, will not be grounds for discipline. It is a violation of the City's policy for an individual to be disciplined or otherwise disadvantaged as a result of a good faith resort to this complaint procedure. However, deliberately reporting false allegations may be considered as a form of harassment and may subject an employee to appropriate discipline.

If a person is determined to have violated this policy, the City will take appropriate action designed to prevent any further incidents of inappropriate behavior. If necessary, this could include disciplinary action up to and including termination. In addition, management and supervisory employees may face disciplinary action if they fail to take corrective action after becoming aware of



the existence of harassment or discrimination, regardless of whether the victim has filed a formal complaint.

**Complaint Form**

Name of Complainant: \_\_\_\_\_

Position with the City: \_\_\_\_\_

Name and Position of Person allegedly violating City policies, including any claims of discrimination and/or harassment: \_\_\_\_\_

Date and Place of Occurrence: \_\_\_\_\_

Description of the event giving rise to the Complaint (Please use additional sheets as needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name, address or position of any potential witnesses to the events: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer

**AGREEMENT TO ACCEPT COMPENSATORY TIME OFF  
IN LIEU OF OVERTIME PAY**

In accordance with the provisions of the Fair Labor Standards Act and the policies of the City of Alva, non-exempt employees are allowed, with the approval of their department heads, to accrue compensatory time off of work instead of receiving payment for overtime hours worked. I voluntarily agree to accept compensatory time off in lieu of overtime pay for overtime hours worked. I understand that I will accrue compensatory time at the rate of one and one-half hours for each overtime hour worked during a workweek. I understand that this compensatory time will not be counted as time worked for purposes of computing overtime or additional compensatory time.

I further understand that compensatory time may be accrued up to a maximum of 240 hours (divisions and/or departments may establish a lower cap) and must be used or paid in accordance with City policy and the law. I also understand that compensatory time may be limited, preserved, used or cashed out consistent with the provisions of City policy and the law. Occasional cash payment of overtime hours does not negate the compensatory time agreement.

I understand that it is the responsibility of a department and Personnel Clerk to monitor and maintain records of my accrued and used compensatory time. I understand that if I would resign or be terminated from my position, transfer from a department or be promoted into an exempt position, the department in which the overtime was incurred is responsible for arranging for me to use or be paid the balance of my accrued compensatory time at my final hourly rate of pay prior to termination or a change in position.

I understand that this agreement is in effect during my employment at the City of Alva.

**EMPLOYEE:**

PRINTED  
NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ DATE \_\_\_\_\_

**DEPARTMENT APPROVAL:**

PRINTED  
NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ DATE \_\_\_\_\_

## **ALCOHOL & CONTROLLED SUBSTANCE TESTING POLICY AND PROCEDURES**

**Section 1. Policy Statement:** The City recognizes the importance of a drug and alcohol free workplace. The abuse of drugs, alcohol or other chemical substances by an employee endangers the safety of the public, the employee, and other City employees. The City recognizes that it is in its best interest, as well as the best interest of its employees and the public, to prevent and eliminate drug, alcohol and/or substance abuse in the work place. Any employee found using, possessing, selling, distributing or being under the influence of an illegal chemical substance and/or alcohol during working hours or while on City property or while using City equipment will be subject to discipline up to and including termination of employment.

**Section 2. Effective Date:** This policy will be effective ten (10) days after posting in a prominent place at all City facilities where employees routinely report for duty and following distribution of the policy to all employees. In addition, a copy will be given to each applicant for employment upon receipt of a conditional offer of employment.

**Section 3. Application:** This policy applies to all employees as well as all applicants for employment once they have received a conditional offer of employment. This policy will comply with the Oklahoma Standards for Workplace Drug and Alcohol Testing Act, 40 O.S. §551, *et seq.* (Act) as amended.

**Section 4. Applicant Pre-Employment Testing:** All applicants will undergo drug and/or alcohol testing following a conditional offer of employment, but prior to final hiring and assignment. Refusal to undergo a test, or a positive test, will result in the City withdrawing its conditional offer of employment. In addition, adulteration of a specimen for a drug or alcohol test will be considered as a refusal to undergo a test.

**Section 5. For Cause Testing:** Drug and/or alcohol testing may be conducted on any employee at any time the City has reasonable suspicion there is cause to believe an employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances:

- 5.1 Observation of drugs or alcohol on or about the employee's person or in the employee's vicinity;
- 5.2 Observation of conduct on the part of the employee that suggests that the employee is impaired or is under the influence of drugs or alcohol;
- 5.3 Receipt of a report of drug or alcohol use by an employee while at work;
- 5.4 Information that an employee has tampered with drug or alcohol testing at any time;
- 5.5 Negative job performance patterns by the employee; or
- 5.6 Excessive or unexplained absenteeism or tardiness.

