City of Hailey

Personnel Handbook

ADOPTED March 2, 2015

THE POLICIES IN THIS PERSONNEL HANDBOOK NEITHER CREATE NOR IMPLY A CONTRACT BETWEEN THE CITY AND ITS EMPLOYEES. NOR DO THEY GRANT ANY RIGHT TO GUARANTEED OR CONTINUED EMPLOYMENT.

This version of the Handbook supersedes and replaces all previous Personnel Handbooks and/or personnel policies followed by the City of Hailey.

Previous Personnel Handbooks were Adopted:
1993
1999
January 1, 2005
March 14, 2005
December 13, 2010
August 6, 2012
October 10, 2012

Amendments to the Adopted March 2, 2015 Handbook:

July 20, 2015 – Sections II.E and IV.B
August 3, 2015 – Sections III.C and IV.H
September 9, 2015 - Section IV- C

September 9, 2015

Dear Prospective Employee (or employee),

This Handbook is intended to acquaint you with the employment practices of the City of Hailey. It is intended to assist you in carrying out your duties with the City by explaining the policies and procedures that affect your work, compensation, advancement, and daily routine. While it is not intended to be a restrictive set of regulations, this Handbook does establish certain policies that will ensure fair and equitable treatment of all concerned.

City officials wish to support the welfare and personal development of all City employees. We also desire to assist you in realizing your professional potential as you perform your City duties. We hope this handbook will help prepare you for the opportunities available to you through your affiliation with the City of Hailey.

From time to time, all employees will undoubtedly have questions about their duties or City policy. Please ask your Department Head or any other person in authority. You are also encouraged to offer your suggestions for improving our public services, simplifying our operations, saving materials or time, preventing accidents, reducing costs, or anything else that will enhance the City as both a municipality and a work place.

It is imperative that each prospective and current employee review this handbook carefully in order to understand what is expected of him/her, and also what he/she can expect of the City. Certain information is subject to change; revised pages will be distributed as changes occur for insertion into your personal Handbook.

The City appreciates the opportunity to work with you. The Mayor and your Department Head will do their best to provide a satisfying work environment for you. In turn, they count on you to remember that the City's success and public relations depend upon you, your attitude, your cooperation, and your performance. Together we will work to serve our community to the highest possible standard.

Fritz X. Haemmerle
Mayor, City of Hailey

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I. City of Hailey Government

A. Organizational Structure. The City of Hailey is authorized by Idaho Code and the Idaho Constitution to provide public services to its citizens. The citizens elect a Mayor and four city council members to govern the City. Department Heads are hired and supervised by the Mayor to manage the delivery of public services. The Mayor may also hire a City Administrator to assist him/her in managing the business affairs of the City. For the purposes of this Personnel Handbook, any policies or decisions in which Mayoral discretion is involved may be delegated by the Mayor to a City Administrator. The Mayor (or City Administrator) may utilize risk management resources to assist in decisions, which resources include the City Attorney, insurance providers and contractors, and professional associations.

B. Employee Classifications. Individuals are considered employees of the City of Hailey when they receive a regularly scheduled salary or hourly wage from the City. They are grouped into four classifications according to the number of regularly scheduled hours in a workweek and the length of service commitment. Other City benefits and overtime pay/compensatory time are granted according to an employee's classification. Employee classifications include the following:

1. "Exempt employees" are those who are exempt from the provisions of the Fair Labor Standards Act. They are ineligible for overtime pay or compensatory time off for hours worked beyond their regularly scheduled workweek, but may be eligible for other city benefits. This category consists of elected and appointed officials, volunteers, and Department Heads, and other employees qualifying as exempt employees under the Federal Labor Standards Act.

2. "Full-time non-exempt employees" are those covered by the Fair Labor Standards Act. They are paid on an hourly basis and regularly work at least 30 hours per week. They are eligible for all City benefits as well as overtime pay/compensatory time for hours worked over forty (40) hours in a workweek, except for qualifying law enforcement and fire protection employees.

3. "Part-time non-exempt employees" are those who regularly work less than 30 hours per week. They are not eligible for city benefits, except certain benefits specifically designed and approved by the city council for this class of employees. They are subject to the wage and hour limits of federal law.

4. "Temporary/seasonal employees" are those who work full-time for no more than five (5) months. They are not eligible for City benefits except certain benefits specifically designed and approved by the city council for this class of employees. They are subject to wage and hour limits of federal law, including overtime pay for hours worked over forty (40) hours in a workweek.

All of the above categories are eligible for worker's compensation, as are non-paid members of appointed boards or commissions.

C. The Personnel Handbook. The City of Hailey's Personnel Handbook explains the City's key personnel policies and thereby provides an orientation to how the City works. The Handbook reflects City policy at the time of its distribution. All employees are expected to know, understand and follow these policies. The City, in its sole discretion, reserves the right

to change, revise and amend any provision, benefit or personnel policy in this Personnel Handbook at any time without advance notice to employees. Employees will, however, be immediately notified of any material policy change.

Potential employees are asked to read this Handbook prior to hiring in order to understand what the City expects of its employees. Individuals who accept employment with the City are required to sign an Acknowledgment of Receipt of the Personnel Handbook. (See "Acknowledgment Receipt," item A in the Appendix). The Acknowledgement will be placed in the employee's personnel file. If Handbook policies or guidelines are materially changed at any time, an Acknowledgment Receipt may again be required. Redistribution of the entire Personnel Handbook, revised pages, or certain sections may occur periodically to provide ongoing reinforcement of the policies in general and/or certain programs specifically.

Any violations of City personnel policies are subject to disciplinary action by the employee's supervisor up to and including termination.

D. Department Manuals. Department Heads may establish department policies that specify the requirements of state laws as well as work standards and procedures particular to their department's operations. These polices will often be more thorough in their detail pertaining to rules and regulations of each department. All department manuals are subject to the approval of the Mayor, with current copies distributed to the mayor's office. Employees must know, understand and follow their department's policies in addition to those set forth in the Personnel Handbook. If there is a perceived disagreement between the Handbook and Department policies, the employee should request clarification from his/her Department Head. If the employee is not satisfied with the Department Head's explanation, he/she may request in writing that the disagreement be taken to the Mayor (or City Administrator) for resolution. Individuals who accept employment within a department having adopted department policies are required to sign an Acknowledgment of Receipt of the Department Policies. (See "Acknowledgment Receipt of Department Policies," item B in the Appendix.) The Acknowledgement will be placed in the employee's personnel file. If Department policies or guidelines are materially changed at any time, an Acknowledgment Receipt may again be required Any violations by a departmental employee of his/her department's policies are subject to disciplinary action by the employee's supervisor up to and including termination.

