

City of Plymouth Personnel Policies Manual



Mayor Dan Dwyer
Mayor Pro-Tem Ed Hingelberg
Commissioner Diane Bogenrieder
Commissioner Dan Dalton
Commissioner Colleen Pobur
Commissioner Oliver Wolcott
Commissioner Mike Wright
City Manager Paul Sincock

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I. EMPLOYMENT POLICIES

The personnel policies, procedures rules and regulations contained in this Manual apply to all full-time, part-time, temporary/seasonal, probationary contract employees, as well as elected or appointed officials, volunteers and, unless otherwise stipulated, become effective immediately. Existing written contracts or labor agreements take precedence over these personnel rules and regulations only when a conflict exists.

Employment with the City of Plymouth is considered at-will. This means that employment may be terminated, at any time, for any reason, and with or without cause.

The City reserves the right, at its sole discretion, to amend the contents of this Manual at any time. No amendment or exception to the at-will employment policy set forth above can be made at any time, for any reason, except by the City Manager and it must be in writing, entitled "Employment Agreement", directed to the employee, and signed by the Manager and employee. Amendments to any other part of this manual obligating the City or imposing changes on the City can be made only by resolution of the City Commission or administrative memorandum from the City Manager. Any changes must be in writing and issued by the City Manager. No other employee, representative or agent of the City has the authority to amend, alter or change the policies set forth in this Manual or to enter into any agreement concerning the terms and conditions of your employment at the City. Written amendments will be issued directly to employees or posted on the bulletin board.

This manual contains a summary of the benefits provided to employees. Some of these benefits may be subject to legal requirements concerning reporting and disclosure. Complete details on the benefit plans are contained in the Summary Plan Description and official plan documents for the respective plans. In case of any discrepancy, the official plan documents take precedence. Changes in the law may affect the benefits programs described in this Manual. The provisions of this Manual do not establish contractual rights between the City and any of its employees. Benefits and wage rates are subject to change at the sole discretion of the City. The City, at its discretion, reserves the right to add to, modify, amend, alter, reduce or eliminate any or all of the benefits described in this Manual or which may otherwise be provided.

Application of Policies:

These policies apply to all of the City's employees unless otherwise specifically provided for in this manual or by other employment contracts, collective bargaining agreements and/or insurance plan documents. When a conflict exists, existing written contracts or labor agreements shall take precedence and supersede the policy to the extent they are in conflict.

Distribution:

A copy of this manual will be provided to each employee of the City of Plymouth. Each employee receiving a copy of this manual will be required to sign an acknowledgment certifying his/her receipt, review and understanding of the policies and procedures contained in the manual and agreement to comply with same. Any employee, whether current or new, who does not sign the acknowledgment form is subject to disciplinary action.

Severability:

In the event that one or more of the provisions of this manual are superseded by or become in conflict with state or federal laws, or if they are determined by a court of competent jurisdiction to be invalid and unenforceable, then the balance of the policy and/or manual shall remain in full effect.

Authorization of Employment:

All employees of the City are required by federal law to verify their authorization to lawfully work in the United States. In compliance with the federal immigration laws, the City prohibits discrimination in hiring, recruiting, and discharging based on citizenship.

Minors under 18 years of age must obtain a work permit or a written agreement or contract entered into between the employer and the governing school district, or the public or nonpublic school academy before starting work. Work permits can be obtained from the issuing school officer (the chief administrator of a school district, intermediate school district, etc.) the minor attends or the school district where the minor will be employed.

Notice of Changes:

Employees are required to notify the City Manager's Office immediately of any change in name, address, phone number or dependents. Keeping this information accurate enables the City to contact employees in an emergency and maintain insurance and other benefits. Personal information will be handled in confidence to the extent permitted by law.

Non-Discrimination & Harassment Policy:

It is the policy of the City of Plymouth that any unlawful discrimination will not be tolerated. The City's entire non-discrimination and harassment policy is contained in Appendix A of this policy manual.

Equal Employment Opportunity Policy:

The City of Plymouth is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, religion, age, sex (including pregnancy and conditions related to pregnancy), transgendered status, sexual orientation, genetic information, disability, weight, height, marital status, misdemeanor arrest record, and any other protected category protected by federal and/or state law.

Information Technology Policy:

The purpose of this policy is to inform all City employees about the legal requirements and restrictions concerning the acquisition and use of software programs on the City's computer equipment, the responsibilities of each employee to protect the security and integrity of the City's Information Technology (IT) System's programs and data, the City's investment in that system, and restrictions regarding the use of e-mail and the Internet. Employees using the City's IT system, including its software, e-mail and Internet are required to comply with the City's IT System Policy. Violation of the policy is subject to removal of the individual's computer, revocation of access privileges, and/or disciplinary action up to and including termination. The City's entire Information Technology Policy is contained in Appendix B of this policy manual.

Employee Right-To-Know Act:

The City complies with Federal and State Right-to-Know laws. The City will make every effort to

provide employees with information on any hazardous chemical to which they may be exposed to in the workplace. Right-to-Know Information will be posted and employees are required to read and be familiar with all posted materials.

Personnel Files:

The City maintains a personnel file for each employee. The personnel file may include such information as the employee's job application, resume, training records, performance reviews, salary increases, disciplinary actions, and other records upon which employment decisions are based.

While not all information below is maintained in the "Personnel File" per se, it is important to the City to maintain accurate, current records of the following information:

- Employee's correct name, address and social security number
- Phone number where employee (and his/her emergency contact) can be reached in case of emergency
- Employee's job title and wages
- Actual time worked each week and an explanation for any deviation from the normal work week
- I-9 information
- Tax information
- Employee insurance records
- Pay records

Under Michigan law, an employee has the right to examine his/her Personnel File or to obtain a copy of the file, generally not more than twice a year, upon written request to the Human Resources Director. The City will respond to an employee's request within a reasonable amount of time and arrange a mutually convenient date and time for the review. The Personnel File must be reviewed in the presence of the Human Resources Director or designate and it cannot be removed.

After the file has been reviewed, an employee may request a copy, which will be provided at a reasonable fee for duplicating. Also, the employee may request to have inaccurate information corrected or removed from his/her file. If the City denies the employee's request, he or she may submit a written statement (not to exceed 5 pages) explaining their position. The explanation will be maintained in the Personnel File as long as the disputed document remains.

Medical records, educational records, I-9 forms, employment references (disclosing the identity of the individual source), and certain other information are kept separate from Personnel Files and access to them may be further restricted.

It is the responsibility of each employee to promptly notify the City of any changes in personal data such as mailing addresses, telephone numbers, identity of dependents, marital status, emergency contacts, educational accomplishments, etc. Failure to notify insurance carriers of changes in status could lead to delays in coverage, or, in extreme cases, denial of benefits.

HIPAA Policy:

In accordance with the Health Insurance Portability and Accountability Act of 1996, the City of Plymouth is committed to maintaining the privacy of the health information it receives on employees. The City's entire HIPAA Policy is contained in Appendix E of this Manual.

II. EMPLOYMENT STATUS

Employee Status:

All employees are considered “at-will” and, with the exception of negotiated bargaining agreements, no contractual employment relationship exists between the City and an employee. Bargaining units are those specific groups of employees covered by the same collective agreement or set of agreements (i.e. law enforcement officials or clerical/administrative employees). Letters, benefit or policy statements, performance appraisals, employee manuals or other employee communications are not considered and should not be interpreted by any employee as contracts. The employment status of each employee shall be determined and fringe benefits shall be administered based upon the following definitions and policies.

Full-Time Employees: An employee designated as full-time whom works 37 ½ hours or more per week on a regular basis, and who has completed his/her probationary period.

3/4-Time Employees: Any employee designated as 3/4-time, is one who regularly works between 29 and 35 hours per week. 3/4-time employees are eligible for only those benefits as mandated by Federal or State law. 3/4-time employees are not eligible for full-time benefits, even though they may occasionally work 35 hours or more in a given week.

Part-Time Employees: Any employee designated as part-time, is one who regularly works less than 29 hours per week. Part-time employees are eligible for only those benefits as mandated by Federal or State law. Part-time employees are not eligible for full-time benefits, even though they may occasionally work 29 hours or more in a given week.

Temporary/Seasonal Employees: An employee designated as temporary or seasonal, is one who is hired for a specific period of time generally not exceeding six (6) continuous months, as dictated by operational needs. Temporary/seasonal employees may work full or part-time hours but are eligible for only those benefits as mandated by Federal or State law. Temporary/Seasonal employees are not eligible for full-time benefits, even though they may work 40 hours or more in a given week.

Elected Officials or Appointed Members of Boards & Commissions: As defined by the City Charter of the City of Plymouth. Elected officials and appointed members of boards and commissions are not entitled to any fringe benefits.

Hiring Policy:

The following hiring procedure shall apply to all openings, including full-time, part-time, seasonal, and temporary positions, except where specifically addressed by union contracts or excluded by the City Manager. It shall be the responsibility of Human Resources to coordinate the hiring process.

- A. To initiate the hiring process, the department head will submit in writing to the City Manager the request which shall include the position title, description of duties and proposed salary. In addition, the funding source for said position must also be included.

- B. Upon approval for the position, the position will be posted internally, on the City's website, and on any applicable trade, governmental, or other appropriate websites.
- C. Applicants will be required to complete a City of Plymouth application form and will be provided with a job description detailing the minimum qualifications for the position.
- D. Human Resources and/or department head (or his/her designee) will screen the applicants to assess those meeting the minimum qualifications. If applicable, arrangements will be made for pre-employment testing of those applicants meeting the minimum qualifications. Occasionally, outside experts or consultants may be used to assist the City in recruiting and evaluating applicants.
- E. Upon completion of testing, if necessary, Human Resources will schedule interviews with the top candidates. Depending upon the position, the interviews may be structured as an interview board, which may include the use of outside professionals or may be conducted by the department head, Human Resources and/or other supervisory employees designated by the City Manager. All interviewers and City employees involved in the hiring process must follow the rules in Appendix I. Interview Guidelines: Acceptable and Unacceptable Questions.
- F. Human Resources and/or the Police Department will conduct a complete background check on the top candidates. In the case of police officers, the full background check will be completed after a conditional offer of employment has been signed by the applicant. The background check may include contacting both personal and professional references, verification of education, credit checks, as well as driving and criminal records as permitted under federal and state law.
- G. The Department Head will then review the background information and, if necessary, conduct a second interview with the applicants. The department head will notify Human Resources of his/her selection. Upon approval of the City Manager, an offer of employment in writing will be extended to the applicant. All applicants will be required to satisfactorily complete a physical exam depending upon the position. Also, all applicants must satisfactorily complete drug/alcohol screening regardless of position. In addition, based on the position, applicants may be required to satisfactorily complete a psychological exam. A qualified professional(s) designated by the City will perform any required physical or psychological exam. The City will pay the cost of any examinations required. The offer of employment will be contingent upon successful completion of any required physical or psychological exam.
- H. Employment of minors must comply with all of the requirements of the Youth Employment Standards Act 90 of 1978, including but not limited to:
- Minors under 18 years of age must obtain a work permit or a written agreement or contract entered into between the employer and the governing school district, public or private school or academy before starting

work. Work permits can be obtained from the issuing school officer (the chief administrator of a school district, intermediate school district, etc.) the minor attends or the school district where the minor will be employed.

- A minor shall not work for more than 5 hours continuously without an interval of at least 30 minutes for a meal and rest period. A minor shall not work in an occupation that involves a cash transaction after sunset or 8:00 p.m., whichever is earlier, at a fixed location, unless an employee 18 years of age or older is present at the fixed location at the time.

Minors under 16 years

A minor under 16 years old shall not work more than 6 days in 1 week, and shall not work longer than an average of 8 hours per day in 1 week, not to exceed more than 10 hours in 1 day or 48 hours in 1 week. A minor under 16 years old cannot work between 9:00 p.m. and 7:00 a.m. A minor under 16 years old who is a student in school cannot work more than a combined school and work week of 48 hours when school is in session.

Minors 16 years and over

A minor 16 years old and over shall not work more than 6 days in 1 week, and shall not work longer than an average of 8 hours per day in 1 week, not to exceed more than 10 hours in 1 day or 48 hours in 1 week. A minor 16 years old and over who is a student in school cannot work more than 24 hours in 1 week when school is in session. A minor 16 years old and over may not work between 10:30 p.m. and 6:00 a.m.; however, if the minor 16 years of age or older is a student in school, the minor may work until 11:30 p.m. on the following days: (a) on Fridays and Saturdays, (b) during school vacation periods, and (c) during periods when the minor is not regularly enrolled in school.

- I. The hiring of a relative of the current Mayor, Mayor Pro-Tem, City Commission member, City Manager is prohibited. The hiring of a relative of any other current employee must be specifically authorized by the City Commission. In order to hire the relative of a current employee, the individual must be the top candidate after completing the hiring procedure. A relative of a current employee is prohibited from working in the same department as the employee.

For purposes of this policy, relative shall be defined as:

- Spouse;
- Parents or spouse's parents;
- Grandparents or spouse's grandparents;
- Children including step-children;
- Grandchild;
- Siblings or spouse's siblings;
- Aunt/Uncle;
- Niece/Nephew;
- In-laws including brothers-, sisters- sons- or daughters-in-law;
- Any of these relationships arising from adoption or marriage.

III. GENERAL OPERATING PROCEDURES

Probationary Period:

All employees will be required to serve a one year probationary period. Upon completion of six months of the probationary period, the employee will be evaluated by the department head and a decision will be rendered regarding the probationary status. At the discretion of the department head and with approval of the City Manager, the one year probationary period may be reduced to not less than six months. At no time shall the probationary period extend beyond one year of service. During the probationary period, the employee's performance will be reviewed at three month intervals in order to determine continuation of employment. It is understood that probationary employees can be terminated from employment at the discretion of the City Manager and/or Department Head at any time during the probationary period.

In the event that an existing part-time employee is promoted to a full-time position, partial credit for prior service may be given, at the discretion of the City Manager, towards completion of the one year probationary period. Such credit will be calculated at one-half of the part-time hours of service accumulated. For purposes of this policy, one year of service is the equivalent of 1950 hours. A minimum of three (3) months probationary period must be serviced by all employees, regardless of the length of any prior service. The department head reserves the right to extend the probationary period beyond the minimum three (3) month period. There is no credit given towards retirement or other benefits for years of service as a part-time, temporary/seasonal, volunteer, contractual, appointed, or elected employee.

In the event that a full-time employee is promoted to another position, he/she will serve a three (3) month probationary period in the new position. At the end of the three (3) month probationary period, the employee will be evaluated and a decision rendered regarding the classification of the employee to the promoted position. The department head reserves the right to extend the probationary period beyond the three (3) months, however, at no time shall such probationary period for promotion extend beyond one year. Employees serving a probationary period under a promotion will continue to accrue all benefits for which they are entitled. If at any time during the probationary period, it is determined that the employee will not be classified to the promoted position, every effort will be made to allow the employee to return to his/her former position. In order to be eligible for an across-the-board increase as granted by the City Commission, an employee must have completed his/her probationary period.