The supervisor will verbally inform the employee of the reason for the test. Additionally, a written record of the situation leading to the drug or alcohol test will be created and signed by the supervisor(s) within 24 hours of the event. A copy of the report will be forwarded to the City Business Manager.

The employee involved must stop work immediately and will be transported as soon as possible to the designated testing facility by a management/supervisory employee. The employee will not be allowed back to work until the results of the test are known.

**Section 6. Post-Accident Testing:** Post-Accident drug and/or alcohol testing may be conducted on an employee where there has been damage to City property or equipment while the employee was at work or the employee or another person has sustained an injury while at work. The post-accident test will be administered while the employee is still on duty or as close to as possible. No employee required to take a post-accident alcohol or drug test may use any alcohol or drugs, of any kind, following the accident until the employee undergoes the post-accident testing.

**Section 7. Random Testing:** The City may, at various times, randomly select members of the following employment groups, at its discretion, for unannounced random testing for drugs or alcohol:

- 7.1 police officers;
- 7.2 firefighters;
- 7.3 persons engaged in activities which directly affect the safety of the public;
- 7.4 employees whose work involves direct contact with inmates in the custody of the Department of Correction; or
- 7.5 employees whose work requires possession of a CDL.

**Section 8. Periodic Scheduled Testing:** The City may require an employee in any of the employment groups identified in Section 7 above to undergo drug or alcohol testing as part of a routinely scheduled employee fitness for duty examination or in connection with the employee's return to duty from a leave of absence.

**Section 9. Post Rehabilitation Testing:** The City may require an employee to undergo drug and/or alcohol testing, without prior notice, for a period of up to two (2) years after the employee's return to work following a confirmed positive test result or following participation in a drug or alcohol dependency program. Post-rehabilitation testing will be conducted in addition to any other testing the employee is subject to under this policy.

**Section 10. Substance for Which Tests May Be Given:** The City reserves the right to test for all drugs and for the presence of alcohol. The test for drugs may include, but are not be limited to: amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, steroid or a metabolite of any of the above.

Threshold reporting levels will be those established and maintained by the Federal Department of Transportation and as utilized by the National Institute for Drug Abuse (NIDA). Any positive levels below those established reporting levels will not be reported to the City's Review Officer by the testing laboratory.

**Section 11. Methods and Documentation:** Collection, storage, transportation, testing facilities and testing procedures will be conducted in accordance with rules established by the State Board of Health. Samples may be collected on the premises of the City at its election. Body component samples will be collected with due regard to the privacy of the individual being tested. In no case may any City employee directly observe collection of a urine sample. A written record of the chain of custody of the sample will be maintained until the sample is no longer required.

All sample testing will conform to scientifically accepted analytical methods and procedures. Testing will include confirmation testing of any positive test results by gas chromatography, gas chromatography-mass spectroscopy, or an equivalent scientifically accepted method of equal or greater accuracy as approved by the State Board of Health at the cut off levels as determined by the State Board of Health. In the case of the use of Breathalyzer testing method, no discipline may be imposed unless there is a confirmation test performed on a second sample that confirms the prior results.

An applicant or employee will be given the opportunity to provide notification of any information which he/she considers relevant to the test, including currently or recently used drugs or other relevant information. In the event that an applicant or employee wishes to challenge the results of the City's test, he/she may do so as provided in this policy. The applicant or employee must have had the sample collected within one hour of the City's sample and such retest must be in accordance with the standards set forth by the State Board of Health and in this policy.

**Section 12. Costs:** The City is responsible for all costs associated with drug or alcohol testing. However, if an applicant or employee requests a confirmation test of a sample within twenty-four (24) hours of receiving notice of a positive test result in order to challenge the results of the positive test, the applicant or employee is responsible for the cost of the confirmation test unless the confirmation test reverses the findings of the challenged positive test. In such case, the City will reimburse the person for the cost of the confirmation test.

**Section 13. Refusal to Undergo Testing or Tampering with Sample:** Employees who refuse to undergo testing according to the terms of this policy will be subject to disciplinary action up to and including termination. Adulteration of a specimen or of a drug or alcohol test will be considered as a refusal to undergo a test and will result in disciplinary action up through and including termination of employment.

**Section 14. Review Officer:** The City will contract with a Review Officer who will receive confirmed positive test results from the testing facility and evaluate those results in conjunction with the subject employee and/or applicant. The Review Officer will be qualified by the Board of Health to receive, interpret and evaluate the test results. Upon receiving a confirmed positive test result, the Review Officer will contact the applicant or employee prior to notification of City officials. The applicant or employee will be given the opportunity to explain the test results.