II. General Policies

A. Goals for Employee Relations. The City endeavors to:

- Treat all employees fairly and with respect for individual capabilities
- Employ and promote on a performance basis
- Maintain fair and competitive salary programs
- Afford opportunities for advancement and professional development
- Promote and support collaboration between employees

B. Goals for Customer Relations. Our customers are the citizens who pay our salaries and elect our officials. The goodwill and confidence of our citizens is essential to municipal government.

Therefore, it must be the goal of all City employees to:

- Deal fairly and honestly with citizens
- Handle citizen requests promptly and cheerfully
- Exercise tact, patience, and courtesy at all times
- Protect our citizens' rights to privacy and confidentiality
- Ensure that citizens receive full value in every service the City provides

Your consistent effort to make a favorable impression on citizens benefits us all. Every employee's manner and appearance, in addition to his/her technical expertise, contributes to the overall confidence the general public has in City government. Wherever an employee is, everything he/she does or says, whether on or off duty or City premises, can contribute to or detract from the City's professional reputation.

C. Employment-At-Will. All non-elected employees of the City of Hailey are employees-at-will. Employment-at-will generally means that an employee has voluntarily entered into employment with the City of Hailey and is free to resign for any reason at any time, and that the City may terminate an employee's employment for any reason at any time unless doing so is unlawful. By accepting and continuing employment with the City, an employee acknowledges that he/she is an employee-at-will. Your employment with the City is completely voluntary, is for an indefinite term and may be terminated by you or the City at any time for any or no reason and with or without notice. Your status as an employee-at-will may not be changed or modified by any practice or procedure of the City or other entities, or by any other document issued by the City, except by a written employment contract.

D. Equal Employment Opportunity. The City of Hailey is an Equal Employment Opportunity Employer. All employment decisions, including hiring, job classification, compensation, discipline, transfer, and discharge, will be made without discrimination based on a person's race, ethnicity, religion, marital status, gender, sexual orientation, age, political affiliation, national origin or disability. The City values a diverse workforce and makes every attempt to hire from all segments of its population base. The City will attempt to accommodate individuals with disabilities unless the needed accommodation is unreasonable, would create undue financial hardship to the City, or risk harm to others.

E. Conflict of Interest. It is essential that City employees avoid conflicts of interest at all times. A conflict of interest occurs when a City employee, or a member of his/her household, might derive personal gain in carrying out the duties of his/her City employment. Employees are prohibited from using City property, equipment, supplies or services in ways that may promote their own gain or that of others. Nor may they promote their personal or family business interests while on the job. The rules governing conflicts of interest are established by Title 74, Chapter 4, Idaho Code, for general city purposes and Idaho Code §67-6506 for land use matters. An employee must disclose any potential conflict of interest to his/her supervisor, who may then consult with the City Attorney for advice on the matter and the supervisor shall file documentation regarding that advice to the employee's personnel file.

F. Outside Employment. An employee engaged in secondary employment must notify his/her supervisor of the scope of work and declare any perceivable conflicts of interest. The situation shall be reviewed by the City Attorney and, if he/she determines that a conflict of

interest exists, the employee may not pursue the secondary employment. If the City Attorney determines that there is no conflict of interest, the supervisor shall put a written notice approving the secondary employment in the employee's file based on the Attorney's finding. This notice may be withdrawn at any time that a conflict is subsequently found.

With the type of services that the City performs, including emergency and disaster response and mitigation, it is expected to be necessary to call workers back to work before and after normal work hours have started or ended. Having an outside job could hinder an employee's ability to give needed care to his/her primary job with the City of Hailey. Because of this, outside employment is discouraged.

G. Anti-Harassment Policy. The City of Hailey does not condone and will not permit harassment, sexual or otherwise, on its premises. No employee shall harass a fellow employee, members of the public, vendors, contractors or representatives from other agencies or any other person interacting with a City employee during the workday. Respect for another person's race, marital status, age, religion, ethnicity, national origin, sexual orientation, political affiliation, disability, gender identity/expression and gender is expected at all times.

1. Definition of Harassment. Harassment consists of conduct that has the purpose or effect of unreasonably and adversely impacting the performance of an employee in a protected class or creating an environment that is intimidating, hostile or offensive to a protected class. Harassment includes verbal, non-verbal or physical conduct of an abusive nature; written or electronic communications that may reasonably considered harassing; unwelcome remarks that show disrespect; or other behavior that may be reasonably viewed as inappropriate or offensive.

2. Sexual Harassment. Sexual harassment is unacceptable. Sexual harassment is found when a person in authority requires sexual favors of a subordinate as a basis of employment decisions. It is also found when there is any type of sexually oriented conduct by an employee that unreasonably affects another employee's work performance or creates an environment that is experienced as sexually intimidating, hostile or offensive. Examples of such conduct may include but are not limited to requests or demands for sexual favors; unwelcome sexual advances; engaging in sexually oriented conversations, jokes, requests, demands, attentions, or physical contacts; or displaying sexually oriented visual materials, or other behavior that may be reasonably viewed as inappropriate or offensive.

3. Reporting Harassment. Any employee who believes he or she has been subjected to or witnessed unlawful harassment is urged to immediately ask the offending person to stop the unwanted behavior. If the situation is not thereby resolved, the employee should immediately inform his/her supervisor. If an employee is unable or afraid to confront the offending person, he/she should immediately seek assistance from his/her supervisor, the Mayor (or City Administrator), the City Attorney, or others listed in the Appendix of this Handbook regarding the situation. (See "List of Approved Persons for Receiving Harassment Complaints," item C in the Appendix.) The employee may be requested to put the complaint in writing by the person to whom he/she reports the incident.

4. Harassment Investigation. A verbal or written report of harassment that is made to a Department Head, the Mayor, or the City Attorney will be promptly, impartially, and

thoroughly investigated and documented. The City of Hailey prohibits retaliation against any person who, reasonably and in good faith, reports an incident of harassment or participates in an investigation of such. All complaints and personnel actions will be kept confidential to the extent possible. If harassment is found, appropriate corrective and disciplinary measures will follow.

H. Drug and Alcohol Free Workplace. The City of Hailey is committed to a work environment free from problems originating from alcohol and drug abuse. To that end, employees shall adhere to the following:

- Employees shall not possess, distribute, sell, trade, use or be under the influence of alcohol, illegal drugs, or unlawfully obtained prescription drugs while on the job.

- Employees taking lawfully prescribed drugs or over-the-counter drugs that may adversely affect their performance in any way must inform their supervisor. Supervisors may, at their discretion, require such employees to take sick time during the period in which their performance is affected by taking the drug.

- Employees enrolled and participating in a supervised rehabilitation program, or who have completed such, and are no longer engaging in the use of alcohol or drugs while on the job shall be protected from discrimination and harassment through the Americans with Disabilities Act of 1990.