Work Day/Week:

The normal workday for all full-time City employees is seven and one-half (7 ½) or eight (8) hours. The workweek typically consists of five (5) consecutive workdays for a total of thirty-seven and one-half (37.5) or forty (40) hours per week. The regular workweek shall be from 8:00 a.m. until 4:30 p.m., Monday through Friday, except in cases where City services requires alternate scheduling. An employee's work schedule shall be determined by the City Manager or department head in accordance with the requirements of that department. Some employees may be required to attend board, commission or City Commission meetings outside of regular business hours. Part-Time Employees will be capped at 29 hours per work week. Seasonal employee may work more than 29 hours during their time with the City.

PLEASE NOTE: All vacation days, personal days, sick days, paid time off, and any other instance when the employee is not in the office will be calculated in hours according to either their 7.5 or 8 hour workday . For example, two vacation days for an employee working 37.5 hours/week will equate to 15 hours off and equate to 16 hours off for an employee who works 40 hours/week.

Alternate Work Schedules:

The City of Plymouth will consider alternative work schedules to assist employees in meeting their work performance goals, personal goals, and/or family needs. All requests for alternative work schedules will be considered on a case-by-case basis. Factors to be used in considering an alternative work schedule will include, but are not limited to, the ability to accomplish work goals, the ability to provide coverage for departmental operations, and the maintenance of public service. Alternative work schedules shall include the following:

Flex Time: The employee works the standard 7.5 or 8 hours per day but observes a daily schedule that alternates from the standard 8:00 a.m. to 4:30 p.m. work day. To ensure continuity of service within a department, flextime is not meant to address incidental or temporary scheduling concerns.

Compressed Work Week: The employee works an alternative ten-hour day, four-day workweek. Employees working a compressed work schedule would receive regular pay for the compressed work schedule. Overtime would not be received until the employee worked in excess of ten hours per day or forty hours per week. For those employees, classified at 37.5 hours per week, an adjusted schedule would be made to accommodate the four-day workweek.

In all cases, alternative work schedules must comply with the following:

1. All full-time employees must work a total of 37.5 or 40 hours per week.
2. All offices must be open and available to provide service to the public during the regular workday.
3. All requests for alternative work schedules must be made in writing to the department head and include a description of the alternative work schedule; the impact on City operations; and how the employee's job responsibilities will be handled during regular departmental hours when the employee is not present.
4. Department Heads and/or supervisors must evaluate and approve all requests for alternative work schedules prior to implementation. This evaluation will include an assessment of the impact on the department and delivery of service to the public; the employee's job responsibilities and their required interaction with other employees and departments; and the employee's demonstrated level of responsibility and dependability.
5. Must be approved by the City Manager.

Alternative work schedules must remain in effect for a minimum of 90 days unless a shorter time frame is specifically approved by the City Manager.

The City reserves the right to eliminate alternative work schedules if it is determined that the schedule has negatively impacted the operations of the City. In the event that it becomes necessary to eliminate an employee's alternative work schedule, the City will provide written notification to the employee thirty (30) days in advance of the change.

Overtime for Non-Exempt Employees:

Employees who are non-exempt under state and federal wage laws are paid on an hourly basis and are eligible to receive overtime pay as explained below.

Any non-exempt employee who works over 40 hours in a work week (which begins at 12:00 a.m. on Sunday, and ends at 11:59 p.m. on Saturday) shall be paid at 1-1/2 times their regular rate of pay for all time actually worked over 40 hours that week. Some employees are "grandfathered in" and will be paid at 1-1/2 times their regular rate of pay for all time actually worked over 37.5 hours in a work week, rather than 40 hours. Paid vacation, sick or personal time does not count towards the "actual hours worked".

All full-time employees below the administrative classifications (department heads) may accumulate comp-time in lieu of authorized paid overtime at the rate of one and one half (1½) hours for each hour of overtime worked. The employee will be given the option of utilizing comp time or receiving overtime compensation prior to accepting any overtime. The maximum accumulation of comp-time is seventy-five (75) hours. Once the 75 hour maximum comp-time accumulation is reached, any overtime worked will be compensated at the rate of one and one-half (1½) times the base wage for each hour of overtime worked. Accumulated comp time may be used in hour increments upon approval of the department head. Upon termination of employment, employees will receive compensation at their current straight time hourly rate or the average regular rate received by the employee during the last 3 years, whichever is greater. It is the responsibility of the department head to authorize all overtime.

Non-exempt employees are prohibited from working overtime unless they receive advance approval for the overtime from their manager. Any employee who works overtime without advance approval will receive overtime pay as explained above, but will be subject to disciplinary action for violating this rule.

Pay For Emergency Call-In:

A minimum of two (2) hours at one and one-half (1.5) times the base pay will be paid to any employee other than a department head called in or back to duty after having been released from the regular day's work or during non-working hours. An employee who answers an emergency call shall be considered as being on duty for the full two (2) hours and will not be entitled to any additional pay for subsequent calls during the two (2) hour period.

Exempt Employees:

Employees who are defined as exempt by the FLSA may be required to work more than thirty-seven and one-half (37.5) or forty (40) hours in a particular workweek, but will not be paid overtime pay. Employees in positions that are exempt from overtime pay will be provided with four (4) paid personal leave days per fiscal year to compensate for the additional work time. The personal leave days must be taken during the fiscal year. The fiscal year is July 1st through June 30th. There is no carry-over or pay-off of personal leave days.

In some instance, at the discretion of the City Manager, overtime pay may be extended to a position that is considered exempt under the FLSA. In this case, the overtime provisions specified in paragraph IV.3 will apply. Should an exempt position be afforded overtime status, the position would not receive the four (4) personal leave days that are provided to employees exempt from overtime and would accrue paid leave time at the non-exempt rate.

Pay Day:

Employees will be paid every other Thursday (bi-weekly) for the workweek ending the previous Saturday. The first paycheck will be a physical check, but for all pay days after that, employees will receive direct deposits on pay day, with an e-mail verification of the pay stub on the Monday preceding the pay day. If the normal payday is a holiday, the pay will be issued on Wednesday of that week.

Written authorization must be made for the City to release a payment to any individual other than the employee. Initial paychecks may not be cashed prior to payday. Employees receiving and cashing their first paycheck prior to payday will be responsible for any fees or penalties incurred by the City. Employees will be responsible for any fees incurred by the City to reissue lost paychecks.

Garnishments:

Garnishments will be handled as required by law, but when legally permissible, employees may be charged for the additional costs and workload they place on City personnel.

On-Call Employees:

Employees serving in an on-call position must be available, either by pager or telephone, and able to respond within thirty (30) minutes. If an employee serving on-call is going to be out of the area and unable to respond, then said employee has the responsibility to arrange for coverage by another employee. It is the responsibility of the on-call employee to inform the proper agency; i.e. police department, of the change between the on-call employees.

In the event of an emergency workload situation, "on-call" employees will reasonably evaluate the situation and determine if other employees are to be called in to assist in performing the required work.

Meal Compensation:

Employees required to work more than ten (10) consecutive hours in one work day shall receive compensation for one meal. Compensation will be up to a maximum of \$8.00 per meal. Receipts will be required to receive reimbursement. This rate will also apply to all expenses incurred at conferences and conventions, unless receipts are provided and approved by the department head.

Travel Expenses Policy:

- A. All travel must be approved by the City Manager at least ten (10) days prior to travel.
- B. Mileage will be reimbursed at the rate established by the Internal Revenue Service. No mileage will be paid if a City vehicle is utilized.
- C. Overnight Travel: All motel, meals, and out-of-pocket expenses will be reimbursed for the employee, if properly documented on an expense report with receipts attached when available. Any entertainment done must be documented on the back of the expense report as to who was entertained, the reason for the entertainment, and the subject matter discussed. No reimbursement will be made for expenses incurred by spouses traveling with an employee. Hotel expenses will be reimbursed at the single rate; charges in excess of this rate will be the responsibility of the employee.

- D. Conventions/Out-of-State Travel: See policy in General Rules & Regulations regarding attendance at conventions and out-of-state travel. When travel is less than 250 miles, a car must be utilized (any other mode of transportation must have the prior approval of the City Manager). When mileage exceeds 250 miles, the individual has the option of utilizing his/her personal car or traveling by common carrier. However, the City will only pay mileage equal to the cheapest cost of one economy class air fare.
- E. Travel Advances: Travel advances may be requested from the Department of Finance at least ten (10) days prior to travel. Whenever possible, two separate checks should be requested; one to cover motel/hotel expenses and one to cover any out-of-pocket expenses anticipated during travel.
- F. Expense Reports: Expense reports must be completed within thirty (30) days of the date of return from the trip involved. Any advances remaining open after thirty (30) days will be deducted from future advances, or may be reimbursed to the City by payroll deduction, if approved by the City Manager. Future advances may be deferred until settlement of old advances has been accomplished.

Unless otherwise specified, this travel policy will cover all City employees, including the Mayor, Mayor Pro-Tem, City Commission, City Manager and department heads. Spouses and/or family members traveling with a City employee will not be covered for insurance purposes. Any expenses incurred as a direct result of the spouse and/or family member being in attendance are the responsibility of the City employee.

Break Periods:

Full-time employees or those working more than 7.5 hours per day are allowed a one-half (.5) hour or one (1) hour unpaid lunch break, depending upon the department and/or operational area to which he/she is assigned. The department head or supervisor determines scheduling of lunch breaks. Employees shall be entitled to one (1) twenty (20) minute paid break in the morning and one (1) twenty (20) minute paid break in the afternoon. Timing and location of breaks are subject to the needs of the department. Breaks may not be saved and accumulated, combined with lunch periods, or used at the beginning or end of a day. Employees are expected to limit all lunch and rest breaks to the specified time limits. Lunch periods are intended as your own personal time. Employees are relieved of all work-related duties during their lunch period and may leave the premises.

Attendance:

Prompt and regular attendance is crucial to job performance and customer service. Whenever possible, advance authorization should be obtained from a supervisor when an employee anticipates being absent or late.

If an employee cannot report for work as scheduled because of an emergency or illness, and it is not possible to obtain advanced authorization, the employee is expected to contact either their supervisor or another member of management as early as possible, but no later than 30 minutes prior to the time they are scheduled to start work.

If an employee does not report for work and fails to notify the City for 3 consecutive days as to the reason for absence, the City will consider the unexplained absence a voluntary quit and process the employee's termination.

Employees will be required to provide the reason for absence and when (*date and time*) they expect to return to work. Reporting an absence does not excuse the absence. Employees may be required to substantiate the reason for the absence or lateness.

A deduction will be made from the employee's pay or accumulated leave bank for each full or fractional absence during the workday.

Unnecessary, habitual and/or frequent tardiness or absences will result in disciplinary action up to and including termination.

Outside Employment:

Employees engaging in outside employment shall notify their department head and the City Manager of the employment, receive advance written approval, and ensure that any outside employment sought does not interfere with their ability to adequately perform their responsibilities with the City, nor will it be a conflict of interest. Failure to notify the City Manager and department head shall result in disciplinary action up to and including termination. Employees required to respond in emergency situations shall provide the City with contact information at their secondary employer and understand that their responsibilities to the City take precedence.

Paid on Call Firefighter:

The City recognizes that there are individuals that are certified Firefighter I & II. These individuals may be employed by the City of Northville Fire Department in a Paid on Call capacity. The Northville City Fire Department provides Fire and Emergency services to the City of Plymouth.

- **Fire Fighter 1 & 2 Certification Bonus:**
Any non-union employee that obtains their Fire Fighter 1 & 2 certifications shall receive a \$500 bonus each year payable in September. Any Part-Time employee that obtains their Fire Fighter 1 & 2 certifications shall receive a \$250 bonus each year payable in September. This bonus is contingent upon employment with the City of Northville Fire Department.
- **Release from Duty:**
The City recognizes that the employee(s) who are members of the City of Northville Fire Department may be called to respond outside of the City's normal working hours. Response in these instances it is at the discretion of the employee(s). The City also recognizes that these employee(s) may be called during normal working hours. Response in these instances is at the sole discretion of the City. When effectively released from duty by the City on normal working hours the employee ceases being a City employee and becomes an employee of the City of Northville Fire Department. The hours spent as an employee of the City of Northville Fire Department are paid by the City of Northville Fire Department. In addition, the employee is under the insurance, worker's compensation, etc. of the City of Northville Fire Department. Furthermore, the employee will be compensated for the time while effectively released from duty by the City from a Special Time-off Bank (see below).
- **Special Paid Time-off Bank:**
The Special Paid Time-off Bank is designated for Fire Department Operations with the City of Northville Fire Department only. The bank will be initially credited with 100.0 hrs total.

The bank will be credited at the start of each fiscal year. In the event the employee uses all hours in their given Special Paid Time-off Bank, it shall be at the sole discretion of the City to add additional hours. The hours in the Special Paid Time-off Bank do not carry over from fiscal year to fiscal year. These hours do not have any monetary value to an employee in the event of retirement, termination, resignation or any other employment leave with the City of Plymouth.

- Facility Access:
Firefighters shall be granted access to City buildings after normal working hours as needed to perform their fire fighting duties.

Courtesy To Citizens:

All employees are expected to treat every citizen, whether that citizen is a resident of the City or not, in a respectful and courteous manner. Inquiries, questions and complaints should be addressed in a prompt and professional manner. In dealing with irate citizens, employees are encouraged to remain calm and composed and, if possible, direct the individual to an appropriate person for assistance. If an employee is observed or it is reported that they are not following this policy, this may result in disciplinary action up to and including termination.

Personal Appearance & Hygiene:

The City has adopted a Business Casual Dress policy for all City offices. However, departmental operations may necessitate a dress requirement different than business casual. Department heads are responsible for determining the appropriate attire for their department.

Business casual attire means clothing that allows employees to feel comfortable at work, yet appropriate for an office environment. Business casual attire includes, but is not limited to, slacks, khakis, polo and cotton shirts, skirts and dresses, turtlenecks, sweaters, loafers, etc. Employees should take their workday schedule into account and wear customary business attire when appropriate such as when representing the City at an outside community function.

Clothing containing suggestive words or pictures must not be worn.

Employees are reminded that personal cleanliness, appearance and demeanor reflect on the professionalism of the City and the commitment to public service. Each employee is expected to demonstrate a positive attitude and an appropriate appearance for his/her position. Employees are expected to take pride in their personal appearance and assure cleanliness and neatness in their appearance and uniforms.

Department heads and/or supervisors are responsible for interpreting and enforcing dress and grooming standards within their department. The department head and/or supervisor will counsel any employee who does not meet the standards of the department. If the employee's appearance is viewed as immodest or inappropriate to a business setting and/or the clothing is unsafe, the employee may be sent home to correct the problem. Repeated disregard for the dress and grooming policy may result in disciplinary action up to and including termination.