**Section 15. Confidentiality:** The City will treat all tests and all information related to such tests, as confidential materials. All records relating to drug testing will be kept separated from personnel records. The records are the property of the City but will be made available to the affected applicant or employee for inspection and copying upon request and will also be available for review by the City' Review Officer. Except as set forth below, the records will not be released to any person other than the applicant or the employee without that person's express written permission. However, the City may release the records:

- 15.1 To comply with a valid judicial or administrative order;
- 15.2 As admissible evidence in a case or proceeding before a court of record or administrative agency if the employee or the City is named as a party in the case or proceeding; or
- 15.3 To employees or agents of the City who need access to the records in connection with the administration of this Policy and the Act.

**Section 16. Disciplinary Action:** The City may elect to take disciplinary action, up to and including termination of employment, against an employee who: 1) tests positive for drugs and/or alcohol; 2) refused to test under this policy; or 3) adulterates a specimen for a drug or alcohol test.

- 16.1 The City will evaluate the employment history of any employee who tests positive for drugs and/or alcohol. The appropriate course of action will be determined based on the employee's total work record. Where deemed appropriate by management, an employee may be offered the opportunity to enter into a rehabilitation program. Continued employment will be contingent upon the successful completion of a rehabilitation program and an agreement to undergo periodic drug and/or alcohol post-rehabilitation testing for up to two (2) years. However, the City reserves the right to initiate disciplinary action, up to and including termination of employment, for the first positive test result. A decision regarding disciplinary action under this policy by management will be final and binding.
- 16.2 Employees who have tested positive, and who have been offered the opportunity to participate in a rehabilitation program in lieu of termination of employment, will not be allowed to return to work until they can provide a verified negative "return to work" test from a City approved facility. An employee may be allowed a maximum of 12 weeks to provide a verified negative "return to work" drug or alcohol test. If a negative test is not provided within 12 weeks, the employee will be terminated from employment. Until a negative "return to work" test is supplied, the employee will be on leave without pay. However, an employee may request permission to use accrued sick leave and vacation leave. An employee may request a "return to work" test no sooner than two weeks from a positive test result, and subsequently every other week thereafter, until a negative "return to work" test is obtained. Employees refusing to seek help or submit to testing in accordance with this policy will be subject to disciplinary action.
- 16.3 In the event the City does not terminate the employment of an employee who has a positive test result, the employee who enters a rehabilitation program after the

positive test results will be permitted to do so only once. Any future recurrence for abuse with the same or any other substance will result in termination of employment.

- 16.4 An employee who is discharged from employment on the basis of refusal to undergo drug or alcohol testing or based on a positive drug or alcohol test will be considered as having been discharged for misconduct for the purpose of unemployment compensation and the City will protest any application for unemployment benefits.

**Section 17. Prohibitions:** No employee may report for duty within four hours after using alcohol or remain on duty while having an alcohol concentration of 0.04 or greater and no supervisor will permit any employee to perform any work duties if the supervisor is aware the employee has an alcohol concentration of 0.04 or greater. No employee will be on duty or operate a City vehicle/equipment or perform job duties while in possession of alcohol nor use alcohol during duty time. Further, no employee may report for duty, drive a City-owned vehicle, operate City equipment or remain on duty when the employee has used any controlled substance, except when the use is pursuant to the instructions of a physician and where the physician has advised an employee the substance will not adversely affect an employee's ability to drive a vehicle or operate equipment. No supervisor having knowledge that an employee has used a controlled substance may permit an employee to be on duty or drive/operate any City vehicle or equipment.

**Section 18. Responsibilities of Individuals:** In order to comply with the provisions of this policy, each employee assumes the following responsibilities:

- 18.1 *Working under the Influence of Performance Impairing Medication:* Employees who have been prescribed legal medications that might affect the safe performance of their duties are required to notify their supervisors prior to performing any hazardous or dangerous tasks.
- 18.2 *Reporting to Work or Working While Impaired:* Employees may not report to work and may not continue to work while impaired by any restricted substance identified in this policy.
- 18.3 *Reporting Violations:* The services provided by certain employees are performed, at times, under hazardous and dangerous conditions. Thus, employees are encouraged to come forward and report any violation of this policy to management. This information may be instrumental in the prevention of serious accidents and injuries on the job.



## SOCIAL MEDIA AND SOCIAL NETWORKING POLICY

Social media, including networking sites and blogs, are increasing in popularity and activity. The City of Alva believes that social media can assist in raising visibility and support for its business. The City of Alva is also aware that social media is not used exclusively for The City of Alva's business and that employees are utilizing blogs and social networking sites for personal use. However, it is important to keep in mind that what is posted is traceable and permanent.

When employees create their own blogs, comment on a blog, create a LinkedIn profile, Twitter, use Facebook and/or contribute to or through any of the other online media (i.e., Wikis, blogs, chat rooms, Internet forums, electronic mailing lists, etc.), they are impacting their personal image and potentially impacting the City of Alva. If your online profile indicates that you work for the City of Alva, then that activity is associated with the City of Alva. Therefore, The City of Alva asks all employees to follow the guidelines below regarding online behavior.