In a good faith effort to maintain a drug free workplace, Hailey will:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition;

2. Establish an on-going drug-free awareness program to inform employees about –

(a) The dangers of drug abuse in the workplace;
(b) The City's policy of maintaining a drug-free workplace;
(c) Any available drug counseling, rehabilitation, and employee assistance programs; and
(d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

3. Notify employees in the statement required by paragraph (1), above, that, as a condition of employment, the employee will –

(a) Abide by the terms of the statement; and
(b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

4. Upon receipt of the notice under subparagraph (3)(b), above, employee's supervisor shall provide notice to the City Clerk of the name and position of the employee who has been convicted for the sole purpose of complying with any applicable grant.

5. Take one of the following actions within 30 calendar days of receiving notice under subparagraph (3)(b), with respect to any employee who is so convicted –

(a) Taking appropriate personnel action against such an employee, up to and including termination; and/or

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency.

I. Unlawful Behavior by Employees. City employees shall not engage in unlawful activity of any kind while on duty. Unlawful behavior by an employee while off duty that would undermine the trust placed in him/her by his/her supervisor and the public cannot be tolerated and may be cause for termination.

If an employee is charged with a misdemeanor or a felony, he/she must immediately report the event in writing to his/her supervisor. The supervisor may determine if an investigation is required and will determine his/her response from the City's point of view. The supervisor retains the discretion to discipline or terminate the employee based on his/her findings. An employee's failure to notify his/her supervisor of such a situation provides grounds for immediate termination.

J. Preventing Workplace Violence. The City of Hailey is committed to maintaining a safe workplace. Any manner of threats or acts of violence by an individual toward another on City property will not be tolerated and must be reported immediately to the employee's supervisor and the Mayor (or City Administrator). All reasonable reports of potential or actual incidents of workplace violence will be investigated and documented promptly, thoroughly and impartially. However, nothing in this policy shall prevent an employee from lawfully defending him/herself or others in appropriate circumstances.

K. Safety Standards. The City of Hailey is committed to a safe work environment for all employees. Each employee is responsible for complying with all safety standards, rules and policy that are established by the City, his/her supervisor and/or relevant outside agencies. Employees may be given job safety training relevant to their work responsibilities in accordance with state and federal law. Employees are asked to use and care for City property so as to safeguard themselves, their colleagues and the public. They are asked to be alert to and immediately notify their supervisor about any perceived unsafe conditions regarding City buildings, grounds or vehicles. (See Appendix D, City of Hailey Safety/Loss Prevention Policy.)

L. Safety Drills, Exercises, and Emergency Preparedness. Fire drills may be conducted periodically to ensure employees know the proper response for their own safety and the safety of members of the public who may be in the public buildings during a fire or emergency event. In case of fire, a rendezvous place outside of and at a distance from the public building shall be designated by each employee's supervisor. City employees shall be periodically trained in other emergency response drills and exercises for the benefit of their own safety and that of the general public. (See Appendix E, Hailey Emergency Operations Plan.) City employees are expected to undertake emergency preparedness steps personally and to have clearly defined family

emergency
plans, so that they will be able to respond to their public assignments during an emergency or disaster event.

M. On-the-Job Injuries. An employee must report any on-the-job injury immediately to his/her supervisor first, or the City Administrator, so that an accident report and worker's compensation claim may be quickly filed. The employee may be required to sign a medical release form so that the City may process his/her claim. All employees are expected to report job-related accidents of which they are aware even if the accident does not involve them directly. In the event of an injury or fatality, the supervisor or City Administrator shall immediately notify the Mayor. The injured's name shall not be released to the media until the family has been notified.

N. Security. City employees are issued keys, security combinations, and passwords for City property at the discretion of their supervisor. Accordingly, it is an employee's responsibility to safeguard such items and to secure City property after him/herself. If an employee compromises the security of City property at any time, he/she shall immediately notify his/her supervisor first, or the City Administrator.

O. City Records. City records comprise all files, written documents, computer documents, and e-mail stored in City archives, City file cabinets, and offices, and City computers. All City records, except those protected under Idaho law as exempt, are public records and may be scrutinized by the public. Employees who use their personal electronic devices may be required to disclose public records in their personal electronic devices, unless exempt under Idaho's public records law. An employee may not alter, destroy, distribute, delete or remove any portion of City records unless in compliance with Hailey's records retention policy set forth in Hailey Resolution No. 2011-56, as amended, and after receiving direction from his/her supervisor. Supervisors have the right to read all contents stored on a City owned electronic device at any time and for any purpose. Deleted files or messages remain in the system memory and can easily be retrieved.

Employees shall know and comply with departmental policies that reflect state law about making records available to the public. Employees shall know which specific City records are confidential and may not be released without the written approval of the employee's supervisor, or an order from a court of competent jurisdiction. An employee may not share confidential information verbally, electronically, or in writing unless his/her supervisor has given explicit consent to do so. City employees shall at all times respect the privacy of their co-workers and citizens when managing or processing a public record in which individuals are identified.

P. Use of Electronic Devices. Employee use of City owned telephones, faxes, computer software and equipment, and any other electronic device shall be chiefly related to City business. Excessive personal calls or media-use during work, regardless of the device used and regardless of whether it is City owned or personally owned, interfere with productivity and can be distracting to others. Employees are to exercise discretion in making or receiving personal phone calls, texts or other media use while at work. Excessive personal calls or media use during a work-shift are prohibited. To the extent that any electronic device, regardless whether it is City owned or personally owned, is used for personal reasons, such use must be limited in length, infrequent and preferably take place during scheduled breaks. Personal long distance or cell phone calls at City expense are prohibited at all times.

Cell phones, computers or electronic devices given to City employees, and the minutes and data billed to them, are City property. Employees shall not intentionally use personally owned electronic devices during an Employee's work period or use City owned electronic devices at any time to view websites containing sexually explicit or illegal material, violence advocacy, gambling or other inappropriate content (unless it is necessary in the performance of an employee's duties, such as law enforcement investigation). All passwords on City computers are the property of the City. Employees shall not install personally owned software or hardware on City owned computers. Costs to adjust or repair the City computer technology or electronic devices due to unauthorized alterations or downloads will be paid by the person causing the need for repairs. Computer hacking is prohibited.

Employees do not have an expectation of privacy or confidentiality in the use of City owned electronic devices and should expect that any information created, transmitted, downloaded or exchanged on such an electronic device may be accessed by the City at any time without prior notice to the employee.

Q. Use of Social Media.

1. Introduction. Social Media provides a valuable means of assisting the City and its personnel in community outreach and communication. The City also recognizes the role that social media tools play in the personal lives of City personnel. The personal use of social media can have a bearing on the City and its departments and personnel in their official capacities.

2. Definitions.

2.1 "City Websites" shall mean all websites that are owned, maintained, or controlled by the City on which information is posted for public viewing or use.