Safety:

Every employee of the City of Plymouth has a personal and vital responsibility to work safely and promote safety. Employees are required, as a condition of employment, to perform their work in a way that will prevent injury and illness to themselves and fellow workers, and prevent property damage. All employees are responsible for the following:

1. Actively promoting a safe work environment;
2. Complying with all City safety policies and regulations;
3. Reporting all accidents, incidents and injuries immediately;
4. Making recommendations for improving safety;
5. Being alert to safety and health hazards and correcting or reporting them;
6. Performing all work in a safe manner;
7. Using tools, equipment and vehicles safely and for their intended use;
8. Wearing personal protective equipment when required by City rules and procedures; and
9. Keeping work areas clean, orderly and free from hazards;

The entire City of Plymouth Safety Manual is contained in Appendix M of this manual.

Access to City Facilities:

All City facilities when not in use must be secured at all times. The City of Plymouth has invested resources to secure all facilities including but not limited to: City Hall, Municipal Services Yard and Administrative Offices, & the Cultural Center/Ice Arena. To facilitate access to one or all of these facilities, employees are issued photo ID access cards and/or passcodes. Each employee is responsible for keeping their access card and/or passcode secured at all times.

In the event an employee loses his/her access code or their passcode has been comprised, they must immediately notify their supervisor and the IT Manager. The access cards and/or passcodes will be immediately removed from the system and a new one generated.

If an employee loses or damages his/her card while not at work, the City will provide a replacement at the employee's expense.

Political Activity:

The City does not discourage political participation and activity by employees. However, certain restrictions are imposed to insure the integrity and impartiality of the City. Employees engaging in political activity must adhere to the following:

1. Employees shall not engage in political activities on behalf of a candidate, either partisan or non-partisan; nor distribute or circulate literature or materials either for or against an issue, question or campaign, during those hours when the employee is being compensated for the performance of his/her duties as a City of Plymouth employee or when representing the City of Plymouth.
2. Solicitation and the distribution of political literature or materials are prohibited during working hours. Working hours includes the actual working time (excluding unpaid lunches or meal periods) of both the individual engaged in the solicitation or distribution and the employee to whom it is directed.

3. Employees of the City shall not solicit, receive, or be involved in any manner in the assessment, subscription or contribution for any political purpose whatsoever during those hours when the employee is performing his/her duties as an employee of the City of Plymouth.
4. City of Plymouth equipment, materials and supplies, including City letterhead, copiers, or postage, shall not be used to engage in political activity.
5. Employees are not allowed to engage in political activity while on-duty or during the workday on any City property. Employees are allowed while not on-duty or during non-working hours to engage in political activity on City property. At no time may an employee of the City make representation that he/she is acting on behalf of the City as a City employee.

Alcohol and Drug Policy:

Our workplace must be free from drug and alcohol misuse. Our employees cannot work safely and productively if they report for work, or work, while they are under the influence of alcohol or drugs. The City is a zero tolerance employer which means that discipline shall result for violations of this policy, including:

1. Reporting for work, or being on City property or time, while under the influence of alcohol.
2. Reporting to work, or being on City property or time, while under the influence of any controlled or illegal substance, including “medical” marijuana, except a lawful drug (under both federal and state law) prescribed for the employee by a physician (and taken as prescribed). An employee whose ability to work is impaired by a drug prescribed for the employee by a physician and used by the employee as prescribed, will not be disciplined but will not be permitted to continue working.
3. Possession, use, distribution, purchase, sale, or offering for sale of narcotics or a controlled or illegal substance, including marijuana, on City time (including breaks or lunches) or on City property, including parking lots, in City vehicles, personal vehicles on City property (or while used on City business). The Michigan Medical Marijuana Act does not regulate or restrict an employers' drug testing policies. A positive drug test by an employee with a Medical Marijuana Registry ID Card will be treated in the same way as for an employee without such a card.
4. Refusing to *immediately* submit to testing or re-testing when asked.
5. Testing positive for alcohol or drugs (except lawfully prescribed medication), or tampering with a test.

“Under the influence of” or “testing positive for” means: (1) as to alcohol having a blood alcohol concentration of 0.01% or above, (2) as to drugs (excluding lawfully prescribed medications), testing positive at any level.

When, in its discretion it is appropriate, the City may require an employee to submit to testing for the presence of alcohol or drugs. The City may also search or conduct surveillance to ascertain whether this policy is being violated. For example, the City may search an employee's purse, desk, office, locker, briefcase, lunch box, car, or other personal property on the City's premises, or may ask an employee to empty his or her pockets where there is a reasonable belief that the employee has violated the alcohol or drug rules. Thus, employees should not have an expectation of privacy with regards to personal property brought onto City property. A refusal to submit to a search shall result in testing and/or termination of employment.

The City is committed to a drug-free and safe workplace. It will not hire any job applicant with a "positive" pre-employment drug test and it will discharge an employee who fails a test or refuses to submit to a test when directed to do so.

If an employee has a substance abuse problem, he or she is encouraged to seek medical help *before* being asked to submit to testing or inspection. Once either occurs, the policy is triggered and its terms will apply.

Mileage:

Should an employee have to use his/her personal car for City business, the City will reimburse the employee at the rate established by the Internal Revenue Service at the time mileage is incurred, but in no case will car fare exceed the cost of tourist air transportation. Should an employee have to pay for parking while on City business, the City will reimburse the employee the exact amount. Employees will report this information on petty cash forms or expense report forms accurately to their supervisor with receipts attached, if possible. All travel shall have the prior approval of the City Manager.

Telephone Usage:

Telephones (including cell phones) are provided to employees for the purpose of carrying out their work assignments and are not intended for personal use. The City does recognize that employees may use the telephone for occasional, brief, local, personal calls. The number of calls must be kept to a minimum so as not to interfere with office use. Employees may not use the telephone for personal long-distance calls except in an emergency. If a personal long-distance call must be made, the employee will be responsible for paying for the call. Any abuse of this privilege will result in disciplinary action up to and including termination.

Search Policy:

The City may, at its discretion, inspect any locker, package, desk, purse, tool box, vehicle or other personal belongings brought onto City property in connection with the investigation of any rule or policy violation or in the maintenance of a safe workplace. Employees will cooperate in all investigations of suspected rule and policy violations or of workplace safety. Non-compliance may result in disciplinary action up to and including termination.

Smoke Free Workplace:

Smoking is prohibited in all City buildings, facilities, vehicles and equipment except in areas specifically designated as smoking areas.

Use of City Resources:

All City facilities, equipment and supplies are provided by the public and are intended to be used for public purposes. To protect and conserve these resources, employees are expected to comply with the following provisions:

- A. All lights shall be turned off when not in use, especially at the close of each business day.
- B. All doors and windows shall be closed and locked at the end of each business day.
- C. Files and desks shall be secured at the close of each business day.

- D. All computers, printers and other electronic devices that are not needed overnight, must also be turned off.
- E. Employees responsible for the security of cash and other negotiable papers shall ensure that said materials are stored in a safe and secure manner. Said employees shall be held responsible for the loss of any such document resulting from the lack of proper security.
- F. Under no circumstances shall an employee be permitted to utilize or borrow City property or equipment for personal use without prior written approval of the department head or City Manager.

Care of Equipment: The City of Plymouth owns and maintains a wide array of expensive equipment and supplies. Employees are expected to follow prescribed procedures for equipment and vehicle usage. Should an employee experience a malfunction or be involved in an accident, the incident should be immediately reported to the appropriate supervisor or department head. Intentional misuse, abuse or careless use of equipment may result in disciplinary action up to and including discharge.

Vehicles: Employees assigned City-owned vehicles are not permitted personal use of the vehicle, with the exception of convenience stops while traveling to and from work. Seat belts must be worn at all times while operating or riding as a passenger in a City vehicle. Use of cell phones, whether personal or City-owned, is prohibited while operating a City vehicle. Employees are expected to follow all driving laws and safety rules while operating a City vehicle and to remove all trash from the vehicle following its use.

Cash and Valuables: Employees responsible for the security of cash and other negotiable papers shall ensure that said items are maintained in a secure manner. Said employees will be held responsible for any loss resulting from the lack of proper security.

Equipment, Facilities and Supplies: Employees are to use the City's equipment facilities and supplies only for public service. Under no circumstances shall an employee be permitted to utilize or borrow City property or equipment for personal use without prior written approval of the department head or City Manager.

The employee will be responsible for any equipment that is lost or damaged.

Bulletin Boards:

Information regarding changes in working schedules, overtime, safety, City policy and other matters related to employment are posted on the City's bulletin board as required by state and federal law. In addition, the City will send information via email to all employees and request department heads to forward such information to those employees without email. This bulletin board is for City use only. Employees should make it a practice to read the notices on the board daily. A posted statement is considered as notice to the employee and it is the employee's responsibility to be aware of items so posted. Employees are prohibited from posting or removing anything without advance written approval by the City Manager.

Rules Of Conduct:

The City of Plymouth expects employees to act in a professional manner at all times and to utilize common sense and good judgment. The following rules of conduct are designed to protect the rights of all employees. Violations of the rules will, at the discretion of the City, result in disciplinary action up to and including discharge. These rules of conduct are not intended to be all inclusive of the proper standards of conduct or other obligations of employees. The City reserves the right to take disciplinary action for other offenses not specifically listed here. This listing of Rules of Conduct and any discipline taken under these rules does not modify the at-will employment status explained in the Introduction section of this Manual.

1. Unsatisfactory work performance;
2. Insubordination (disobedience to or disrespect for authority or failure to follow instructions);
3. Theft, unauthorized removal of property, or misappropriation of City funds;
4. Fighting or attempting to instigate a fight;
5. Violation of any of the City's policies including those contained in this manual;
6. Causing hazardous or unsafe working conditions;
7. Possession of weapons on City premises or during working hours (does not apply to Police Officers) regardless of any permit to carry;
8. Falsification of personnel or other records;
9. Absence without notification or permission;
10. Loafing, sleeping on the job, neglect or failure to perform assigned duties;
11. Damage to, destruction of, or misuse of property or equipment belonging to the City or its employees or citizens;
12. Threatening, intimidating, coercing or interfering with employees performance of work;
13. Improper recording of time, or having another employee complete your time card;
14. Refusal to work overtime, or working overtime without permission;
15. Conducting personal business on City time and/or property;
16. Use of specialized City equipment without proper training and/or authorization;
17. Engaging in other employment without prior approval by the City or during a medical leave or personal leave;
18. Any action which threatens the safe or efficient operation of the City;
19. Failure to cooperate in the investigation of an offense, or in the maintenance of a safe workplace;
20. Personal conduct which is obnoxious or abusive of other employees including gossip, rumors and statements of a defamatory nature;
21. Unauthorized entry into building during non-work hours;
22. Using, removing or disclosing employee lists or confidential information of any nature without prior written authorization from the City.

Gifts, Gratuities, and Tips:

Employees of the City of Plymouth are prohibited from soliciting or accepting any gift, gratuity or tip from any individual, business, firm or organization for any service rendered by the employee. If a gift, gratuity, or tip, arising out of an employee's work for the City of Plymouth is received, by mail or personal delivery to either the employees home or office, he/she shall promptly report the gift, gratuity or tip to his/her department head or City Manager.

Termination of Employment:

1. **Voluntary Termination:** An employee resigning his/her position should provide the City with written notification a minimum of two weeks in advance indicating the effective date of resignation. In the case of retirement, it is recommended that an employee provide the City with a minimum of thirty (30) days written notice.
2. **Employee Layoff:** Employees may be laid off for reasons, including but not limited to:
 - a. Completion of the specific project for which they were hired;
 - b. Permanent or chronic physical or mental ailment which prevents proper performance of duties and which cannot be reasonably accommodated by the City without undue hardship;
 - c. Reduction of staff as determined by the Department Head or City Manager and/or the City Commission.

Notification of lay-offs will be made in writing to the affected employee(s) and will stipulate the terms of the lay-off, including provisions for recall.

3. **Recall from Lay-off:** When vacancies occur or if additional work is available, laid-off employees possessing the appropriate qualifications may be called back to work in order of their length of service with the City. Determination of the employee's qualifications and ability to perform the work available shall be made by the City. The employee shall be notified of such recall by certified mail using the employee's last known address. After one (1) year on lay-off status, employees will be automatically terminated.

In the event that a laid off employee does not report or accept recall within three (3) work days, such employee shall lose all recall employment and seniority rights.

4. **Return of Property:** An employee leaving the City for any reason shall return all City-owned property, keys and/or equipment in his/her possession to the applicable department.

PLEASE NOTE: If an employee is terminated, there will be neither longevity pay nor any payout for remaining vacation days, sick days, personal days, or comp time, etc., except at the discretion of the City Manager and in exchange for a full release.

IV. DISCIPLINARY PROCEDURE

The City of Plymouth supports the use of and may utilize progressive discipline to address conduct issues and to encourage employees to become more productive workers and conform their behaviors to the City's standards and expectations. The City may discipline employees for reasons including, but not limited to:

- Neglect of Duty;
- Insubordination;
- Violation of any of the City's Personnel Policies or Rules of Conduct;
- Taking or fraudulently using City property;
- Unsatisfactory performance of duties or work assignments;
- Infractions of any ordinances, rules, and/or policies of the City;
- Violation of Federal, State or local laws.

The normal types of disciplinary action are described below. However, the City reserves the right, at its sole discretion, to alter the disciplinary steps or impose other discipline based on the severity of the circumstances. Factors that will be considered in determining the appropriate disciplinary action will include, but are not limited to: the nature of the offense; the employee's past performance; and/or the frequency and nature of previous disciplinary action.

Verbal Reprimand: The employee will receive verbal notice that his/her behavior and/or performance are unacceptable. The verbal reprimand will define the improvement or corrective action required and provide notice to the employee that failure to comply with the verbal reprimand will result in further disciplinary action. A record of the verbal reprimand, including the date, nature of the offense, and required corrective action, will be recorded in the employee's personnel file.

Written Reprimand: The employee will receive written notice that his/her behavior and/or performance are unacceptable. Such notice shall contain a statement of the reason for the action, the corrective action required, the time frame for completion of the corrective action and the possible results if the employee fails to comply. A written reprimand will be placed in the employee's personnel file.

Suspension: Suspension without pay shall be implemented when other disciplinary measures have been taken without success and it is believed that suspension will result in the necessary improvement in the employee's conduct and/or performance or when warranted based on the severity of the offense. The decision to suspend an employee will be made by the City Manager. Prior to suspension, the employee will be provided with written notice of the charge(s), along with any supporting evidence, and be given an opportunity to respond. The length of the suspension shall be determined by the City Manager based on the severity of the offense and shall not exceed ten (10) workdays.