The sites covered in this policy include any electronic form of communication, including social networking sites such as Facebook and Myspace; professional networking sites such as LinkedIn; and live blogging tools like Twitter, as well as employee's personal blogs and those hosted by other organizations that you either author or where you post comments.

Follow these guidelines when creating and/or publishing work-related or non-work-related content online:

- **Maintain confidentiality.** Never divulge proprietary or confidential information about the City of Alva, our employees or our clients.
- **Represent yourself accurately.** If you are participating in an online community and commenting on topics related to our business, you must make it clear that you are speaking for yourself and not on behalf of the City of Alva.
- **Be accurate.** When posting content, your overall goal should be to provide value through accurate information. You may not post anything that is knowingly false.
- **Be respectful.** Respect the opinions of others. You may have disagreements, but please make your opinions respectfully. The City of Alva does not tolerate intimidating or threatening comments.

Please keep the following guidelines in mind regarding your online identity:

- Follow the rules regarding the use of the City of Alva email outlined in Alva's Personnel Policies.
- Even when using social media sites on a personal basis, please remember to follow Alva's policies prohibiting threats and intimidation.
- The City of Alva is not interested in limiting your ability to participate in personal social networks with a personal email address outside of the workplace. However, what you publish on these sites should never be attributed to the City of Alva. Please make it clear that you are speaking for yourself. Furthermore, even if you do not mention the City of Alva, that information is readily ascertainable and could reflect poorly upon you and the City of Alva. Please use common sense when making online comments, even if you intend for them only to

be personal in nature. If you choose to use your work affiliation on a social network, then you should regard all communication on that network as you would in a professional network.

- Be aware of your association with the City of Alva in online social networks. If you identify yourself as a City of Alva employee, ensure your profile, photographs and related content is consistent with how you wish to present yourself with colleagues and clients. In particular, if your name on Twitter is related to the City of Alva's business, be sure that the majority of your "tweets" are on this topic.
- As they are in the public domain, Alva reserves the right to monitor social media sites and blogs.
- Any violators of these guidelines will be subject to disciplinary action, up to and including termination.

## **TRAVEL, MEALS AND ENTERTAINMENT POLICY**

### **SECTION 1. PURPOSE**

The City of Alva's policy on travel, entertainment, and meals is to be used to provide general guidance on appropriate and proper expenditures for these purposes to City officials, employees, and other individuals engaged in the official business of the City. Any person who makes such expenditure with the expectation of receiving a reimbursement must follow these guidelines unless such deviation is previously approved by the Mayor or City Business Manager.

### **SECTION 2. GENERAL PROVISIONS**

- A. Department directors have primary responsibility for the employees under their direction and guidance complying with this policy and the related procedures. Department Directors may authorize expenditures for travel, entertainment, and meals when such expenditures are to be incurred in conducting the official business of the City, Official business includes, but is not limited to:
  - 1. meetings with persons who are conducting business with the City such as consultants and prospective employees;
  - 2. attendance at training sessions, conferences, or seminars for the purpose of enhancing an employee's knowledge, skills or efficiency in the performance of their official duties; or
  - 3. any other purpose considered beneficial and in the best interest of the City.
- B. Other public officials, such as members of the City council, members of official boards and committees of the City, or individuals who are otherwise assisting the City in an advisory capacity that has been expressly recognized by the City Council, Mayor or City Administrator are entitled to reimbursement of expenses for travel, entertainment, and meals when such expenses are necessary and required in the discharge of their responsibilities.
- C. Reimbursement for travel, entertainment, and meals; unless expressly authorized by the City Council for its appointees or by the Mayor or City Business Manager for all other employees of the City, shall be made only for the official representative of the City. Expenses for spouses, other guests, or anyone not directly involved in the business of the City are not reimbursable.
- D. All reimbursements made shall be in strict compliance with the policies, procedures, and guidelines established in this policy.
- E. Expenses for travel will be charged to the department of the employee or the department benefiting from the travel. If expenses are for a person other than an employee of the City, the City Council, Mayor or City Business Manager shall designate where the expenses shall be charged prior to incurring expenses for which reimbursement is expected.
- F. Forms approved for implementation and administration of City travel, meals and entertainment are included herewith and attached as;

1. Exhibit A: Travel/Training Request (form T-1), which must be approved prior to the encumbrance of any travel/training funds, and
2. Exhibit B: Travel/Training Expense Statement (form T-2), which must be approved prior to the final expenditure of any travel/training funds.