2.2 "Social Media" shall mean forms of electronic communication through which users create online communities to share information, ideas, personal messages and other content. Social Media pages are hosted by websites that authorize multiple users to establish, post content on and operate their own individual social media page. Technologies associated with Social Media pages often include picture and video sharing, wall postings, e-mail, instant messaging and music sharing. Examples of websites that host Social Media pages include, but are not limited to, Google and Yahoo Groups (reference, social networking), Wikipedia (reference), MySpace and Facebook (social networking), YouTube (social networking and video sharing), Flickr (photo sharing) and Twitter (social networking and microblogging).

3. Official Use of City Websites. The City Administrator or Department Heads will authorize the use of City Websites for specific public purposes. Social Media sites used by the City shall include an introductory statement that clearly specifies the purpose and scope of the agency's presence, and shall link to the City's official website. Social Media content shall adhere to applicable federal, state and city laws, ordinances, regulations and policies, including all information technology and records management policies. Content is subject to public records laws, and must be managed, stored and retrieved to comply with open records laws. Sites shall clearly indicate that any content posted or submitted for posting is subject to public

disclosure. The sites shall state that opinions expressed by visitors to the pages do not reflect the opinions of the City, and shall also indicate that the City reserves the right to remove obscenities, personal attacks or off-topic comments. Personnel assigned to represent the City or monitor content shall identify themselves as a City representative and conduct themselves at all times as City representatives by adhering to City standards of conduct. Such personnel shall not post, transmit, or otherwise disseminate confidential information, photographs or videos, and shall not conduct political activities or private business therein. Personnel shall observe and abide by all copyright, trademark and service mark restrictions in posting materials to electronic media.

Any hyperlink leading to a site that is hosted by a party other than the City of Hailey must contain the following disclaimer:

> *By clicking this link you are now exiting the City of Hailey (or other City Department) website. The City of Hailey is not responsible for and has not confirmed the accuracy of the content of the linked website. By continuing on to the linked website, you are acknowledging that the City of Hailey is not liable for any damage resulting from your visit to the linked website.*

4. Personal Use of Social Media. City personnel are free to express themselves as private citizens on Social Media sites to the degree that their speech does not impair working relationships of the City or its officials, interfere with an employee's work performance, impede the performance of the employee's duties, or negatively affect the public perception of the City or its departments. Personal use of Social Media during an employee's work shift should be limited, infrequent and take place during lunch or scheduled breaks. Personnel are cautioned that content posted or viewed on Social Media, made on or off duty, pursuant to their official duties – *that is, that owes its existence to the employee's duties and responsibilities* – is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the City. Speech through Social Media will reflect upon the official capacity of personnel. Employees shall not post, transmit or otherwise disseminate any information to which they have access as a result of their employment, nor shall they publish materials that could reasonably be considered to represent the views or positons of the City, without written permission from their supervisor. Employees shall not post information pertaining to any other City officials or personnel, without their permission. Employees shall not display City logos, uniforms, badges, or similar items which will identify them with the City, where any part of the Social Media site or page may contain any inappropriate materials, photos or language. Within the use of Social Media, employees' speech shall not contain obscene or sexually explicit language, images or acts, or other forms of speech that ridicule, malign, disparage or otherwise express bias against any race, religion, gender or gender orientation, or any protected class of individuals. Employees should expect that any information created, transmitted or downloaded, exchanged or discussed on Social Media may be accessed by the City at any time without prior notice and that employees do not have an expectation of privacy in such content posted or viewed on Social Media. The misuse of Social Media by personnel, in any manner outside the rules of the City's Personnel Handbook or its Department Policies, may be grounds for discipline or termination.

R. Use of City Vehicles. Employee use of any City vehicle is intended for City business and requires approval by the employee's supervisor. Operators of a City vehicle must have a valid Idaho Driver's License.

At no time shall an employee operate a City vehicle while under the influence of alcoholic beverages, illegal drugs, or medication that impairs his/her ability to operate a vehicle, nor shall any employee consume any such alcoholic beverages, illegal drugs or medications eight (8) hours before the employee intends on operating or is scheduled to operate a City vehicle or while operating a City vehicle. Employees are required to observe all traffic laws at all times and to wear a seat belt when their vehicle is in motion. Employees are prohibited from texting while driving a City vehicle. For the purpose of this section, texting means engaging in the review of, or manual operation preparation and transmission of, written communications via handheld wireless devices, but does not include voice-operated or hands free devices that allow the user to review, prepare and transmit a text message without the use of either hand, except to activate, deactivate or initiate a feature or function. Any traffic-related violations or crimes, fines, court costs, or court assessments incurred while using a City vehicle are an employee's responsibility, except those arising from a condition of the vehicle or a vehicle malfunction not caused by the employee. If an employee is involved in an accident involving a City vehicle, he/she must immediately report the accident to his/her supervisor first, or the City Administrator, (unless there are extenuating circumstances), notify the local police and readily exchange information with other parties. Personal property in a City vehicle is the responsibility of the property's owner, not the City.

If a major breakdown occurs on the road requiring repairs that total more than $500.00, the employee is required to contact his/her supervisor first, or the city mechanic, before authorizing the repair.

S. Parking. Parking near public buildings where employees work is prioritized first for the disabled, then for general customer access and activities, then for safety of employees and/or equipment, and lastly for the convenience of employees. Employees are encouraged to walk, bike, car-share, or utilize public transportation to travel to and from their workplace. Employees are required to comply with posted time limits in the parking lot or at posted areas on City streets, and with other limitations that may be set by their supervisor.

T. Environmental Awareness. The City of Hailey supports business practices that help protect the environment. The City urges employees to recycle products, reuse items, and reduce consumption of disposable goods and environmental resources when possible. The City provides recycling containers for aluminum cans, glass, plastic, and paper at each of its buildings. Thermostats are generally set at temperatures to neither excessively heat nor cool the working spaces of employees. (See Appendix F, City of Hailey Sustainability Guidelines.)

U. Individual Work Area. Every employee is expected to maintain his/her workspace in a reasonably clean and neat manner. Confidential work should be protected before leaving the office. Employees should exercise discretion toward others who may be impacted by the work area. The City will accept no liability for personal property taken from City premises.

V. Dress. Dress standards for employees are set by their supervisor. In the absence of stated dress standards, clothing must be appropriate for the employee's responsibilities and shall present a professional appearance to the public. If uniforms are provided they should be kept neat, clean and mended at all times. Uniforms should be worn when an employee is on the job but not otherwise. Uniforms provided by the City are considered the property of the City, and

shall be returned to the City at the end of their useful life or when no longer needed by the employee for performance of their duties.

W. Smoke-Free Workplace. Idaho State law prohibits smoking in any public building. Smokers are requested to smoke only on breaks and then only outside, at a distance 20 feet from doorways.

X. Health and Wellness Programs. Employees are encouraged to utilize wellness programs available to them personally or through City programs and insurances. Employees should seek permission from their supervisors to participate in wellness activities offered during the work day.