Termination: Termination of employment will be used when other means of improving the employee's conduct and/or performance have been unsuccessful or when warranted based on the severity of the offense at the sole discretion of the City Manager. The decision to terminate employment will be made by the City Manager based upon the recommendation of

the department head. Notice of termination will be provided in writing and will include the nature of the offense(s) and any supporting evidence. The terminated employee will be given an opportunity to respond.

Disciplinary Action: Except in cases of verbal reprimands, the affected employee will be notified in writing of the reasons for the disciplinary action. A statement of action taken and the reasons therefore will be made and will remain a part of the employee's personnel file unless removal is recommended by the Department Head and authorized by the City Manager. All decisions for suspension, demotion or dismissal must be approved by the City Manager.

Any full-time employee who feels that he has been dealt with in an unduly harsh or severe manner may submit a grievance in accordance with the following grievance procedures. Failure to timely file and pursue a grievance shall make the disciplinary action final.

STEP ONE: An employee who has a grievance shall discuss his/her complaint with the immediate supervisor at whose level the grievance was initiated within seven (7) calendar days of becoming aware of the event giving rise to the grievance. At the request of either the employee or the supervisor, the Personnel Director may be present at this step of the grievance procedure.

STEP TWO: If the matter is not satisfactorily settled by such a discussion, a written grievance shall be submitted to the department head and shall set forth the nature of the grievance, the date of the matter complained of, the name of the employee(s) involved, and the circumstances surrounding the grievance. A discussion shall take place within seventy-two (72) hours of receipt of the written grievance, not including Saturday, Sunday and holidays, and a decision in writing must be rendered by the department head within seven (7) calendar days after said discussion.

STEP THREE: If the grievance is not satisfactorily settled after meeting with the department head, the employee shall have the right of appeal to the City Manager. The employee shall meet with the City Manager and/or his designated representative within seven (7) calendar days of the presentation of the written appeal. The City Manager's answer shall be filed within seven (7) calendar days after the meeting, with opportunity for further discussion with the City Manager if desired.

Any failure by the employee to timely appeal any of the steps of the grievance procedure shall make the disciplinary action taken final and binding on the employee.

V. COMPENSATION & LEAVE TIME

Compensation Philosophy:

It is the intent of the City of Plymouth to provide fair and equitable wages to its employees. To accomplish this, the City utilizes a compensation plan comprised of pay grades, pay ranges and pay steps. This pay plan is intended to ensure:

1. Internal pay equity; and
2. A method by which employees may progress through the pay steps as experience and expertise is acquired.

Prior to the beginning of each fiscal year, the City Commission considers and, as appropriate, approves adjustments to the City's compensation plan. Pay increases are based on the City's ability to pay in any particular fiscal year. In the event that a pay increase is authorized by City Commission, eligible employees may receive:

1. A step advancement in the pay plan;
2. An incremental increase representing the difference between the prior year grade maximum and the current year pay increment authorized by City Commission;
3. A Merit/Performance Bonus.

In order to be eligible for any increase in pay, an employee must receive at least a satisfactory rating in their annual performance evaluation.

Performance Evaluation: Employees will generally receive a formal performance review on at least an annual basis. Employees have the right to read and discuss their evaluation and file a statement concerning any points of disagreement. At the conclusion of the evaluation process, evaluation forms will be filed in the employee's personnel file. Performance evaluations will be considered when determining future pay increases, promotions, job reassignment, and disciplinary action. Employees must receive at least a satisfactory rating in his/her performance evaluation in order to be eligible for any pay increase awarded by the City Commission.

Longevity:

Longevity shall be paid in accordance with the following:

- A. Longevity is only available to full-time employees and not available to part-time, seasonal or temporary employees.
- B. Once an employee has attained five (5) complete years of employment; he/she shall be paid fifty dollars (\$50) for each year of seniority, retroactive to the first year, with a ceiling of one thousand dollars (\$1,000).
- C. Longevity shall be computed to the anniversary date prior to December 1st.
- D. Longevity shall be paid annually, one time on the pay day nearest December 1st.
- E. Pay-off for longevity upon resignation or retirement will be pro-rated for the months served since the last anniversary date. If an employee has reached his/her anniversary date prior to resignation or retirement, he/she will receive the full longevity payment earned for that year. To be eligible, the employee must be leaving voluntarily and have provided at least 2 weeks' written notice in advance of their last day of work.

Holidays:

Any employee required to work on a recognized holiday will be compensated at straight time for the holiday and double time for all hours actually worked. Department head/supervisory employees and exempt employees are not eligible for overtime/double-time.

A. Current recognized holidays:

New Year's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day After Thanksgiving Day
Work Day Preceding Christmas Day
Christmas Day
Two Floating Holidays
Work Day Preceding New Year's Day
Employee's Birthday

- B. When any of the above stated holidays fall on a Saturday, the previous Friday will be observed as the holiday and when a recognized holiday falls on a Sunday, the following Monday will be observed as the holiday.
- C. Any employee who is absent either the work day immediately before and/or after a City observed holiday shall not receive any pay for that holiday, unless absence is due to illness and sick time is used. When sick leave is taken for a work day before and/or after a holiday, the holiday shall also be charged as sick leave.
- D. Employees must utilize their birthday holiday during the month in which it occurs, unless written authorization by the City Manager and/or department supervisor to be take the month prior or month after.
- E. Members of current bargaining units must refer to their respective bargaining unit contracts for holiday rules and regulations.
- F. The City Manager in the best interest of the public and the community may adjust the specific day in which a holiday is recognized.

Vacation Leave:

Each full-time employee after completing one year of employment with the City shall be permitted vacation leave in accordance with the following schedule and subject to the terms and conditions set forth below.

- All vacation time must be submitted a minimum of 48 hours prior to the time being taken. If less than 48 hours, then time off can still be taken but is recorded as sick leave unless approval is given by the City Manager to be charged as vacation time.
- Vacation accumulation:
 - 1 Year to 3.99 Years - 1 day per month.
 - 4 Years to 8.99 Years - 1 1/2 days per month.
 - 9 Years or Greater - 2 days per month.
- Vacation time shall be computed upon the employee's anniversary date. Employees (including employees who have been rehired) must complete one (1) year of service to be eligible for vacation. However, following six (6) months of employment, an

employee may borrow up to five (5) days of vacation time with the permission of the department head or City Manager.

- The maximum accumulation of vacation time for each employee may not exceed twenty-four (24) days as of July 1st of each year. Vacation balances shall be reduced to twenty-four (24) days on July 1st of each year with no pay-offs made for any vacation balance in excess of twenty-four (24) days.
- Within each department, length of service shall prevail for work essential times with regard to scheduling of vacations of 5 days or more. Vacation requests of less than 5 days will be granted based on the date the request was received.
- A person whose job consists of sharing between departments shall have length of service in the department in which the primary amount of time is spent.
- Upon separation from employment, an employee will be compensated for all unused vacation days up to a maximum of 24 days in exchange for a full release. Deductions will be made for vacation used but not earned. An employee must be employed 15 days in the month in which he/she terminates employment in order to receive vacation time for that month. In no case will an employee be reimbursed for any vacation days if employment is terminated before his/her one year anniversary date.
- Vacation schedules shall be the responsibility of the department heads. Requests for vacation leave of 5 or more days shall be submitted not less than ten (10) work days prior to the start of intended leave.
- Upon approval of the department head, vacation time may be used in one hour increments.
- Up to 10 days of vacation time may be carried over to the following year upon permission of the City Manager.

Paid Time Off:

Designated Part- or 3/4-Time employees after completing one year of employment with the City are eligible for Paid Time Off (PTO). Employee(s) receiving PTO is at the sole discretion of the City.

- Employees would receive PTO based on the number of hours worked in a given pay period:
 - Under 1 Year – 0%
 - 1 Year to 4.99 Years – 6%
 - 5 Years to 9.99 Years – 7%
 - 10 Years or Greater – 9%
- Part-Time Employees will no longer receive paid holidays.
- Part-Time Employees can use this time in ½ hour increments.
- The use of PTO cannot exceed 7.5/8.0 hours per day.
- Total hours (including PTO and regular) in a given pay period cannot exceed 29 hours for Part-Time and 35 hours for 3/4-Time Employees. There are exceptions to this rule due to office coverage issues, elections, Board of Review, tax season, etc.
- Part-Time Employees cannot utilize PTO and work Overtime in the same day.
- 40 hours will be allowed to be carried over every fiscal year. Any hours above 40 hours not used by June 30 will be lost.
- Any Part- or 3/4-Time Employee that resigns or is terminated will not be compensated for any unused PTO.

Vacation Buy Back Program:

The Vacation Buy Back Program is to be offered at the sole discretion of the City Manager and is not to be understood as an annual occurrence. The hour sum of vacation time accumulated by the final pay period in the month of May can be exchanged for monetary compensation, to be paid out the first pay period in the month of June. Compensation will equal the sum of work hours calculated from the unused vacation time paid out according to the employee's normal hourly rate of pay. The maximum number of hours eligible for exchange in a given year will be set at the time of the program offering.

Water Distribution License:

All employees maintaining the State of Michigan Water Distribution License shall receive a once per year bonus in the flat rate amount listed below. The bonus will be paid out during the second pay period in July each year. The City will only pay for the cost to take each successive level of water license test twice, after which the employee will be required to pay for each subsequent attempt.

- S-4 Certification: \$300
- S-3 Certification: \$600
- S-2 Certification: \$1200
- S-1 Certification: \$1500

Certified Playground Safety Inspector:

Employees earning or maintaining a Certified Playground Safety Inspector (CPSI) certification from the National Recreation and Parks Association shall receive a once a year bonus in the flat rate of \$250 per year. The bonus will be paid out during the second pay period in July each year.

Bereavement Leave:

Full-Time Employees shall be allowed the following leaves of absence, with pay, as bereavement leave:

- Five days for the death of a spouse or child.
- Four days for the death of a parent.
- Three days for the death of a sister, brother, mother-in-law, father-in-law, stepchildren, grandchildren.
- Two days for the death of stepparents.
- One day for grandparents, brother-in-law, sister-in-law, or member of the employee's immediate household.

Any additional time taken must then be deducted from the employee's accumulated Vacation, Personal or Compensatory leave.

Bereavement leave will not be deducted from the employee's accumulated paid leave time. If an employee is currently utilizing vacation, sick, personal or compensatory time and Bereavement Leave is needed, the employee may request to modify their paid time usage.

Jury Duty:

Any full-time employee who is called to and reports for jury duty shall be paid by the City for each day, not exceeding ten (10) days per year, partially or wholly spent in performing jury duty if the employee would have been scheduled to work for the City. After ten days, the employee will not be

compensated by the City unless that employee utilizes their accumulated paid leave time (i.e. Vacation, Personal, Compensatory). The employee will be paid their regular rate of pay for the time spent on jury duty. When the employee has completed his/her jury duty, he/she will submit to the City any jury pay received. An employee must give the City prior notice that he/she has been summoned for jury duty and must furnish satisfactory evidence that jury duty was performed on the days for which payment is claimed. Employees are required to report to work on any day or partial day they do not have on jury duty

Employees required, either by the City of Plymouth or any public agency, to appear before a court or such agency on matters related to their work for the City of Plymouth shall be deemed at work during the period of time they are scheduled to appear.

General Leaves:

Each non-probationary full-time employee will be entitled to the following types of leave, subject to the expressed terms and conditions.

- A. **Leave Without Pay:** All requests for leave of absence without pay shall be made, in writing, by the employee desiring the leave. Such requests shall set forth fully the reasons for the request of such leave, the date when such leave would begin and end, and a statement of the reasons for the leave. Such requests shall be transmitted to the City Manager by the department head, with a statement of his/her approval or disapproval of the request, the plan for taking care of the work during the absence of the employee, and, if necessary, a request for certification of an eligible person for appointment to the temporary vacancy. No leave of absence shall be effective until formally requested as stated above and approved by the City Manager, except that when a leave of absence is made necessary through sudden illness or injury or service to country or state, the department head may grant such leave without a signed statement from the employee and approval thereof, if given, by the City Manager shall be retroactive.
- B. **Personal Leave Days:** A full-time employee working on a scheduled 37.5 or 40 hour work week shall be entitled to 3 personal leave days per fiscal year subject to departmental approval. Administrative supervisory personnel shall be entitled to 4 personal leave days each fiscal year. Personal leave days may not be carried over from fiscal year to fiscal year and no pay-offs will be made upon separation from employment.
- C. **Educational Leave:** Upon recommendation of the department head and approval of the City Manager, a non-probationary full-time employee may be granted special leave for continuing his/her formal education, provided that the work of the employee may be rescheduled so as not to interfere with the proper operation of the department or the administration of the City. The leave may be charged against vacation leave or the work schedule may be adjusted to provide for the completion of the ordinary work week.
- D. **Maternity Leave:** A maximum of one (1) year maternity leave of absence will

be granted to full-time employees. Leave is to commence when the doctor declares the employee to be unable to continue her employment and to expire when the patient obtains a doctor's release and is declared capable of returning to work. As soon as notification has been received from the employee's doctor that she will be able to return to work at a given date, the employee must notify her supervisor to confirm that she will be returning to her position and, at this time, the temporary employee hired in the interim (or temporarily transferred to this position) will be notified of the date the full-time employee will return.

Any employee eligible under the terms of the disability insurance policy, will receive disability benefits during the time of disability in accordance with the terms of the policy underwritten by the City's insurance carrier whether or not said employee is declared to be full-time (thereby being guaranteed the return of her position upon the end of disability).

- E. **Absence Without Leave.** No employee shall absent himself or herself from duty without permission of the department head. In case of illness, the employee shall notify the office by telephone or messenger promptly. Absence from duty without leave for three (3) consecutive days shall be deemed a resignation from City service by the absentee. Upon a report of such absence by the department head to the City Manager, the absentee shall be removed from City service; provided, that if at anytime within ten days the person so absenting himself shall make satisfactory written explanation to his department head and to the City Manager of the cause of his absence, he/she may be reinstated to his/her position, at the sole discretion of the City.
- F. **Leave Due to Inclement Weather:** In the event that weather conditions preclude the operation of a normal work day, all attempts will be made to inform employees prior to the beginning of that work day. However, when in doubt as to a City closing, it is the responsibility of the employee to contact the City to determine whether or not City offices will be open. In the event that City offices are scheduled to be open during inclement weather, an employee must use either sick, personal, compensatory or vacation leave if he/she is unable to arrive to work.