### **SECTION 3. ADMINISTRATION**

- A. Upon return from authorized travel or completion of any event for which expenses are reimbursable, the employee or City representative shall, within five (5) working days, submit a Travel/Training Expense Statement (T-2) summarizing all expenses for which reimbursement is sought. All expenses submitted shall be supported by an itemized receipt or affidavit of expense (credit card slips showing only totals are not sufficient in most cases). Affidavits shall be accepted only for minor expenses such as cab fares and tips to service providers. Expenses for hotels, meals, and transportation must be supported by an itemized receipt from the provider. Failure to provide adequate documentation will result in the expenditure being disqualified for reimbursement.
- B. Travel/Training Expense Statements (T-2) must be signed by the employee or person seeking reimbursement for expenses. Department Directors shall review statements submitted by employees under their supervision prior to submitting them to Accounts Payable for reimbursement. All others shall submit travel statements to the City Business Manager, or his designee, for review prior to their submittal to Accounts Payable. All statements submitted to Accounts Payable are subject to further review for accuracy and compliance with this travel policy.

### **SECTION 4. TRAVEL FUNDS ADVANCE**

- A. Advances of travel funds must be preapproved by the appropriate authority three (3) weeks prior to date of departure and will require a minimum of two (2) consecutive nights travel away from home.
- B. City employees must request advance funds from the Accounts Payable within three weeks prior to date of departure; funds will be disbursed on the last work day prior to date of departure. Advance travel can be obtained for all anticipated expenses except airfare and mileage. A separate requisition will be processed for payment of airfare and mileage. To receive advance travel funds, a purchase requisition must be submitted and a purchase order number assigned, at which time the Travel/Training Request (T-1) will be submitted to the City Business Manager for approval. The City employee will indicate on the T-1 request the amount of advance requested.
- C. Employees receiving an advance on travel expenses are responsible for the advanced funds and must make a full accounting for these funds within three (3) working days of return to work. The reimbursements standards listed in Section 5 will be the same standards used for the accounting of advance funds.

- D. If funds are due the employee, they will be paid based upon the Travel/Training Expense Statement (T-2) that will be submitted to Accounts Payable upon completion of travel with the assigned purchase order number recorded on it and the Travel/Training Request (T-1) attached.
- E. If the employee owes the city money, it will be remitted to the City Clerk/Treasurer, or his designee, and a receipt obtained. The receipt will be forwarded with the expense statement.
- F. The City is authorized to make payroll deductions for collection of advanced funds not substantiated by receipts or an itemized, signed statement, unused funds or vouchers not turned in within three (3) working days of return. All travel documents with purchase orders will be kept on file in City Hall. These files are subject to auditor review during the annual city audit.

## **SECTION 5. REIMBURSEMENT STANDARDS**

- A. All travel should be accomplished at the lowest possible cost to the City. Employees should consider all aspects of travel when determining the least cost method. For example, traveling by auto may seem less expensive than by air but if the distance is substantial, additional meal and housing costs will be incurred.
- B. Air travel will be reimbursed on the lowest available coach fare. Unless the trip is unanticipated, tickets should be purchased at least twenty one (21) days in advance to obtain the lowest available fare.
- C. When traveling by air, it is usually most economical to use shuttles, buses, or taxis for local transportation near the destination; however in certain circumstances a rental car may be needed. Rental cars should be reserved as early as possible to assure availability and low cost. The City will reimburse for compact or mid-size vehicles or the lowest cost available.
- D. Department Directors may authorize the use of a city-owned vehicle for travel if such a vehicle is available and deemed roadworthy for travel.
- E. Personal vehicles may be used for travel on City business. Some limitations may apply. The City will reimburse up to the Internal Revenue Service allowable mileage rate. When weighing the option of flying or driving a personal vehicle, the maximum reimbursable amount is the amount of the airfare plus twenty dollars (\$20.00) per day (in lieu of cab fare) for each day at the destination.
- F. Housing – Employees may use accommodations suggested by conferences or seminars when attending such events. Other travel accommodations should be sought at moderately priced hotels; overnight lodging is only reimbursed when required travel is more than fifty miles away from Alva, OK or unless expressly authorized by the appropriate authority. Accommodations at luxury or resort hotels should be avoided, however if necessary, these accommodations must be approved by the Mayor or City Business Manager prior to making a reservation. Reimbursement WILL NOT be made for any prohibited expenditures charged to the room such as: movie rentals or things excluded in section G or H below.
- G. Meals shall be reimbursed at actual cost. Meals are limited \$36.00 per day with an overnight stay or \$12.00 per meal if no overnight stay is required. The reimbursement amount represents the

total cost of the meal. Number of meals will be limited to three for each night of stay. If an employee purchases food to prepare his/her own meals, the purchases may not exceed the daily allowance state above either in full or as adjusted by the meals substituted.

- H. The following items are not reimbursable: Alcoholic beverages, tobacco products, laundry (unless the trip exceeds 7 consecutive days away from home), prescription or over-the-counter medicines, toiletries, clothing, equipment of any kind (unless required for the performance of official functions), car repairs except on city vehicles, travel insurance, traffic or parking violations, entertainment expenses (except as specifically provided for in Section 6 below), overnight lodging unless expressly authorized by the appropriate authority, cellular phone calls made on a personal cellular device, and non-business long distance phone calls (except each employee is permitted one call not to exceed 20 minutes per day to their home).
- I. Employees and City officials shall submit travel reimbursement forms (T-2) with receipts or affidavits no later than five (5) working days after return from training/meeting to allow for prompt processing and payment.