Y. Disagreements. Disagreements refer to conflict situations between employees or between an employee and his/her supervisor that are not considered harassment, i.e. are not related to a protected class. The City would like disagreements to be resolved promptly and, if possible, informally. An employee involved in a disagreement is expected to make a sincere effort to amicably and satisfactorily resolve the disagreement.

The first step in resolving a disagreement is for the employee to discuss it with the person with whom there is a disagreement, whether that person is a colleague or his/her supervisor. In the case of an unresolved disagreement with a colleague, the employee should ask his/her supervisor to resolve the disagreement. In the case of an unresolved disagreement with his/her supervisor, the employee and his/her supervisor may take the issue to the Mayor for resolution. Although the Mayor may consult with risk management resources and/or the City Council, the Mayor's decision will be final.

Z. Duty to Report. Employees have a duty to report specific matters, as described throughout this Handbook, to their supervisors. Any employee fulfilling his/her duty to report shall not be subject to retaliation or recrimination for submitting such reports.

III. Compensation Policy

A. Overview. Compensation levels for City employees are established through the annual budget process and may be subject to increase, reduction or status quo maintenance for any time period based on the availability of funds. The final decision regarding compensation levels rests with the Mayor. Employees are not necessarily compensated at budgeted compensation levels. Individual compensation is based on good performance and experience.

B. Hours of Work. Business hours for the City of Hailey are variable according to each department's needs. The workweek extends from 12:01 a.m**.** Friday through 11:59 p.m. Thursday. Employees shall be prompt, regular in their attendance and follow the work schedule set by their supervisor. Regular departmental business hours and work schedules may be adjusted during emergencies and disasters with assigned emergency response work schedules.

C. Pay Periods. There are 26 pay periods in a given year. Paychecks are distributed

one week following the end of each pay period (Thursday) prior to 5:00 p.m. When that day is a holiday, the City may distribute paychecks on the day prior to the holiday. All employees, regardless whether they are exempt, full-time non-exempt, part-time non-exempt or temporary/seasonal employees, are required to submit the number of hours worked by the employee during each day of the pay period. Employees are responsible for submitting documented hours worked during each pay period to their supervisor first, or the City Clerk, on the designated day for approval. Time sheets require the employee's and the supervisor's signature to be processed. Employees are expected to monitor the accuracy of their paychecks and report any inaccuracies they believe have occurred.

D. Payroll Deductions. Certain deductions are automatically taken from an employee's paycheck, including Federal Income Tax, State Withholding Tax, Social Security (FICA), and State Public Employee Retirement withholdings. Other optional benefits may be authorized by employees for automatic payroll deductions, provided that the benefit has been approved for use city-wide. At no time will payroll deductions be made from an employee's paycheck unless authorized by the employee or required by law.

E. Overtime and Compensatory Time. In general, the City discourages overtime worked beyond an employee's regularly scheduled shift because of budget impacts and employee burnout. However, there will be cases where overtime is necessary to ensure the efficient and cost-effective operation of a City department. In all cases, overtime occurs only with prior supervisory approval, except in clear emergencies. Unauthorized overtime may subject an employee to corrective action.

The City prefers that employees recover overtime only through compensatory time off in order to minimize budget impacts. Days of compensatory time off should be requested at least one week in advance and may be taken only with supervisor approval. Exempt employees are not entitled to recover overtime.

Overtime accrual is capped at 100 hours per year for non-exempt employees. Employees are encouraged to request compensatory time off when their accrued hours exceed 40, in order to leave room under the cap for emergency response and unexpected workloads.

Overtime pay and compensatory time off accrue at 1 1/2 hours for each hour worked above 40 hours. Employees who normally work less than 40 hours per week receive straight compensatory time off or straight hours worked above their regularly scheduled workweek up to 40 hours. If an employee is required to work on a holiday, the holiday is considered a workday and the equivalent of one day is added to the employee's normally scheduled work week. Supervisors may require employees to take compensatory time off during a week in which a holiday adds a work day to the employee's normally scheduled work week.

Qualifying law enforcement and fire protection employees are subject to different rules for the calculation of overtime and compensatory time, which are described in their respective department policies.

In general, the Fair Labor Standards Act, available in the City Clerk's office, will serve as the governing document regarding overtime and compensatory time policies.

IV. Benefits Policy

A. Overview. The City wishes to provide employees with benefits that support personal and family needs and promote preventative health measures. Benefit packages reflect the City's fiscal situation and the changing costs of benefit offerings. They are therefore subject to change based on market trends and availability of City funds.

B. Health, Dental and Vision Insurance Coverage. The City of Hailey provides comprehensive health insurance to full-time non-seasonal employees who regularly work 30 hours per week or more. Dental and vision insurance are provided to full-time non-seasonal employees who regularly work 30 hours per week or more, as well as to elected officials. Spouse and dependent coverage is optional at the employee's expense. Insurance coverage begins on the first day of the month following the employee's first 30 days employment, if enrollment documents have been fully completed by the employee. Employees are responsible for oversight of their claims. Continued health coverage is available to former employees at their own cost pursuant to federal law (COBRA).

C. HRA/VEBA Benefit. The City of Hailey provides a Health Reimbursement Account (HRA) for eligible employees. The City contributes an equal amount for each eligible employee to a Volunteer Employment Benefit Account (VEBA). The accounts are intended for use by employees under IRS 231 regulations, and remain the employee's property even after the individual is no longer employed with the City of Hailey. This program may be suspended due to budgetary constraints at any time by Resolution of the Hailey City Council. When the benefit is or becomes active, contributions for eligible employees are made during the last week of the first and seventh month of the plan year. Eligible employees must have completed five or more consecutive months of employment as full-time, part-time, seasonal, or contracted agent prior to the month in which the benefit is paid, and must also, on the first of the month during which the benefit is paid, be eligible for the city's comprehensive health insurance group.

Employees may choose to be covered by a Medical Group Plan Option offered by the City of Hailey with a less expensive premium than is paid on behalf of other employees. The City shall make the savings in premium available to the employee through either a contribution to the employee's HRA-VEBA account on a monthly basis, or a contribution to the employee's dependent premiums when the dependent is also on the City's group plan.

D. Worker's Compensation Coverage. Worker's compensation insurance covering job-related injuries is provided for all employees through the State Insurance Fund. An employee entitled to worker's compensation may simultaneously receive payments from the City for previously accrued, eligible Paid Time Off (PTO) or Short Term Leave (STL). Return to work will be authorized on a case-by-case basis following consultation between the employee, relevant medical personnel, the employee's supervisor and the State Insurance Fund.

E. Additional Benefits. The City of Hailey may provide access to but not pay for other benefits. The City may also provide paid benefits in addition to these listed at the discretion of the City Council. A schedule of optional benefits, both paid and unpaid, available to

employees is available from the City Clerk's office.