Paid Sick Time:

Sick time, with pay, shall be granted to each full-time employee. Part-time employees are not eligible for sick time. Sick time shall not be considered a right which the employee may use at his/her discretion, but shall be allowed only in case of necessity as follows:

- A. Due to personal illness or physical incapacity.
- B. Due to illness or physical incapacity of a member of the employee's immediate family who requires the employee's personal care and attention. "Immediate family" in this case includes the employee's spouse, children, parents, grandparents, step-parents, brothers or sisters or those of the employee's spouse.
- C. In order to receive compensation while absent on sick leave, for any of the reasons above, the employee shall notify his/her immediate supervisor or the City Manager, prior to the time set for beginning his/her daily duties, or as may be

- specified by the department head. The department head may request a physician's statement or a personal affidavit stating the cause of the absence.
- D. The following shall apply as pertains to the accumulation of sick time, which is in conjunction with the accident and sickness (disability) insurance program adopted by the City:
- i. Sick time may be taken in one hour increments.
 - ii. Sick time shall be earned by full-time employees at the rate of one work day for each calendar month of service. Unused sick time shall accrue and may be accumulated to a total of not more than 34 days, provided that the total shall be reduced each July 1 to not more than 22 days.
 - iii. Each full-time employee with at least five years of continuous service who terminates employment with the City by reason of death, resignation or retirement shall be paid for 100 percent of his/her accumulated unused sick time to a maximum of 34 days.
 - iv. In order to reward employees who continue to show good work attendance after their 34 day maximum sick time accumulation is reached, the following shall apply:
 - 1. Each employee shall be paid at his/her straight time rate for 100 percent of the sick time accumulated in excess of 22 days, up to and including 34 days, as of June 30 of each year. Payment shall typically be made on the last pay day in June.
 - v. In no case shall a City employee who has been discharged be entitled to pay for accumulated unused sick time.
 - vi. An employee on a non-work related disability leave shall not accumulate additional sick time for the period of his/her disability.

Medical Leaves of Absences (Non-FMLA):

Some employees may not qualify for a leave of absence under the Family and Medical Leave Act ("FMLA") because they have not been employed by the City long enough or they are not regularly scheduled to work sufficient hours a year. This policy will apply under such circumstances and it will apply to all employees if the City should employ less than 50 employees and therefore not be subject to FMLA. However, it is not intended to be applied to an employee who has either exhausted all of their FMLA leave or, because of their use of FMLA or other leave time, they have not worked sufficient hours to qualify for more leave under FMLA.

Medical leave under this policy must be applied for through the Human Resources Director. In the case of foreseeable leaves, such as leaves for planned medical treatment, or for the birth of a child, the employee must request the leave at least thirty days (30) in advance of the leave. Generally, leaves of absences are limited to 30 days (unless additional leave is granted as an accommodation under the Americans with Disabilities Act). During leaves of absences, employees are required to use available paid time off until exhausted as permitted by law. After all paid time off has been used, the remainder of the leave is unpaid unless the employee receives worker's disability

compensation benefits or short term disability benefits.

For unforeseeable events, such as accidental injury causing a serious health condition, premature birth, a sudden change in the employee's health, the employee is expected to notify the City of the need for leave as soon as it is possible to do so. Notice is generally expected within one or two business days of finding out the need for the leave. The employee must verbally notify the Human Resources Director of their need for leave as soon as possible and then submit a written request along with the appropriate medical certification. If the employee fails to comply with these notice requirements, the leave may be delayed or denied.

To extend a leave of absence, it is important that the written request for an extension be received five days prior to the expiration of the original leave.

Unless and until the employee receives written approval for their medical leave of absence, he or she must follow all standard call-in procedures each day they are off and any day of no call/no show is generally a voluntary resignation (absent unusual circumstances). If the leave of absence is not approved, and the employee has been absent from work, normal attendance rules will apply.

Similarly, if an employee has requested an extension of their medical leave of absence, he or she must call-in each day before approval for the extension is granted and any day of no call/no show is generally a voluntary resignation (absent unusual circumstances). If approval for the extension is not granted, any unexcused absences will be subject to normal attendance rules and result in disciplinary action for attendance violations.

The City will require a fitness for duty certification from the treating physician before an employee returns to work.

All time covered by an authorized leave of absence will be considered as continuous employment for the purpose of seniority and benefits, however an employee will not continue to receive additional paid time off while on unpaid leave (or while receiving short term disability payments or worker's disability compensation benefits). Except where an accommodation is required under the Americans with Disabilities Act, leaves of absence under this policy are not granted on an intermittent or reduced leave basis.

Military Leave:

During a military leave, either paid or unpaid, employees will be granted all benefits and rights in accordance with the applicable laws and regulations. Military leave guidelines apply to those who do not have a contract, collectively bargained or otherwise, with the City in which specific terms for military leave are defined.

Paid Leave of Absence: Military leave is a paid benefit granted to eligible employees who are former members of the armed services or members of the organized reserve forces of any of the armed services of the United States or the National Guard and are on federally funded military duty for training. Paid military leave for training will not exceed 15 calendar days in any fiscal year. To be eligible for paid leave, the employee must provide military orders or other official military documentation validating military leave requirements to their supervisor as soon as possible. If

active duty exceeds 15 regularly scheduled workdays in any fiscal year, the employee may elect to be placed on unpaid leave of absence or utilize their accumulated paid-time for the remainder of the training period.

Uniformed Services Employment and Reemployment Policy:

Overview: The Uniformed Services Employment and Reemployment Rights Act (“USERRA”) grants certain rights and protections in employment to individuals involved in the uniformed services and prohibits discrimination in hiring, promotion, reemployment, termination and benefits because of past or present membership in, application to, or obligation to perform, such military service.

“Uniformed Services” includes any active or reserve unit of the Army, Navy, Marine Corp, Air Force and Coast Guard, the Army and Air National Guards, the Commissioned Corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency. However, USERRA does not cover state military call ups of the National Guard members for disaster relief, riots, etc.

“Service” in the uniformed services means the performance of duty on a voluntary or involuntary basis including active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, absence from work for an examination to determine a person’s fitness for any of the above and the performance of funeral honors duty.

Generally, cumulative leave periods for up to five years of service are protected under USERRA. However, under some circumstances, protected service is exempt from the five year limitation. Also, while leave is generally unpaid (unless prohibited by law), upon request, employees may use vacation time or other paid leave that was available to them prior to the commencement of a period of service. However, employees will not be required to use such paid time for military service.

The following explains in summary fashion some of the additional rights provided by USERRA.

Benefits During Leave and Upon Reinstatement: While on leave, an employee may elect continued health insurance coverage for themselves and their dependents. For leave periods of up to 30 days, employees shall be required to pay only their normal share, if any, of the cost of coverage. For longer periods of leave, employees who elect coverage shall pay 102% of the entire premium. Coverage ends on the day after the deadline for seeking reemployment or 18 months after the leave of absence began, whichever comes first.

To the extent employees would be eligible to receive other non-seniority benefits (e.g. holiday pay or term life insurance) while on other types of furloughs or leaves of absence, the City shall provide those same benefits (under the same terms applicable to other types of leave) during periods of service in the uniformed services.

Employees who are reinstated by the City following their leave shall receive their accrued seniority as if continuously employed. This applies to other rights and benefits that are determined by seniority such as status, rate of pay, pension vesting and credits for the period of pension benefit computations. Reinstated employees may also receive training (or retraining) and other accommodations in the event of a long period of absence.

With respect to pension benefit plans, employees reemployed under USERRA will be treated as not

having incurred a break in service. Periods of military service will be deemed as service with the City for the purpose of determining the non-forfeitability of the accrued benefits and the accrual of benefits under the plan. For any retirement plan that is contingent upon employee contributions or elective deferrals, such as 401(k) plans, employees reemployed after military service will be permitted to contribute to the plan an amount not to exceed the amount that would have been required or permitted had the employee remained continuously employed. Such payments to the plan may be made upon reemployment and for a period of up to 3 times the length of military service, not to exceed 5 years.

Reemployment Rights: Employees returning from military service may be re-employed under the following circumstances:

1. The employee provided proper advanced notice of the military service obligation;
2. The cumulative length of time that the employee was absent as a result of such service was not more than five years;
3. The employee was not released from the service under conditions that were dishonorable, "other than honorable," or which involved a court martial, an absence in excess of three months without authority, or an imprisonment by a civilian court; and
4. The employee provided timely notice to the City of intent to return to work.

Generally, an employee returning from military service will be reemployed to the position that the employee would have held if there had been no interruption in employment. The City will make a reasonable effort to assist employees in qualifying for such position (including training that does not cause undue hardship) but, where such efforts fail, the employee may be placed in the last position he or she held or in another position of like seniority, status, and pay, the duties of which the employee is qualified to perform. Employees still unable to qualify for any position above may be offered another position of lesser status and pay (for which he or she is qualified to perform) with full seniority.

The City may choose to not reemploy any employee who was hired on a temporary basis or any regular employee if the City's circumstances have changed so much as to make reemployment impossible or unreasonable, where it causes the City undue hardship, or as otherwise permitted by law.

Employee Obligations: Employees who will be performing military service must give advanced written or verbal notice to the Human Resources Director as soon as possible. Notice is not required if precluded by military necessity or if the giving of such notice is otherwise impossible or unreasonable.

Similarly, employees desiring reinstatement generally must return to work promptly or provide notice of their intent to return to work as follows:

- Where service was less than 31 days, the employee must report to work at the beginning of the first full regularly scheduled work day after expiration of an 8

hour period following completion of military service.

- Where service was 31 to 180 days, the employee must submit an application for reemployment within 14 days after completion of military service.
- An employee who served for more than 180 days must apply for reemployment not later than 90 days after completion of service.

The deadlines above may be extended where the City's offices are closed on the last day, where timely application is impossible or unreasonable through no fault of the employee and, generally, for up to two years if an employee is hospitalized or convalescing from an injury or illness that was incurred or aggravated during military service.

Following periods of military service in excess of 30 days, employees shall provide the City with proper documentation establishing the following: (1) that the length of time the employee served has not exceeded the service limitations under USERRA, (2) that their application for reemployment was timely, and (3) the conditions under which the discharge from military service was obtained.

Upon reemployment, employees may enjoy certain other protections and rights in their employment under USERRA including 'just cause' employment for a limited period based on the length of leave. The City strongly supports its employees who provide service to their country and will comply with all of the requirements of USERRA and other such laws. If you have any questions about USERRA, please contact the Human Resources Director.

Family and Medical Leave Act Policy (FMLA):

In accordance with the Family and Medical Leave Act of 1993 ("FMLA"), as amended, an employee who has been employed by the City for at least 12 months and who has worked at least 1,250 hours during the previous 12-month period (unless absent due to military service as required by USERRA), will be eligible for FMLA leave, provided the City has 50 or more employees at the employee's work site or within 75 miles of that work site. The 12 months of employment need not be consecutive months; however, employment prior to a break in service of more than 7 years generally is not counted.

This policy is being provided to inform you of rights under federal law. Should the need for FMLA leave arise, contact the City Manager or Human Resources Director regarding your eligibility for leave under this policy. Also, employees are required to advise their supervisor if they are taking paid time off for any FMLA qualifying reason.

The 12-month period in which the 12 weeks of FMLA leave may be taken is the "rolling" 12-month period preceding the date of your leave (i.e., rolling backwards). An eligible employee is entitled to a total of 12 work weeks of unpaid leave during the above "rolling" 12-month period for one or more of the following reasons:

- Because of a birth of a child of the employee and to care for that newborn child;
- Due to the placement of a child with the employee for adoption or foster care and to care for that child;
- In order to care for the employee's spouse, child, or parent, if the spouse, child or

parent has a serious health condition;¹

- Due to a serious health condition that makes the employee unable to work or perform anyone of the essential functions of his/her job; and/or
- Due to any “qualifying exigency” arising out of the fact that the employee’s spouse, son, daughter or parent is on active military duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

While there are specific requirements under FMLA, in general, a “serious health condition” means an illness, injury or impairment that requires in-patient care at a medical facility or a period of “incapacity” of more than 3 consecutive, full calendar days and continuing treatment by a healthcare provider. “Incapacity,” in turn, means an inability to work, attend school or perform other regular daily activities because of a serious health condition or its treatment or recovery. While “treatment” includes examinations and testing to determine if a serious health condition exists, it does not include routine examinations or physicals. Also, absences caused by the common cold, flu, routine dental problems and the like, generally will not qualify for FMLA leave unless there are complications.

An employee’s right to leave for the birth of a child or for the placement of a child with the employee for adoption or foster care expires at the end of the 12-month period beginning on the date of the birth or placement.

In the unlikely event that both the husband and wife are employed by the City, the aggregate number of work weeks of leave to which both are entitled may be limited to 12 weeks during the 12-month period, if the leave is for one of the reasons above (other than the employee’s own serious health condition) or a combined total of 26 weeks if Military Caregiver Leave (as described below) is taken. Specific rules apply depending on the reason giving rise to the need for FMLA leave. Also, an eligible part-time employee (less than 40 hours/week for purposes of this policy) is entitled to FMLA leave on a *pro-rata* basis only. However, the employee must work the required minimum number of hours to be eligible for FMLA leave, as explained above.

Qualifying Exigencies: In general, leave may be taken because of a “Qualifying Exigency” where the employee’s spouse, son, daughter or parent is on active duty or is called to active duty for any of the following reasons:

- To address issues that arise from an impending call or order to active duty 7 or less calendar days before deployment during that 7-day notice period.
- To attend an official ceremony, program or event sponsored by the military that is related to the call to active duty or active duty of the military member.
- To attend certain family support or assistance programs and informational briefings

¹ “Spouse” includes individuals in same-sex marriages or in common law marriages if lawfully recognized. “Parent” means a biological, adoptive, step or foster parent or any individual who stood “in loco parentis” to the employee. “Son,” “daughter” or “child” for purposes of caring for that individual when they have a serious health condition means a biological, adopted, or foster child, stepchild, legal ward or a child to whom the employee is standing in *loco parentis*, who is either under age 18 or is incapable of self-care because of a physical or mental disability at the time leave commences. “In-laws” are excluded from these definitions.

related to the call to active duty or active duty of the military member.

- To arrange for alternative child care when the call to duty or active duty necessitates a change in existing arrangements.
- To provide child care on an urgent, immediate basis (but not on a routine, regular or everyday basis), when the need arises because of the call to active duty or active duty.
- To enroll in or transfer a child to a new school or day care facility when necessitated by the call to active duty or active duty.
- To attend meetings with staff at a school or day care facility when attendance is necessary due to circumstances arising from the call to active duty or active duty.
- To make or update financial or legal arrangements to address the covered military member's absence caused by the call to active duty or active duty.
- To act as the military member's representative before a government City concerning military service benefits while he/she is called to active duty and for 90 days following termination of active duty.
- To attend counseling for the covered military member or his/her child or certain other dependents.
- To spend up to 5 days with the military member when he/she is granted short-term leave during the period of deployment.
- To attend ceremonies and reintegration briefings and events sponsored by the military during the 90 day period following termination of active service.
- To attend to issues surrounding the death of the military member.
- To address miscellaneous matters which arise out of the call to active duty or active duty provided the employee and the City agree that such leave is a "qualifying exigency" and further agree as to the timing, frequency and duration of the leave.