#### **SECTION 6. ENTERTAINMENT**

Incurrence of entertainment expenses should be an infrequent event; however under certain circumstances they are justified and must be preapproved by the appropriate authority. Members of the City Council, the Mayor, the City Business Manager, Department Heads and other employees as approved are permitted to incur entertainment expenses when a determination is made that the City will benefit from such an activity. In this context, entertainment expense is limited to purchasing a meal or meals, token gifts and mementos of the City of Alva and providing limited local transportation for individuals who are providing counsel, advice, or assistance to the City of Alva or who are engaged as paid consultants by the City of Alva. The City will not reimburse for any tickets to events, gifts other than tokens and mementos for the City of Alva, or any item of significant value as an entertainment expense.

#### **SECTION 7. CONCLUSION**

The foregoing policies are provided to assist travelers in conducting their business in a manner acceptable to the City of Alva. Deviations from this policy by employees must be approved by the Mayor or the City Business Manager and Department Head PRIOR TO OCCURRENCE to avoid personal responsibility by the employee.

# CITY OF ALVA

## TRAVEL/TRAINING REQUEST (FORM T-1)

NOTE: Prior to the actual departure date all travel plans for City employees shall be submitted for approval to the City Administrator on the Travel/Training Request (Form T-1). One form shall be submitted for each individual traveler with explanation or examples of seminar, school or other event.

<b>DEPARTMENT:</b>	EMPLOYEE #: <input type="text"/>	DATE: <input type="text"/>
<b>EMPLOYEE NAME:</b>		
<b>JOB TITLE:</b>		

TITLE OF SEMINAR, SCHOOL OR OTHER EVENT:

PURPOSE OR OBJECTIVE:

TRANSPORTATION: NOTE: Only "City qualified" drivers may operate city or private vehicles for municipal business purposes.

YES  NO Drive City vehicle? If yes, give unit number and vehicle description (truck, car, etc.):

YES  NO Drive private vehicle. If yes, who is your insurance carrier?

YES  NO Air or bus transportation required? If yes, name of airline or bus line:

YES  NO Are you a passenger? If yes, who is driver?

YES  NO Are passengers riding with you, If yes, name(s) of passenger(s).

**INSURANCE: Employees driving private vehicles MUST attach valid "Proof Of Insurance" document to this form.**

**ESTIMATED EXPENSE SUMMARY:**

Registration fees	\$
Transportation, Primary (Fares, Mileage Expense)	\$
Transportation, Other (Taxi, Bus, Parking, Tolls, Etc.)	\$
Hotel/Motel Expenses	\$
Meals (breakfast, lunch, & dinner)	\$
Other: _____	\$
Other: _____	\$
<b>TOTAL ESTIMATED COST:</b>	<b>\$</b>

**NOTE:**  
Registration fees, public transportation fares, room and meal accommodation and other expenses may be paid through the PURCHASE ORDER SYSTEM, (in advance if necessary). The approval form (T-1) must be submitted to Central Purchasing with sufficient tie for processing, along with Purchase Requisitions for each type of expenditure (one requisition for each vendor, Hotel/Motel, Registration, etc.) Purchase Orders will be issued and returned to the department, along with any vendor related direct bill information.

**DEPARTURE DATE:**  **RETURN DATE:**  **DESTINATION:**

Employee Signature _____	Date _____
Department Director's Signature (approval) _____	Date _____
City Business Manager's Signature (approval) _____	Date _____

YES  NO Is this event budgeted?

Funds currently available

Purchase Order for Advance  
Advance Amount

**NOTE: Employee signature (above) indicates he/she has read and is familiar with Sections 1300 thru 1304 of the Personnel Policies and Procedures Manual.**

FOR OFFICE USE ONLY - - DO NOT WRITE IN THIS SPACE

VENDOR _____	PO# _____	VENDOR _____	PO# _____
VENDOR _____	PO# _____	VENDOR _____	PO# _____

# CITY OF ALVA

## TRAVEL/TRAINING EXPENSE STATEMENT (FORM T-2)

Note: Requests for reimbursement of personal funds expended for the business related travel/training must be audited by the Purchasing manager and approved by the City Administrator prior to reimbursement. Requests for reimbursement shall be tabulated and submitted on from T-2 within ten days after the employee returns.