F. Retirement. Employees who work 20 hours or more per week for five or more consecutive months are eligible for the Public Employee Retirement System of Idaho (PERSI) benefit program. The employee's assessment consists of a percent (set by PERSI) of the employee's gross pay. The assessment is deducted from employee's paycheck beginning with their first date of pay and is exempt from Federal and State income taxes. The City also contributes to PERSI for each employee at a percentage set by PERSI. If the employee does not complete five consecutive months of employment, both the employee and the employer may request a contribution refund from PERSI.

G. Holidays. The City observes twelve (12) holidays during the year as follows: New Year's Day, Idaho Human Rights Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, the Friday following Thanksgiving, Christmas Eve and Christmas Day. In addition, all employees receive one personal holiday to be used at their discretion following the first six months of their employment. City offices will be closed on holidays, and if a holiday falls on a weekend, City Hall will be closed the preceding Friday or following Monday as posted by State or Federal Banks. Other days during the year may be declared legal holidays at the directive of the Mayor. Full time employees are paid 8 hours for each holiday.

If non-exempt employees are required to work a holiday they shall be compensated at straight time for that day in addition to their holiday pay, unless any of the hours worked puts an employee over forty (40) hours for the work week. In that case, the employee shall be compensated at one and one half (1 1/2) times his/her normal rate for that day.

H. Paid Time Off. For the purpose of this section, only exempt employees and full-time non-exempt employees are eligible for PTO and shall be considered "eligible employees." PTO is a set amount of paid hours to be used at an employee's discretion. PTO is to be used for personal days, vacations, medical absences, or any reason the employee may need scheduled time off. An eligible employee is not obligated to use PTO for any absence during a scheduled pay period, if the employee has worked eighty (80) hours in that scheduled pay period. A holiday falling on a PTO day is still considered a holiday and will not be subtracted from the employee's PTO balance.

PTO is available to eligible employees and accrues from the start of employment in the following manner:

PTO Accrual Schedule

Employment Time	Hours per Pay Period	Maximum Accumulation
0 to 6 Months	2.50 Hours	32.50
6 months to 1 Year	5.23 Hours	100.50
1+ to 5 Years	5.23 Hours	272
5+ to 10 Years	6.15 Hours	320

10+ to 15 Years	7.07 Hours	368
15+ to 20 Years	8 Hours	400
20+ Years and Greater	8.92 Hours	400

For any eligible employee, there shall be no change in the Hours per Pay Period and Maximum Accumulation due to overtime or other non-permanent schedule fluctuations. Eligible employees who previously worked for the City for five (5) consecutive years or longer as an eligible employee and who have been rehired, shall be credited with forty (40) hours PTO accrual at the satisfactory completion of their first six months of employment.

PTO may not be taken in advance of time earned. All PTO is encouraged to be taken in the year in which it is earned. An eligible employee exceeding the maximum accumulation designated by their employment time in the PTO Accrual Schedule shall cease to accrue PTO until the eligible employee has brought his/her accumulation below the pertinent Maximum Accumulation At no time shall an accrual exceed the pertinent Maximum Accumulation for any eligible employee, unless exceptional circumstances exist and there is a recommendation by the mayor and approval by the city council.

An eligible employee should make a request for PTO in writing to his/her supervisor at least one week in advance of the requested PTO days. Supervisors will attempt to accommodate employee preferences for scheduled PTO, but first priority shall be the orderly functioning of City departments and ensuring sufficient personnel be on hand for anticipated emergency response. Should the use of PTO be needed to accommodate an illness or injury of such type that a written advanced notice is not able to be given, an employee shall notify his/her supervisor the evening before or as early as possible on the morning of an illness or injury. If the eligible employee does not have enough accumulated PTO for this absence, the remainder of the time off will be without pay.

If an exempt employee does not work eighty (80) hours per pay period, the exempt employee's accrued PTO will be reduced by the number of hours for a partial or full day absence. However, an exempt employee's salary shall not be reduced for a partial day absence for personal reasons, sickness or accident, even if the exempt employee does not have any accrued PTO.

Upon completion of the third consecutive workday of absence for the same illness or injury, the employee shall contact his/her supervisor and provide a required written statement from a medical doctor to continue the absence. Provisions of the Family Medical Leave Act (see Section IV, paragraph J) will continue to apply.

I. Short Term Leave. Short Term Leave ("STL") is a benefit which shall only be utilized by employees hired before March 28, 2005 who have been continuously employed by the City since March 28, 2005 and who still have a retained STL balance. Use of STL is allowed only in the event of an employee's inability to work due to personal illness or medical conditions pertaining to his/her own health. STL will not be available for use until after the third consecutive absence of scheduled workdays. The employee is expected to take PTO for the first three days of illness or medical absence, after which time, a written statement from a medical doctor is required to continue paid absence with STL. An employee lacking sufficient STL during an illness

may utilize PTO or compensatory time for the illness if sufficient PTO or compensatory time has been accrued. The City of Hailey is only obligated to allow 12 weeks of absence in a 12 month period, including the days drawn from PTO, STL and compensatory time, as well as holidays and all other types of leave, including unpaid leave. An exception to this policy may only be granted by the Mayor under extenuating circumstances. While using unpaid approved leave, employees do not accrue PTO.

An employee may request conversion of up to 100 hours per year of STL to PTO at an exchange rate of 3 STL hours for one PTO hour. The employee shall identify the intended amount of STL requested for exchange. If STL remains unconverted or unused when an employee's employment terminates for any reason, the City shall pay out the STL as PTO at the conversion rate of 3 STL hours for one PTO hour.

J. Family and Medical Leave Act. The City of Hailey is required by law to comply with the provisions of the Family and Medical Leave Act ("FMLA"). The FMLA stipulates that employees who have been employed by the City for at least one year and worked at least 1,250 hours in that year are eligible for the FMLA. The FMLA permits employees to take a maximum of 12 weeks of leave during a calendar year period a) for the birth and care of a newborn child of the employee, b) for the placement with the employee of a child for adoption or foster care; c) to care for an employee's spouse, child or parent with a serious health condition, or d) to attend to their own serious health condition. A "serious health condition" means an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider.

Even if both spouses work for the City, they may take only a total of 12 weeks leave per family. Leave may be taken intermittently or on a reduced work schedule with the supervisor's consent. An employee may be required to temporarily transfer to a position with equivalent pay and benefits that accommodates an intermittent or reduced schedule.

An employee eligible for the FMLA must first use all available PTO, STL (if applicable) and compensatory time before moving to unpaid status. An employee's total time off shall not exceed 12 weeks, including the days drawn from PTO, STL (if applicable) and compensatory time as well as holidays and all other types of leave. While using the unpaid portion of FMLA approved leave, employees do not accrue PTO. In the event of an employee's absence due to a health condition for which he/she receives worker's compensation, the employee's time away from work may be counted as leave under the FMLA if he/she is eligible for such leave and if his/her supervisor or the City Clerk has provided notification of the FMLA designation.