Generally, FMLA for Qualifying Exigencies (as identified above) are permitted only where the military member is a military retiree, reservist or member of the National Guard and called by the federal government to active duty to support a contingency operation. Thus, such leave is not available when the family member is a member of the Regular Armed Forces.

Military Caregiver Leave: An eligible employee who is the spouse, child, parent, or the next of kin of a "covered service member" with a serious injury or illness incurred in the line of duty shall be entitled to a total of 26 workweeks of leave during a single 12 month period to care for the service member ("Military Caregiver Leave").² Such leave may not be taken to care for former members of the Armed Forces, Reserves or National Guard, or members on the permanent disability retired list.

"Care" includes both physical and psychological support. A "covered service member" means a member of the Armed Forces (including the National Guard or Reserves), who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status (i.e., assigned to a military medical treatment facility as an outpatient or a unit established for providing medical care to

² Unless the service member has designated in writing another individual, "next of kin" means the nearest relative other than the service member's spouse, parent or child in the following order: blood relatives having legal custody by court decree or statute, siblings, grandparents, aunts/uncles, and first cousins. Where there are multiple individuals in such relationship to the service member, each is considered the next of kin and all are eligible to take military caregiver leave consecutively or simultaneously.

members of the Armed Forces on an outpatient basis), or is on the temporary disability retired list, for a serious injury or illness.

Military Caregiver Leave shall only be available on a per injury basis during a single 12-month period measured forward from the day the leave begins. Additional leave may be granted during a subsequent 12-month period for a different injury to the same covered service member or for an injury to a different covered service member.

Notice of Need for FMLA Leave: An employee must provide the City with at least a 30-day advance notice of the need to take a FMLA leave where the need is foreseeable. If the employee fails to give 30 days' notice, the City may deny the employee FMLA leave until at least 30 days after the employee made the leave request. Where the need for a leave is not foreseeable, the employee must provide notice as soon as practical, which will mean generally at least a verbal notification within two business days of when the need for leave becomes known to the employee. Generally, employees are required to provide initial notice of the need for leave in the customary manner as required by the City's procedures for requesting a leave of absence. When leave is taken because of an active duty qualifying exigency, the employee shall provide as much notice as is reasonable and practical. For any leave of absence, notice of the need for leave, reasons, and anticipated duration may be given by telephone, fax or other electronic means, and may be given by the employee or an adult family member.

Leave Request: When any time-off is requested, the City may inquire about the circumstances for the purpose of determining whether the requested time-off appears to qualify as FMLA leave. The City may provide a job description for the healthcare provider to review during the certification process. Any request determined by the City to qualify as FMLA leave will be credited against the employee's FMLA leave for the 12-month rolling period. The employee will be told whether the time-off qualifies as FMLA leave before the start of the leave, or as soon thereafter as is practical but, normally, within 5 business days of receiving the medical certification from the employee.

Standard Call off Procedures: Up until the point in time an employee receives an approval for leave under FMLA (or any other leave of absence), and after the approved leave has expired (even if the employee is seeking an extension, but the extension has not yet been approved), the employee must follow the standard call in procedure each day. Only during a block of already approved leave time is the employee excused from following the standard call in procedure. Also, any employee who is approved for intermittent or reduced leave under this or any other leave of absence policy must follow the standard call in procedure each day he or she is absent and indicate that the absence is for FMLA so that the City will know the employee will be absent or late for work and the reason for the failure to report as scheduled.

Failure to follow the standard call in procedure in the manner described above may result in the absence being viewed as no call/no show or another violation of the call-in or attendance/tardiness rules subjecting the employee to disciplinary action under the attendance/work rules up to an including termination of employment.

Use of Paid Leave Time: When time-off work qualifies as FMLA leave, the employee is required to use their accrued paid time off (sick, vacation, personal days) during the elimination period before receiving STD benefits or worker's disability benefits or, if not eligible for such disability payments,

throughout their FMLA leave until accrued paid time off is exhausted. Also, an employee may supplement their disability benefits with paid time off in order to receive their full pay. Once paid time off is exhausted, any remaining FMLA leave will then be taken on an unpaid basis, unless the employee receives short term disability benefits or worker's disability compensation benefits.

An employee will only continue to accrue paid time off while on FMLA leave while they are utilizing paid time off.

Medical Certification: An employee who requests leave to care for the employee's seriously ill spouse, child or parent, or due to the employee's own serious health condition that makes the employee unable to work or perform any of the essential functions of his or her position, must furnish the City with an appropriate medical certificate completed by the employee and the health care provider. Forms may be obtained from Human Resources. Under most circumstances, the certificate must be provided to the City not later than the 15th calendar day from the date that the City requests medical certification. Where an emergency or unusual condition exists, the certificate must be provided within a reasonable time. Failure to timely provide a completed certification will result in the delay of processing the FMLA leave request until the certification is submitted. The City will advise the employee of his/her eligibility normally within 5 business days of receipt of the certification.

If the City has reason to doubt the validity of the medical certificate provided by the employee, it may request a second opinion at its own expense. If the opinion of the employee's and the City's designated health care providers differ, the City, at its expense, may require the employee to obtain certification from a third health care provider who is approved by both it and the employee. The opinion of the third health care provider will be final and binding. If the employee or family member fails to act in good faith in approving the third health care provider or refuses to release medical records, or be examined or to cooperate in the examination, the employee will be bound by the second certification.

After the serious health condition of the employee (or his/her family member) has resulted in FMLA leave for 30 or more consecutive days, a recertification must be supplied to the City and at the end of each 30 day period thereafter, or after the period of incapacity as specified on the certification furnished by the health care provider, whichever is longer. Also, where the employee's condition has been certified as requiring intermittent or reduced leave in excess of 6 months, the City will require recertification after 6 months. Similarly, where the employee or family member has a serious health condition lasting beyond a single leave year (such as when a chronic health condition exists), the City requires a new medical certification for each subsequent leave year in order to grant further FMLA leave based on that condition. Under certain circumstances, the City may require recertification more often than stated above.

The City has the right to seek additional information concerning any certification for clarification or authentication purposes.

Certification Related to Active Duty Qualifying Exigency or Military Caregiver Leave: An employee who takes Military Caregiver Leave, or who has an active duty qualifying exigency, shall be required to provide, in a timely manner, appropriate certification and supporting documentation, such as active duty orders or other documentation.

Where a qualifying exigency exists, the employee will be required to provide a signed certification setting forth sufficient facts regarding the qualifying exigency giving rise to the need for leave, an estimate of the duration of the leave, the frequency of the qualifying exigency, and other information as permitted by FMLA (and attaching supporting documents).

Employees taking Military Caregiver Leave under FMLA are also required to complete certification forms. These forms can be obtained from the Human Resources Director.

Medical Certification Abroad: Medical certification(s) may be provided by a health care provider in another country when the Employee is traveling or a family member resides in another country when the serious health condition develops. If the certification provided by a foreign healthcare provider is not in English, the Employee is required to provide the City with a written English translation at his/her expense.

Intermittent/Reduced Leave Schedule: If an employee requests intermittent leave, or leave on a reduced leave schedule, the employee must advise the City (1) why the intermittent/reduced leave schedule is medically necessary, and (2) of the schedule for treatment. Intermittent leave may be taken in increments of one hour or more. The employee is required to meet with their manager and the Human Resources Director to work out a treatment schedule that meets the employee's needs without unduly disrupting the City's operations. If the meeting takes place after treatment has been scheduled, the City may, in certain instances, require the employee to attempt to reschedule treatment.

The City may assign the employee requesting intermittent or a reduced leave schedule to an alternate position with equivalent pay and benefits, but not necessarily equivalent job duties, which will better accommodate the employee's intermittent or reduced leave schedule. While the City may also transfer the employee to a part-time job with the same hourly rate of pay and benefits, the employee will not be required to take more leave than is medically necessary. When a transfer to a part-time position has been made to accommodate an intermittent or reduced leave schedule, the City will continue group health benefits on the same basis as provided for a full-time employee for the 12 weeks of FMLA leave. However, other benefits which are based on the number of hours worked (such as paid time off) will be proportionately reduced. Similarly, the salary of exempt employees may be reduced for hours taken as intermittent or reduced FMLA leave.

While intermittent and reduced leave schedules are available to an employee for prenatal care, they are not available for bonding after the birth of a healthy child or placement of a healthy child for adoption or foster care. Intermittent and reduced leave schedules are available to an employee for an active duty qualifying exigency or a Military Caregiver Leave.

Group Health and Other Benefits: In general, an employee on FMLA-qualified leave will be entitled to continue to receive group health benefits under the same terms and conditions as he or she received those benefits prior to taking the leave. An employee may elect, however, not to continue group health benefits for the time that he or she is on unpaid FMLA leave. An employee who wishes to continue group health benefits while on unpaid FMLA leave must make payment arrangements with the Human Resources Director.

The City will not continue coverage for benefits other than those through group health plans (which

may include medical, dental, vision, etc.) to an employee on FMLA leave. However, once the employee returns to work following FMLA leave, he or she will be restored to all benefit coverage received prior to the FMLA leave without any additional waiting period or other limitation.

Return to Work: Upon conclusion of FMLA leave, an employee will be returned to the same position the employee held when the leave commenced or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. An employee who takes FMLA leave due to the employee's own serious health condition must provide, prior to resuming work, a certification from the employee's health care provider indicating that, with regard to the serious health condition necessitating the leave, the employee is medically able to resume work. The City may also require certification that the employee is able to perform the essential functions of his/her job; provided the City provides the employee with a list of the essential functions along with its initial designation of FMLA leave notice. Where an employee has requested intermittent or reduced FMLA leave, and sufficient safety concerns exist, the City may advise the employee in advance of taking leave that it will require a certification of fitness every 30 days. The employee will not be allowed to return to work until certification is provided.

Key Employees: A "key" employee is an eligible salaried employee who is among the highest paid 10% of all employees with 75 miles of his or her work site. While the City will not deny FMLA leave to an eligible key employee, the City may deny job restoration where the restoration will cause it substantial and grievous economic injury or substantial long-term economic injury. An employee who is designated as a key employee generally will be notified of that fact when he or she requests FMLA leave, or at the commencement of such leave, whichever occurs first. If, however, notice cannot be given at that time because of the need to determine whether the employee is a key employee, the employee will be notified as soon as practical.

Where the City determines that it will deny restoration of employment to a key employee, it will issue a hand-delivered or certified letter to the employee explaining the basis of its finding that the requisite injury to the City exists. Where practical, the City will communicate this determination prior to the commencement of the FMLA leave. If the FMLA leave has already commenced, the key employee will be provided a reasonable amount of time to return to work after being notified of the decision to deny reinstatement.

If a key employee does not return to work in response to the City's notification of its decision to deny restoration of employment, the City will continue to provide health benefits (where applicable) during the leave and it will not seek to recover its cost of premiums from the employee. A key employee's FMLA rights will continue until the employee gives notice that he or she no longer wishes to return to work or until the City denies reinstatement at the end of the leave period.

At the end of the FMLA leave period, the key employee has the right to request reinstatement and have the City reevaluate the extent of its injury due to the requested reinstatement based on the facts at that time. If the City again determines that the reinstatement will cause the requisite injury, the key employee will be notified in writing by a hand delivered or certified letter of the denial of his or her request for reinstatement to employment. If the City finds that reinstatement will not result in the requisite injury, the key employee will be granted reinstatement.

Notice Regarding Not Returning to Work or Change In Return to Work Date: Any employee (including a key employee) who is on FMLA leave and decides that he or she will not return to work

upon conclusion of the FMLA leave must notify the City of his/her decision. For FMLA leave which extends for 30 or more continuous days, the City may require at reasonable intervals a report by the employee of his/her intent to return to work. Also, if an employee's expected date of return to work changes, the employee is required to notify the City of that fact within 2 days.

Repayment of Group Health Benefits: If, after taking FMLA leave, an employee fails to return to work for a reason other than the employee's serious health condition or that of the employee's child, spouse or parent, or because of a condition specified in the certification provided in support of a Military Caregiver Leave, or a reason that is beyond the employee's control as determined by the City in accordance with the FMLA, the employee must reimburse the City for all group health benefit premiums paid by the City during the employee's unpaid FMLA leave. An employee will be considered as having returned to work only after he or she has returned to work for at least 30 calendar days.

Where an employee fails to return to work due to one of the reasons above, the City requires the employee to provide medical certification of that health condition within 30 days from the date of its request. If a completed certification is not timely provided, the employee must reimburse the City for all group health benefit premiums paid by it during the employee's unpaid FMLA leave.

Prior to commencing FMLA leave, the employee is required to sign specific form(s) stating that, if the employee fails to return to work following the leave for reasons other than a serious health condition or for a reason beyond the employee's control as provided by the FMLA, he or she consents to have, as permitted by law, the amount deducted from sick/paid time off pay, severance payments or other amounts, if any, which the City owes to the departing employee in the final paycheck and to repay any amounts that exceed any permissible deductions under the law.

Other Information: The City provides FMLA leave benefits under its policy *only* to the extent required by federal law (or state law, where applicable). Further, unless the City employs a sufficient number of employees to be subject to the Act, the rights explained above are not available and the above policy is not in effect. Again, should the need for FMLA leave arise, you are to see the Human Resources Director.

PLEASE NOTE: If an employee is terminated, there will be neither longevity pay nor any payout for remaining vacation days, sick days, personal days, or comp time, etc.

VI. BENEFITS

Each regular full-time employee shall be entitled to the benefits as described below. The City reserves the right to modify these and other benefits at any time. In the case of health insurance, this may involve eliminating or expanding particular coverages and contracting with different health insurance carriers, re-insurance carriers or self-insuring. **ALL BENEFITS STATED HERE MAY BE SUPERSEDED BY A UNION CONTRACT, OTHER WRITTEN CONTRACT AUTHORIZED BY THE CITY COMMISSION, ANY FEDERAL AND/OR STATE LAW**

Insurance:

Life Insurance: Each full-time employee who has 30 days of continuous full-time service shall be provided with a term life insurance policy. The amount of said policy shall be twice the employee's annual base salary to the nearest one thousand (\$1,000) dollars with a copy of the policy to be issued to the employee.

Accident/Sickness/Medical Insurance: Effective July 1, 2012, the City adopted the State of Michigan Hard Cap for active employee in compliance with Act 152 – Senate Bill 7. The City shall pay up to \$5,500, \$11,000, and \$15,000 per year for single, two person, and family coverage for each active full-time employee, with the employee being responsible for all costs beyond the State Hard Cap. These figures are subject to change per the State of Michigan. Adjustments will be passed on to City employees as warranted.

Effective January 1, 2012 the City funded FSA shall be discontinued for all City employees and all retirees.

The City shall provide, upon completion of 30 days of continuous full-time service, at no cost to the employee, the following accident/sickness/medical insurance benefits to all full-time employees.