DEPARTMENT:
EMPLOYEE NAME:
JOB TITLE:

Employee #:				
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DATE:
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TITLE OF SEMINAR, SCHOOL, OR OTHER EVENT:
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DEPARTURE		TRAVEL SCHEDULE					ARRIVAL	
DATE	TIME	FROM		TO	TIME	DATE		

Travel Information and Expenses			NOTE: Receipts must be attached to this form to document claimed expenses.								
Date	Where Incurred	Purpose of Trip or Reason for Expenses	Lodging	Brkfst	Lunch	Dinner	Parking	Tolls	Transp		Total
		Less any cash advance made by City of Alva (P.O. # _____)									
		Other:									
		Registration Fees, Tuition, Books									
		Airfare, Busfare, other Transportation									
		Auto Mileage Allowance (Approved - - Privately owned Vehicle) Miles					@\$0.575/Mile				

I certify that this statement, attachments, and amount claimed are true, correct, and complete, to the best of my knowledge and belief, and request reimbursement in accordance with applicable policies and statutes.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

OFFICE USE ONLY

\_\_\_\_\_  
Department Director's Signature (approval)      Date

\_\_\_\_\_  
Purchasing Manager's Signature (audit)      Date

\_\_\_\_\_  
City Business Manager's signature (approval)      Date



## **VEHICLE USE POLICY**

**Purpose:** The purpose of this policy is to define and describe the usage parameters related to the operation of City of Alva vehicles by City Employees:

- (a) Ensure the safety and well-being of City Employees
- (b) Facilitate the efficient and usage of City resources and delivery of City services
- (c) Minimize liability to the City
- (d) Establish standard requirements and procedures for all City of Alva employees who drive a motor vehicle including over the road equipment in the course of City business. In this Policy, the term vehicle shall be defined as any motor vehicle including over the road equipment.

**Issuing Authority:** The City Business Manager is the issuing authority for this policy.

**Enforcement Authority:** Daily administration and enforcement is the responsibility of all Department heads and Supervisors.

## **BASIS AND BACKGROUND**

The City of Alva maintains a vehicle fleet to assist employees in the performance of their duties and in the timely delivery of local government services. This fleet consists of a wide variety of vehicles and equipment. With an estimated value of 5.5 Million dollars, Department heads and Supervisors must be prudent and constantly exercise due care to ensure adequate availability of vehicles and their effective and efficient use.

Most municipal vehicles are highly visible and often the subject to public observation and scrutiny. As a result, criticism is sometimes received from the general public concerning improper or unethical use of municipal vehicles. With the issuance of this policy on municipal vehicle use, accountability for vehicle usage will increase and officials will be better able to demonstrate the appropriate use of municipal vehicles.

## **POLICY AND PRACTICES**

- A. The City of Alva desires to eliminate any conditions that adversely affect the well-being of employees and threaten financial stability through accidental losses.
- B. Employees shall operate all vehicles that they use for municipal business safely and economically. To accomplish this, employees must comply with the following practices:
  1. All drivers will have a valid state driver's license for the vehicles they operate.
  2. Employees will comply with all applicable motor vehicle laws. The vehicle operator is responsible for any traffic citations.
  3. The City of Alva prohibits unauthorized passengers or drivers to either operate or ride in the vehicle.
  4. Employees will always wear seat belts, whether operating or riding as a passenger in the vehicle.

5. Drivers of City of Alva vehicles are prohibited from using a mobile communication device, cell phone or computer of any type while the vehicle is in motion. Drivers must be safely parked before using such equipment. A mobile communication device is defined as "a text messaging device or a wireless, two way communication device designed to receive and transmit voice or text communication." This does not apply to City work-related two-way radios. **Exceptions:** Sworn public safety officers may use mobile communication devices in specific emergency situations. A hands free device is allowed in passenger vehicles.
  6. Employees will report and participate in the investigations of all vehicle collisions or property damage accidents according to policy.
  7. Employees will use municipal vehicles for official use only.
  8. Employees may not take home municipal vehicles overnight except as follows:
    - i. Employees who have been assigned a vehicle by City Administration.
    - ii. Employees may take home a municipal vehicle for one night when job duties take place late at night after normal working hours or early in the morning before normal working hours with consent of department head or designee.
    - iii. Employees may take a vehicle home when their supervisors have assigned them to be "on 24-hour call" for department emergencies.
- C. Municipal vehicles shall be available for municipal business. Employees having to travel in state on City business are required to use the City "loaner" vehicle. Should the City "loaner" vehicle be unavailable the City will reimburse mileage as out lined in the approved Travel Policy.
- D. Employees may use municipal vehicles for travel to lunch if they are on business or in a location where driving to obtain their personal vehicles would result in an extra and unnecessary expenditure of time and money.
- E. Employees will operate vehicles only when they are in safe operating condition. Each employee driving a vehicle on business shall inspect the vehicle to assure that the vehicle is in sound operating condition. Each employee is to report any malfunction or damage to their supervisor immediately.
- F. Employees are responsible for maintaining the cleanliness of the vehicle/motorized equipment assigned. Vehicles shall be cleaned at regularly scheduled intervals.
- G. Each driver's privilege to operate a vehicle on official business extends only as long as the driver operates the vehicle in a safe and efficient manner. A record of "preventable" accidents shall result in appropriate disciplinary action.
- H. Employees performing work that requires the operation of a municipal vehicle must notify their immediate supervisors if their license is expired, is suspended, or is revoked. Failure to report shall be cause for disciplinary action.
- I. The City Business Manager shall be responsible for coordinating municipal Fleet Safety and Loss Control programs in cooperation with the Safety Officer.
- J. Supervisors and managers will select employees who will be required to drive full or part-time with care. No employee shall drive a municipal vehicle unless the employee's supervisor has certified him or her to do so.
- K. City of Alva Administration shall maintain a Vehicle Operator Record on each employee.