Employees may be required to show medical certification of a serious health condition to their supervisor in order to enjoy the benefits of the FMLA. If the City Administrator requests, employees may be required to obtain a second opinion about their health condition from a second health care provider whose fee will be paid by the City. If both providers agree, employees will be granted leave. If the first two providers disagree, the City will abide by a third opinion sought at the City's expense. Any medical certification should include the date on which the serious health condition began, the probably duration of the serious health condition, the appropriate medical facts regarding the condition, an estimate of the amount of time the employee is needed to care for a family member, if applicable, or the time the employee will be absent from

employment, and a statement that the employee is unable to perform the functions of the position of the employee, if applicable.

While an employee is on FMLA leave, the City and the employee shall each continue to pay their share of health insurance premiums. While on unpaid leave, the employee must pay his/her share of health insurance premiums by the end of the month prior to the premium being due.

An employee desiring FMLA leave must make a written request to his/her supervisor using the FMLA request form available at the City Clerk's office. The form indicates the reason for the leave and its expected duration. If FMLA leave is foreseeable, employees must give at least 30 days' notice to their supervisor. In cases where an absence is unforeseen, such as a personal or family accident or contagious disease, after either 3 days or 24 paid service hours, concurrent or not, the supervisor or City Clerk will send written notification to the employee advising that the absence falls under the FMLA.

The City of Hailey may request medical certification that an employee is fit to resume work. Employees returning from leave will be restored to their original or equivalent position if they are physically and mentally able to perform their previous duties at their previous level of competence. In cases where these conditions are not met, the City will attempt to place the employee in a position appropriate to his/her competence, subject to availability of funds.

This is only a brief description of the benefits available to employees under the Family and Medical Leave Act. Employees seeking further information should contact the City Clerk for a copy of the Act.

K. Other Types of Leave.

1. Military Leave. An employee requesting a leave of absence to meet military requirements shall be granted such leave by his/her supervisor without pay together with re-employment rights as provided by Idaho Code, State and/or Federal Law. Reservists may request that their vacations, or a portion thereof, be scheduled for the period of their military training.

2. Bereavement Leave. In the event of a death in an employee's immediate family, he/she will be allowed up to three (3) working days of paid bereavement leave. For the purpose of this section, three (3) working days shall be equivalent to the number of hours the employee normally works on the three (3) days during the employee's normal scheduled pay period. Such leave must be approved by the employee's supervisor. "Immediate family" is defined as the employee's spouse and their parents, siblings, children (foster or adopted), grandchildren, grandparents, and anyone who had lived within the household of the employee for a period exceeding two years. Additional leave may be granted at the supervisor's discretion from accrued PTO, compensatory time or as an unpaid leave of absence.

3. Civil Leave. Paid leave will be granted to full-time employees called to jury duty or to serve as a court witness. Employees are required to report daily court schedules to their supervisor, and report to work when required court attendance ends during their previously scheduled work shift. Employees will be compensated only for the hours required of them by the court, but no more than their regularly scheduled work shift.

4. Leave of Absence. If, for personal reasons, a full-time employee desires extended time off, the City may grant a leave of absence without pay for up to thirty (30) days following a written request by the employee to his/her supervisor. Requests to extend a leave must be submitted in writing to the employee's supervisor at least ten (10) days prior to the expiration of the authorized leave. Permission for such leave and its extension requires Mayoral approval. If an employee does not return on the date specified, and has not requested and been granted an extension, the City will consider the employee to have resigned.

PTO will not accrue during a leave of absence. Group medical coverage will remain in effect during such leave if the employee continues to pay his/her portion of applicable premiums by the end of the month prior to the premium being due. If the leave extends beyond one month, the employee is expected to pay the full premium until he/she returns to work.

L. Transfer of Benefits with Employee Transfer. An employee who transfers from one department to another retains all benefits accrued to that date. PTO will continue to accrue based on the anniversary date of City employment, not the date of transfer.

V. TRAVEL BENEFITS

A. Travel Time Reimbursement. Full-time employees will be compensated at their normal hourly rate, up to a maximum of forty (40) hours per week, for time spent out of the office on City business that takes place during the employee's regularly scheduled work hours. This includes travel time to and from the employee's destination. Supervisors of departments wherein shift accommodations can be made are encouraged to allow traveling employees to adjust their shifts not to exceed a 40 hour work week.

B. Allowable Expenses. Employees shall follow an established schedule of allowable travel expenses while on city business. These apply where there is no other form of allowance, stipend, or deduction. If an employee is reimbursed by an outside agency for costs, those costs shall not be also paid by the City.
Allowable expenses should be pre approved by administration and include the following:

1. Transportation to and from an employee's destination.
2. Lodging expenses for a single room in moderately priced housing that offers a government rate, at a cost not to exceed the rate allowed under IRS Publication 1542, as non-taxable reimbursements.
3. Meals per day in the amount that is allowed under IRS Publication 1542 as non-taxable reimbursements, with allowed specific meal amounts deducted for meals provided by the conference or meeting hosts.
4. Other travel related expenses approved in advance in writing by the supervisor.

City vehicles may not be used for personal use during city business trips. Only when city vehicles are not available, the City will reimburse employees at the rate set by the IRS for use of personal vehicles while on City business. Mileage reimbursement will be requested upon the City's expense form, reviewed and approved by the supervisor. An employee may not apply

for reimbursement of mileage for any personal use of any vehicle.

In all cases, reimbursement claims must be submitted by an employee to his/her supervisor. Itemized bills or receipts must be attached and accompanied by a brief written explanation of the date and place of the expenditure, number of people housed, supplies purchased, expenses incurred, purpose of the conference or meeting, etc, with the meeting/conference agenda attached. A separate summary of total trip costs shall be attached to each reimbursement claim.

VI. Professional Development

A. Overview. The City encourages all employees to strengthen their professional skills and may assist them in doing so by paying for approved professional development in their field of employment. Professional development may include seminars, books, audiotapes, certification programs and other items determined at supervisor discretion.

B. Required Development. When an employee is required to pursue professional development directly related to his/her assigned duties, the City will pay for tuition, materials, transportation, and accommodation expenses. Employees will also be compensated for education time in formal courses up to eight (8) hours per day and up to forty (40) hours per week. The City will provide time off with pay for examinations that fall within the normal workweek. Certification and renewal fees required by the City will be reimbursed.

C. Voluntary Development. When an employee voluntarily seeks professional development, tuition may be paid or partially paid at the supervisor's discretion based on whether the development outcomes or a portion of them will benefit the City and subject to the availability of funds in the Department's budget. The employee will not be compensated, however, for travel and accommodation expenses. Time-off without pay may be granted at the supervisor's discretion.