1. **Short-Term Disability:** All short-term disability begins on the fifteenth (15th) day of disability and runs through the twenty-sixth (26th) week of continuous disability or end of period of disability, whichever comes first. Each full-time employee, who qualifies, shall be entitled to receive seventy percent (70%) of his/her base salary per week. While on Short-Term disability, the employee may elect to utilize his/her accumulated leave banks to supplement their pay. In addition, there is no accumulation of sick, personal or vacation leaves during this time. The pay received during this time is taxable per federal IRS regulations.
2. **Long-Term Disability:** Commencing on the first (1st) day of the 27th consecutive week of absence from work due to illness or injury, such employee shall be entitled to receive seventy percent (70%) of his/her base salary for those employees who qualify and subject to the terms and conditions of the insurance policy to be issued to each employee. While on Long-Term Disability, the employee will not accrue benefits (i.e. Longevity, Sick, Vacation, Personal time). In addition, while on Long-Term Disability, that time will not count towards service time with the City.

Employees returning from a disability leave must provide the City with a physician's

statement releasing the employee to return to work. The City reserves the right to send the employee to the City's designated physician for an evaluation prior to returning to work after a disability leave.

While a probationary employee may qualify for benefits under the provisions of the short and long-term disability insurance programs, until he/she completes the probationary period, that employee will not be guaranteed reinstatement in his/her former position upon returning from disability leave.

3. **Hospital/Medical Coverage:** The City shall provide family, group hospital/medical insurance coverage within 30 days of hiring a full-time employee. Said program will include prescription drug co-pay, and continuation for students, according to the terms of the contract.
4. **Dental Insurance:** An insurance program providing coverage for services in accordance with the schedule of benefits for all procedures will be provided to all full-time employees.
5. **Optical Insurance:** The City shall provide family, group optical insurance providing for all full-time employees in accordance with the current schedule of benefits.
6. **Waiver of Insurance Coverage:** A regular full-time employee can voluntarily opt out of the City's health insurance program if they have coverage through another source. Employees that opt out will receive a lump sum payment in lieu of benefits equal to fifty (50%) of administrative fees that would have been paid by the City for said coverage. An employee opting out of the City's insurance program will be required to sign a waiver of coverage. Employees waving coverage are not eligible to receive insurance coverage through the City until the next open enrollment period. In the event that the employee experiences a qualifying life altering event (such as loss of coverage through his/her spouse), coverage will be extended through the City's plan in accordance with the terms and conditions of the health insurance policy. The City reserves the right to amend the formula or eliminate the payment in lieu of health insurance based upon the City's financial condition and Health Care Reform requirements.

Retiree Health Care/Retirement:

The City provides health insurance for individuals who have retired from the City at the same coverage level as an active employee in accordance with the following:

Each full-time employee hired prior to July 1, 1997, who is a participant in the MERS Defined Benefit plan, shall be entitled to retirement benefits in accordance with the B-3 plan, including the F50/25 program, the V-8 vesting program, and the E-2 Cost-of-Living program of the Michigan Municipal Employees Retirement System. These benefits are fully paid by the City, subject to the terms and conditions of Act No. 135, P.A. of 1945, as amended. Employees hired on or after July 1, 1997, or those hired prior to July 1, 1997, who converted to a defined contribution program, will be entitled to retirement benefits in accordance with the defined contribution program of the Municipal Employees Retirement System/ICMA Retirement Trust.

All new hires effective July 1, 2014 shall be eligible to retire after 25 years of service and will be provided with a MERS Health Care Savings Program Account (HCSP) in lieu of full medical benefits upon retirement. The HCSP shall be 5% of base wages retroactive to hire date. It shall be paid per pay period and managed by the employee. It will be based on the following vesting period:

- 5 Years – 15%
- 10 Years – 25%
- 15 Years – 50%
- 20 Years – 75%
- 25 Years – 100%

Effective July 1, 2012, due to the State of Michigan EVIP, the following changes are in place as it relates to retirement:

- All new hires shall have the City's contribution rate capped at 10 % of members' base salary.
- All current employees shall have the City's contribution rate capped at 13% of employees' gross salary.
- All members shall have the option of making voluntary individual pre-tax contributions between 0 – 20% into their respective 401a retirement plan with total contributions not to exceed \$49,000 per year or in compliance with IRS rules.

Employees hired prior to July 1, 1989 and vesting under the ten year requirement, will receive medical, dental and vision insurance for themselves and their spouses with the premiums 100 percent paid by the City. Coverage shall become effective immediately upon receipt of MERS retirement benefits.

Employees hired on or after July 1, 1989 will receive medical, dental and vision insurance for themselves and their spouses as stated below. Employees hired on or after July 1, 2010 will receive the same coverage only for said employee.

- 15 years but less than 20 years of Service and if MERS retirement benefits are received immediately upon leaving the City: 50 percent of premiums to be paid by the City.
- 20 or more years of service and if MERS retirement benefits are received immediately upon leaving the City: 100 percent of premium to be paid by the City.

Effective July 1, 2014, any retirement benefits in this article provided to the spouse of the employee, shall be limited solely to the employee's spouse at the time of retirement. A spouse who is divorced from a retiree, or who remarries after a retiree's death, shall only be eligible for those benefits which the spouse would be permitted to obtain, by providing the City of Plymouth with the full premium costs, under Federal laws regarding extended health care coverage.

In all cases, insurance benefits will not commence until the employee begins receiving retirement benefits through the Municipal Employees Retirement System or ICMA Retirement Trust. Said insurance benefits will be coordinated with benefits received through Medicare or other sources.

The City reserves the right to modify the health insurance coverage provided to retirees at any time.

Social Security:

Employees of the City of Plymouth are covered by Social Security, a federally administered plan for supplemental old age pensions and survivor's insurance. A percentage deduction is made from the employee's wages according to the Social Security schedule. Questions concerning Social Security should be directed to any Social Security office.

Workers' Disability Compensation Insurance:

All employees are covered by Workers' Disability Compensation Insurance that provides for benefits (medical care and some income replacement) in case of a work related injury or illness. Any workplace injury or illness, no matter how minor, must be immediately reported to the Human Resources Director immediately. Failure to do so may result in disciplinary action up to and including discharge and/or the denial of any benefits. The City pays the full cost of providing this insurance coverage.

Light Duty:

An employee released for work with restrictions that can be accommodated by the City may, at the City's sole discretion, be assigned to a light duty assignment. The City will determine the availability, duration, hours and shift of any light duty assignment.

Unemployment Compensation:

The City of Plymouth contributes to the Unemployment Insurance Agency. Terminated employees are advised to refer questions of benefit eligibility to any office of the State of Michigan Department of Labor and Economic Growth Unemployment Insurance Agency.

COBRA (Group Health Plan Right to Continuation of Medical Coverage):

Federal legislation known as the Consolidated Omnibus Budget Reconciliation Act of 1985 as amended (COBRA) provides that an Employee and/or Dependent may elect to pay for continued coverage at group rates in certain instances for a specified length of time when coverage under a medical plan would otherwise end. Further, *employers are required to notify employees and dependents of the right to continue group health plan coverage when the coverage would otherwise end because of specific events and when he/she are first covered under a group health plan.* Therefore, this notice is intended to inform you of your rights and obligations under the continuation provisions of the law. Both you and your spouse, if you are married, should take the time to read this notice carefully.

Qualified Beneficiary: The term "Qualified Beneficiary" refers to individuals who are covered under the City's group health plan the day before a COBRA Qualifying Event takes place. According to the COBRA statute, a Qualified Beneficiary is the covered employee, covered spouse of the employee, covered dependent child of the employee or any child born to, or placed for adoption with, the covered employee during the period of continuation coverage, if the covered employee elects COBRA and if the child is enrolled in the plan (together "covered dependents").

Coverage That May be Continued: COBRA continuation coverage(s) applies to Medical/Prescription, Dental and Vision.

COBRA Continuation Coverage: Under certain circumstances, you and/or your covered

dependents have the right to continue participation in the Plan, beyond the time coverage would normally end (“Continuation Coverage”). The following (including the “Special Rules for COBRA Continuation Coverage”) is a complete description of the circumstances that give rise to Continuation Coverage.

Continuation Coverage is available if you are enrolled in the Plan and you or your covered dependent’s enrollment would end because:

1. You voluntarily end your employment with the City;
2. Your employment is voluntarily terminated by the City for a reason other than your gross misconduct;
3. Your hours of work are reduced so that you are no longer eligible for group health plan coverage;
4. You become divorced or legally separated;
5. You die;
6. Your child is no longer eligible to be a dependent;
7. You become entitled to Medicare; or
8. The bankruptcy of the City.

The above reasons are referred to as “Qualifying Events”.

Notification Responsibilities: If coverage will end because of divorce or legal separation, or because a child is no longer eligible to be a dependent, you or your covered dependent must notify the City’s Human Resources Director immediately. If the Plan Sponsor (the City) is not notified within sixty (60) days after coverage would otherwise end, coverage cannot be continued.

When the City receives your notice (or when your employment ends, your hours of work are reduced so you are no longer a full-time employee, or you die), you and your covered dependents will be notified by the City within 14 days about the right to continue coverage. If you or a covered dependent(s) want to continue group health plan coverage, the election of coverage must be made within sixty (60) days of the date the COBRA notice was sent to you.

Individuals Covered: You and each of your covered dependents can individually decide whether or not to continue coverage, but the election of coverage by you or your spouse will be considered an election of coverage by all covered individuals unless the election specifically names the individuals to be covered or one or more covered individuals reject group health plan coverage.

Costs and Payments: Continuation Coverage is at your expense and will include a permissible administrative fee. The monthly cost of this continued coverage is the cost to the City plus a 2% administrative fee. If you or the covered dependent is disabled and continuing his/her coverage under COBRA for 29 months, the employer is allowed to charge the disabled individual and the non-disabled family members up to 150% of the applicable premium from the 19th to the 29th month.

The monthly cost will be included in the notice sent to you. For coverage to continue, the first premium must be received by the date stated in the notice sent to you. Normally, this date will be forty-five (45) days after Continuation Coverage is elected. Premiums for every following month of Continuation Coverage must be paid monthly on or before the premium due date stated in the notice

sent to you (this date will be no greater than 30 days). The first day for which timely payment is not made will result in termination of COBRA Continuation Coverage.

Newborns and Adopted Children: If you or your spouse elects Continuation Coverage, any child born to or adopted by you and your spouse during the period of Continuation Coverage will also be entitled to Continuation Coverage for the remaining period of your entitlement. Such newborns or adopted children must be properly enrolled within thirty (30) days of birth or adoption, and the child's period for COBRA Continuation Coverage will end at the same time as would the maximum period of coverage for other family members.

Spouse and Dependents of Medicare-Eligible Employees: If Continuation Coverage was elected by the spouse or dependent child of a covered employee who became entitled to Medicare prior to a loss of coverage under the plan, the maximum period of Continuation Coverage for the spouse or child is the longer of:

1. thirty-six (36) months from the date the covered employee became entitled to Medicare, or
2. eighteen (18) months from the date of the qualifying termination of employment.

Coverage will still end for any of the other reasons listed above, such as failure to pay premiums when due, etc.

Disabled Individuals: If a covered individual is disabled at the time he or she first becomes eligible for COBRA Continuation Coverage or is disabled within the first sixty (60) days of the Continuation Coverage period, the maximum period of Continuation Coverage is extended to twenty-nine (29) months. In addition, all covered individuals who became qualified beneficiaries on account of the same qualifying event as did the disabled covered individual are also eligible for the additional eleven (11) months of COBRA Continuation Coverage. (Coverage will still end for any of the other reasons listed above, such as failure to pay premiums within the 30-day grace period.)

The covered individual must notify the City within sixty (60) days of the date he or she is determined to be disabled under the Social Security Act and prior to the end of the initial eighteen (18) months of coverage. In addition, the covered individual must also provide notice within thirty (30) days of the date he or she is finally determined not to be disabled. (Coverage will end on the first day of the month beginning after (30) days after the covered individual is determined not to be disabled.) The cost of Continuation Coverage will increase after the 18th month of Continuation Coverage (to 150 percent) for all qualified beneficiaries who remain covered unless the disabled individual does not elect to continue the group health plan coverage.

Secondary Events: The term COBRA Standard Secondary Events simply means one Qualifying Event stacking on top of another. It allows a Qualified Beneficiary who is already on COBRA to extend COBRA coverage, under certain circumstances, from 18 months to 36 months of coverage. In Standard Secondary Events, the 36 months of coverage extends from the date of the original Qualifying Event.

A Standard Secondary Event is a termination or reduction of hours, followed by:

- Death of the Employee
- Medicare Entitlement

Divorce or Legal Separation
Dependent Child Ceasing to be a Dependent.

Also, as stated above, COBRA coverage may be extended from 18 months to 29 months in cases of Qualified Beneficiaries who are deemed by the Social Security Administration to have been disabled before the end of the first 60 days of COBRA continuation coverage. If one member of the family qualified for the 29 months, the entire family is qualified for the 29 months. Further, each family member retains qualified status during the extension period. If a second Qualifying Event occurs during this period, Qualified Beneficiaries retain the right to an extension of the maximum coverage period to 36 months, just as they would if the second event had occurred during the 18-month period.

Right to Convert: When COBRA coverage is coming to an end you and/or your covered dependents will be notified of the right to elect an individual conversion policy.

Evidence of Insurability: Evidence of insurability does not affect continuation coverage under COBRA.

If you change marital status or change yours and/or your spouse's address, you must notify the Human Resources Director. To comply with the provisions of the law, all COBRA notices will be sent to the "last known address".

If you have questions about the law, contact the Human Resources Director.

EAP: Employee Assistance Program:

The City of Plymouth offers an Employee Assistance Program, that provides no-cost, confidential help for a wide variety of employee needs and concerns.

Employees who have the City's Life or Disability Insurance have access to guidance and counseling services.

See the City Manager's Office for a complete list of program offerings.

APPENDIX A: POLICY ON NON-DISCRIMINATION AND HARRASSMENT

Purpose:

It is the City's policy that any unlawful discrimination against any employee or applicant based on race, color, sex (including pregnancy and conditions related to pregnancy), genetic information, transgendered status, sexual orientation, political affiliation, religion, national origin, age, disability, height, weight, misdemeanor arrest record, veterans status, marital status, or other factor prohibited by law will not be allowed nor tolerated, per the U.S. Equal Opportunity Employment Commission. This policy applies to all employment practices including recruiting, hiring, pay rates, conditions of employment and termination. For purposes of this policy, the term employee will include all City of Plymouth personnel including appointed, elected, full-time, part-time, temporary/seasonal, contract and volunteer workers.