- L. Vehicles shall contain appropriate warning and safety devices.
- M. Employees shall not use personal vehicles on official business unless there is no municipal vehicle available and they obtain specific authorization to do so from their department head.

## **DRIVER SELECTION, TRAINING, PERFORMANCE EVALUATION & MONITORING**

Although driving may be incidental to the employee's primary job responsibilities, the considerations given to driver selection are often the most important factor that will affect municipal vehicle accidents. Therefore, the City of Alva expects Department heads and Supervisors to comply with the following when allowing individuals to drive vehicles.

### **Driver Selection**

- A. Each employee assigned to a City vehicle, or employees who operate a City administrative vehicle, are required to have a valid driver's license. Employees who drive vans with over 15 passengers or vehicles with a gross vehicle weight greater than 26,000 lbs must have a commercial driver's license (CDL). Should an employee's driver's license expire, be revoked or suspended, the employee shall immediately notify his or her supervisor. The employee's City vehicle-use privileges will be suspended until the employee's driver's license has been fully restored and validated.
- B. Every employee assigned or permitted to operate a City vehicle shall be responsible for the following:
  - 1. Proper and safe operation of the vehicle;
  - 2. Completing vehicle safety and defensive driving training as required by the City.

### **Driver Training**

To evaluate and assist drivers in maintaining an acceptable level of performance, the City of Alva shall periodically administer or arrange for attendance at a Defensive Driving Course.

The City of Alva shall make assignments for the course as follows:

- 1. Mandatory attendance for employees who have been involved in a "preventable accident."
- 2. Mandatory attendance for employees whose immediate supervisors determine that they have questionable driving capabilities or habits.
- 3. Mandatory attendance for public safety and emergency management employees.
- 4. Voluntary attendance for employees who have not attended a Defensive Driving Course in the past three (3) years.

### **Performance Evaluation and Monitoring**

Because careless or poor driving may lead to worker injuries and to decreased public confidence in the City of Alva, we require administration to monitor and evaluate employees who operate vehicles. They must:

1. Check all employees' driving records at least annually.
2. Assign a specific individual to oversee the license review and screening process. This individual should also manage the entity's compliance with Commercial Driver's License, federal random drug testing and other legal requirements.
3. Take appropriate corrective action for current employees with unacceptable records. Corrective actions may range from reassignment to non-driving related positions up to discharge. Falsification of information about driving records by employees is cause for immediate termination.
4. Establish corrective actions necessary to restore employee to driving position and period for completion. Document actions taken.
5. Forward all documentation of the annual review and the actions the supervisor has taken to City Business Manager

This policy applies to all employees who operate City vehicles of any type on either a regular or occasional basis. The City reserves the right to deny any employee the use of a City vehicle and may choose not to indemnify any employee who fails to adhere to the policies and procedures contained in this document. Furthermore, any City employee that does not adhere to this policy and corresponding procedures may be subject to appropriate disciplinary action up to and including termination.

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### Employee Handbook Receipt and Acknowledgement

I have received a copy of the City’s Employee Handbook and the related benefits document for my state of employment, and understand that it contains important information on the personnel policies of the organization.

I am also acknowledging that:

- The handbook is not a binding contract, but a set of guidelines. I understand that all benefits, policies and procedures set forth herein are statements of general City policy and shall, in no manner, be construed to imply a contract or a guarantee of continuing employment with the City or employment for any specified length of time.
- The City reserves the right to eliminate, modify and improve any and all of its wages, conditions, including benefits, policies and rules at any time with or without notice. I understand that failure to follow City policies, procedures, and rules can result in corrective action up to and including termination of employment and civil and criminal liability. I further understand I have the right to ask questions about any part of this Handbook that I do not understand.
- **I am employed on an “at-will” basis, and I may resign at any time for any reason or no reason, and the City may terminate my employment at any time for any reason, or no reason.**
- I understand that all representations or oral statements by any public official or other employee of the City cannot contravene or supersede the written terms of this handbook or alter my at-will employment.
- This handbook, and its terms, supersede and nullify all previous personnel policies, manuals, handbooks or practices, whether written or not, of the City.

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Print Employee Name

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Employee Signature

Date