Employees wishing to take advantage of optional development should make a written request to their supervisor. Since training funds must be split among employees there may be a waiting period for all employees to participate. The department head will set priorities for training needs within his/her department. Fees for registrations and certifications that are not requested by the City will not be reimbursed.

D. Professional Societies. Subject to the availability of funds, the City will pay the annual dues and travel expenses to technical and professional organizations for full-time employees when such participation has been requested by the City. Employees may request to join additional work related organizations, and the City may pay for annual dues and travel expenses.

E. Cross Training. In order to provide better service and additional employment stability, employees may be temporarily assigned to other service areas within the City. This provides cross training, a better working knowledge of all facets of the City government to each employee, better utilization of personnel, and diminishes potential lay-offs.

VII. Hiring Policy

A. Equal Employment Opportunity Policy. The City of Hailey is an Equal Opportunity Employer and will not discriminate on the basis of association with any group protected by federal or state law, including person's race, ethnicity, religion, marital status, gender, sexual orientation, political affiliation, age, national origin or disability. Nor will the City discriminate on the basis of personal handicap, unless the handicap is directly related to job performance.

B. Nepotism Prohibition. No person shall be employed by the City of Hailey when the employment would violate the anti-nepotism provisions of Idaho Code. In general, these provisions prohibit City employees from hiring any person related to them by marriage or blood within the second degree. Any such hiring, whether accidental or not, may be voided by the Mayor at any time. In no case may a person be hired or appointed to a City position who is related to the Mayor or a member of the City Council by blood or marriage within the second degree.

C. Veteran's Preference. In accordance with Idaho law, the City of Hailey gives employment preference for open positions to U.S. armed services veterans who were honorably discharged and are bona fide residents of the State of Idaho. In the event of equal qualifications for an available position, a veteran qualified under this code will be employed.

D. Transfers. Employees interested in applying for openings in other departments should inform their supervisor prior to completing an application for the job. There will be no repercussions for seeking a transfer.

E. Job Postings. All open positions shall be noticed to the public and City employees, except where an employee is to be promoted, or where an individual with specific qualifications has been actively recruited by a city recruitment process.

Notice may occur for a minimum of one week by posting on City bulletin boards, the City Website, and the local Job Service Office. City employees may file a Letter of Interest in the position during the notice period. They will experience no repercussions for seeking another City job.

VIII. Performance Management

A. Employee Appraisal. Employees may be given a written performance evaluation by their supervisor on an annual basis or at any time during the year. Newly hired and newly promoted employees may receive an appraisal within six months of their start date. The purpose of the appraisal is to provide employees with constructive feedback on their performance, including progress toward goals. Prior to the appraisal, the employee's supervisor may ask him/her for information to substantiate productivity or performance and may use this in the appraisal.

B. Promotions. Promotions are tools to recognize employee performance, ability, development, and career goals. They are earned rather than automatically granted. In general, the City's goal is to promote employees who seek increased responsibility and demonstrate the skills, competence, commitment and potential for successful performance in a new position. The City also desires a good match between employees and available positions. Thus, while the City wishes to provide opportunities for continuing career growth and development, such

opportunities are not guaranteed.

C. Corrective Action. The City relies on corrective actions for employees whose performance and/or behavior does not conform to what is expected. These actions enable a supervisor to address non-productive employee performance in a variety of appropriate ways, including encouraging remediation where possible.

D. Personnel Files. The City Clerk maintains three personnel files for each employee which are kept confidential by law. One file contains "administrative" personnel information regarding payroll, compensatory time, vacation days, sick leave and other types of leave, worker's compensation payments, alien status and PERSI. The second contains "qualitative" information regarding an employee such as employment applications, resumes, appraisals, awards, warnings and letters of commendation. A third secure file contains medical information concerning an employee and is maintained by the City Clerk. Those authorized to review personnel files include an employee's supervisor, clerical payroll personnel, the Mayor, the City Attorney and the employee him/herself.

Employees may request at any time to review their personnel files. The review must take place on City premises on the employee's own time in the presence of his/her supervisor or designee. Employees may request and will be given copies of any materials in their personnel file without charge within three days of requesting the information. Employees may contest the contents of their qualitative personnel file by submitting a written objection and explanation to their supervisor. These will be included in the file. Offending material may be removed from the employee's file by the supervisor if the material is found to be inaccurate or misleading upon review by the Mayor (or City Administrator) in consultation with the City Attorney.

Employees are required to keep their administrative file current by notifying their supervisor or the City Clerk of any change in their personal data. They may, at any time, submit documents, certificates of training, letters of appreciation and other items relating to job performance to their supervisor for inclusion in their files.

E. Employment Verification and Reference Inquiries. Requests for employment verifications and/or references shall be responded to in writing by the supervisor or the City Clerk's office, and shall include only name, position, period of employment, salary range, and shall be incorporated into the personnel file of the employee. Other information may be provided only if the employee gives permission through a written release of liability. Exceptions to this policy would be court subpoenas to provide information or upon lawful order of a court of competent jurisdiction.

IX. Separation from Employment

A. Retirement. The City's retirement policy complies with federal and state requirements for mandatory retirement and the obligations of the State of Idaho Public Employee Retirement System.

B. Resignation. Employees are asked to indicate, in writing, their intent to resign their position. Oral resignations will be treated as leave without approval, unless authorized

by the employee's supervisor. Oral resignations will be noted in writing and placed in the employee's file. Employees who take leave without approval may be terminated for "job abandonment" after three (3) days of such leave.

C. Reductions in Force (Lay-Offs). The City reserves the right to reduce the workforce when financial conditions require it. Decisions about the functions to be reduced are solely at the discretion of the Mayor and the City Council. The City shall provide as much notice to employees as possible, but no less than 30 days, regarding lay-offs.

D. Separation. The following procedures apply to all terminating employees:

1. City Property. All city property (keys, tools, credit cards, City I.D., passwords, etc.) must be returned to the employee's supervisor or the City Clerk before a final paycheck will be issued. A supervisor may present or mail the employee an invoice for the value of any missing property discovered after the paycheck was issued.

2. Insurance. An employee wishing to convert his/her group insurance without a lapse in coverage must complete the appropriate forms within five (5) days following separation.

3. Forwarding Address. The employee must notify the City Clerk of any change of address so that his/her withholding form (W-2) and other important documents may be forwarded.

4. Exit Interview. The supervisor may conduct an exit interview with the employee in order to constructively critique the vacated position and determine whether elements of the position description might be modified.

5. Letter of Acknowledgement. Representatives of the City may write a letter of confirmation, recognition of achievements, appreciations based on factual accomplishments, certifications, ratings, pay, skills, appraisals, or documents received regarding an exiting City employee. No such letters may speculate on the future performance of the individual, however.

6. COBRA Benefits. Employees who currently receive medical benefits may be eligible to continue those medical benefits at their own expense for a limited time in accordance with the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).