Discrimination and Harassment Prohibition:

Federal and state laws and/or the policies of the City prohibit discrimination and harassment against individual employees or groups of employees on the basis of age, color, disability, citizenship, national origin, race, religion, sex (including pregnancy and conditions related to pregnancy), weight, height, sexual orientation, transgendered status, genetic information, misdemeanor arrest record, marital or veteran status and any other status protected under law. This prohibition applies to all terms and conditions of employment including but not limited to hiring practices, working environment, job status, compensation, employee benefits, promotional opportunities and termination.

Federal and state laws and/or the policies of the City also prohibit verbal or physical conduct or communication of a racial or sexual nature or harassment based on any protected status which relates to one's employment, interferes with work performance, or creates an intimidating, hostile or offensive working environment, and prohibits unwelcome sexual advances or requests for sexual favors.

The purpose of this policy is to assure that no employee is discriminated against or harassed in the work place and that no employee is led to believe that his or her employment depends on, or is affected in any way by his/her submission to, or rejection of, such improper conduct or communication including where any of the following occurs:

- A. Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, to obtain employment.
- B. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment.
- C. Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile or offensive employment environment.

The City also prohibits romantic or close personal relationships between supervisors and their subordinates and prohibits any such conduct between peers (or managers/non-management employees who do not have a reporting relationship) if it is unwelcome. Should a romantic or close personal relationship develop, the City may transfer, reassign or discharge one or both of the individuals involved.

The City *firmly* supports the civil rights laws. It is the City's policy to prohibit discrimination or

harassment of an employee by another employee or by a non-employee based upon any protected status.

VIOLATIONS OF THIS POLICY WILL NOT BE TOLERATED AND SHALL RESULT IN DISCIPLINE UP TO AND INCLUDING DISCHARGE.

One who commits discrimination or harassment may attempt to be discrete and it may therefore be difficult for the City to discover and correct these violations on its own. Therefore, any employee who feels he/she has been the subject of discrimination or harassment is required to report the same to the City Manager, Mayor, Human Resources Director or City Attorney (to an individual who is not the subject of concern) within seven days of the incident. Untimely complaints will be investigated to the extent it is still possible. An employee's failure to report suggests that the employee is not offended by or welcomes the conduct or comments, or is otherwise disinterested in having any concerns investigated and/or addressed. The City can only act when it receives a complaint or knows of policy violations and can only protect an employee from further harassment if it becomes aware of the employee's concerns.

All complaints will be treated seriously and investigated. Further, anyone in a management or supervisory position who becomes aware of any potential harassment or discrimination, even if told in confidence, is required to notify the City Manager, Mayor, Human Resources Director or City Attorney immediately.

The City may require a written statement and, if required, the employee must provide such a statement. Also, employees are required to cooperate in any such investigation. Complaints will be kept confidential to the extent possible during, and after, the investigation.

The City not only prohibits harassment but also strictly prohibits any retaliation against an employee who, in good faith, has registered a complaint under this policy or participated in the investigation. Employees are required to report any inappropriate or retaliatory conduct within 3 days to one of these individuals who is not the subject of their concern: City Manager, Mayor, Human Resources Director or City Attorney. Untimely complaints will be investigated to the extent still practicable. An employee's failure to report suggests that the employee is disinterested in having any concerns investigated and/or addressed. The City can only act when it receives a complaint or knows of policy violations and can only protect an employee from retaliation of the alleged harasser (or another person) if it becomes aware of the employee's opposition to harassment.

Any employee of the City, who, after investigation, has been determined to have retaliated against an employee for utilizing the complaint procedure in this policy will be subject to appropriate discipline up to and including immediate termination.

Violations of this policy are considered serious and, because the City has a higher standard of professionalism required of its employees than required by state and federal law, an employee may be disciplined for violating this policy even though the employee has not violated state or federal civil rights laws. Also, all complaints must be brought in good faith. An employee who knowingly makes a false complaint shall be subject to disciplinary action.

APPENDIX B: INFORMATION SYSTEMS TECHNOLOGY POLICY

The purpose of this policy is to inform all City employees about the legal requirements and restrictions concerning the acquisition and use of software programs on the City's computer equipment, the responsibilities of each employee to protect the security and integrity of the City's Information Technology (IT) System's programs and data, the City's investment in that system, and restrictions regarding the use of e-mail and the Internet.

All employees are responsible for using the information system for work related purposes associated with City business, in a lawful and ethical manner, and in accordance with the City's policies and procedures. Use of the City's IT System, including e-mail, internet or telecommunication resources to send, receive, display, print or otherwise disseminate material that is fraudulent, harassing based on a protected status, physically threatening, illegal, sexually or racially offensive, or defamatory is prohibited.

All information retained and stored within the City's information system may be subject to Freedom of Information Act requests and made available to third parties. Employees should not expect any right to privacy regarding any information stored on City-issued computers, cell phones, smart devices, or any other electronic devices.

Copyright Protected Software:

Unauthorized duplication of copyrighted software is a violation of the Federal Copyright Law and can be subject to civil damages and criminal penalties including fines and imprisonment. Both the City as an organization and the City's employees as individuals are responsible for compliance with this law.

It is the City's policy to comply fully with the Federal Copyright Law, and the specific terms and conditions in the licenses for all software, which is used on the City's computer equipment. Specifically, every employee shall be responsible for complying with the following policies: Every employee shall use the City's IT System in a manner that does not violate the Federal Copyright Law or the terms of the license related to the software being used.

No software program shall be used by more employees at any one time than is allowed under the program's licensing agreement. The use of programs on the network is controlled to avoid such a violation. Employees are prohibited from transferring any software from the City's IT System to any personal computer or disk, either directly or indirectly, without the specific permission of the Information Technology Director.

No employee shall make a copy of any software on the City's IT System or any City computer, except for the City's own back-up purposes.

No employee shall take any original or duplicated copy of any software owned or used by the City for personal use.

No employee shall give any original or duplicated copy of any software owned by the City to any outside third party.

No employee shall use any program on the City's IT System or any City computer for personal gain or for the advantage of any outside third party.

No software shall be loaded onto the City's IT System or any City computer, unless the City owns the original and proper license is on file with the Information Technology Director.

No employee shall load any software onto the City's IT system or any City computer without the specific authorization of the IT Director. The City shall conduct periodic audits of all computer equipment to verify compliance with this policy.

Software Specification Policy:

The goal of the City is to establish an IT System which is efficient and effective for both the employees and the public, and at the same time is economical to operate and maintain. To this end, the following standards for purchasing and developing City software shall be observed:

To the greatest extent possible, the City departments shall purchase software applications which are expected to have long-term publisher support and which do not require extensive in-house technical knowledge and support to operate. This may require that departments modify internal operations to conform to the software selected. Departments shall not contract for custom modifications to any software without the specific authorization of the City Manager.

The City shall standardize on one database management system, and shall develop all in-house programs on the basis of a standard, well-documented procedure for using that system, so that the City will not be dependent on the knowledge or presence of any individual employee in order to operate and maintain such programs.

Software Created By Employees:

All software programs created by City employees, using the City's equipment and licensed software, are the property of the City of Plymouth and shall be subject to the same restrictions as provided for in the licensed software section of this policy, except if otherwise provided in an agreement between the City and such employee.

Network Data Use & Security:

In order to maintain the security and integrity of the City's network computer system, all employees shall comply with the following policies:

Every employee shall keep his/her personal network access passwords strictly confidential. Passwords should not be revealed to any other person, including any other employee. If the network system is accessed in an unauthorized manner using an employee's password, that employee will be held personally accountable regardless of the circumstances. If any employee is uncertain about the security of any personal password, it should be changed immediately.

No employee shall permit any unauthorized person to gain access to the City's IT system. No employee shall furnish any information to any unauthorized person about the hardware or the software used by the City, nor the method of accessing the City's IT system, without the expressed written authorization of the IT Director. Employees must log out of their computers when finished

for the day or when leaving their work area for an extended period of time.

E-mail:

E-mail is provided for City business purposes only. Employees are authorized to retrieve and read only email messages specifically addressed or directed to them. Employees shall not use E-mail to conduct their personal business affairs. E-mail solicitation, advertising or proselytizing is prohibited.

The content of email messages must not be objectionable. Creating, transmitting (uploading), copying or receiving (downloading) messages containing obscenity, profanity, vulgarity, sexual content or innuendo, racial or ethnic slurs, gender-specific comments, or any deprecatory statements concerning age, gender identity, sexual orientation, religious or political beliefs, national origin, physical characteristics, disabilities or other protected characteristics are prohibited.

All electronic mail messages are the property of the City and the employees should have no expectation of privacy. Electronic mail messages created or received on the City's IT System may be considered official records of the City and retained as documentation of official policies, actions, decisions or transactions. E-mail communications are considered public records and are subject to requests under the Freedom of Information Act.

As a matter of policy, the City will not routinely monitor electronic mail messages. However, the City reserves the right to access messages for reasons including, but not limited to the following:

- Upon leaving employment with the City for any reason, a user's e-mail may be accessed for the purpose of saving those messages that pertain to City business;
- If required by law to do so;
- When necessary to investigate a possible violation of City policy;
- In the event that there is reasonable suspicion that a user has violated any of the prohibited uses in this policy.

E-mail accounts are backed-up on a regular basis as part of the network operations. Deletion of email messages does not remove the message from the City's IT System.

Transmitting, copying or asking to receive copyrighted or trademarked materials, trade secrets, or proprietary information without prior authorization is prohibited.

Internet:

Internet access is intended to support the employee's ability to perform his/her job-related duties. This policy applies to use of the Internet utilizing the City authorized user ID thereby covering the employees' representation of the City.

City employees have an obligation to use their access to the Internet in a responsible and informed way; conforming to Internet etiquette, customs and courtesies; and representing the City in a professional manner.

Downloading or installation of unauthorized programs or files from the Internet, including but not limited to games and attachments to e-mail messages, on a City of Plymouth computer is prohibited.

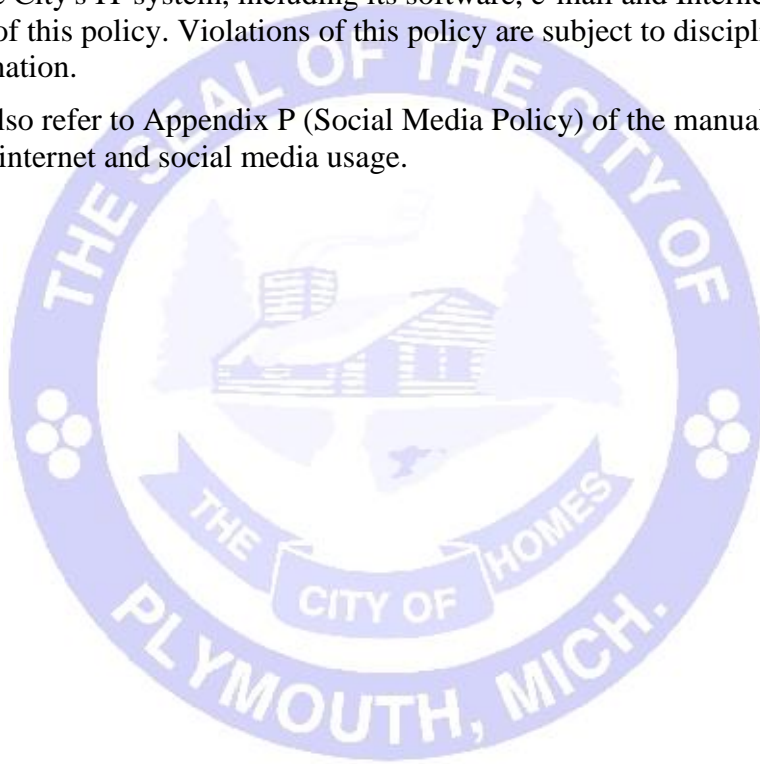
Prohibited use of the Internet includes, but is not limited to the following:

- Illegal activities;

- Threats;
- Harassment;
- Slander and/or defamation;
- Sexually or racially offensive or derogatory messages, material or images;
- Political endorsements;
- Commercial activities not pertaining to City business;
- To send chain letters;
- Participating in chat rooms;
- To send copies of documents in violation of copyright laws;
- Using non-business software including games or entertainment software;
- Activities resulting in or relating to personal gain or profit;

Employees using the City's IT system, including its software, e-mail and Internet agree to comply with the provisions of this policy. Violations of this policy are subject to disciplinary action up to and including termination.

Employees should also refer to Appendix P (Social Media Policy) of the manual for further questions regarding internet and social media usage.



APPENDIX D:
EXPOSURE CONTROL PLAN - BLOOD BORNE PATHOGENS
(OSHA Section 1910.1030)

General Policy Statement:

This written plan has been developed by the City of Plymouth in partial fulfillment of the provisions of OSHA section 1910.1030 (c)(1) of Title 29 of Federal regulations as amended. This plan, as provided for in the Act, covers all employees who will or might reasonably be expected to have occupational exposure to blood or other potentially infectious materials.

Exposure Determination:

The City of Plymouth has defined occupational exposure as reasonably anticipated skin, eye, mucous membrane or other contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

The City of Plymouth determined occupational exposure for all employees by analyzing the duties and tasks that might result in exposure to blood or other potentially infectious material. To determine exposure, job descriptions, evaluation of routine tasks and procedures and evaluation of non-routine situations were conducted. The City made this exposure determination without regard to the use of personal protective clothing and equipment.

As a result of the exposure determination process, the City of Plymouth has classified employees as being either in Category A or Category B.

- **Category A** employees are those that perform procedures or occupation related tasks that involve exposure or reasonably anticipated exposure to blood or other infectious material or that involve a likelihood for spills or splashes of blood or other potentially infectious materials. This includes procedures or tasks conducted in non-routine situations as a condition of employment. The following indicates by job title, Category A employees and the reason they have been designated as such.

<u>Job Title</u>	<u>Tasks/Procedures</u>
Police Officer	Handling Prisoners, Providing First Aid
Janitors	Cleaning Restrooms
Ice Arena Staff	Cleaning Ice After Injury
Department of Public Works	Sewer Line Repairs

All other employees not specified in this chart are Category B employees.

- **Category B** employees are those whose occupational related tasks do not involve exposure to blood or other potentially infectious material on a routine or non-routine basis as a condition of employment. They do not perform or assist in emergency medical related tasks and are not reasonably anticipated to be exposed in any other way.

Universal Precautions:

Universal precaution is an approach to infection control. According to the concept, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens. It is the policy of the City of Plymouth to require employees to observe universal precautions to prevent contact with blood and other potentially infectious material.

It is the policy of the City of Plymouth to develop and implement appropriate work practices to prevent or minimize Category A employee contact with blood or other potentially infectious materials. Employees must adhere to the following practices:

- Employees must remove all contaminated personal protective equipment (PPE) immediately (or as soon as possible) after leaving the work area. They must place contaminated PPE in an appropriately designated storage container for storage, washing decontamination or disposal.
- Employees must wash their hands promptly after removing gloves or other PPE.
- Employees must wash their hands or skin after contact with blood or other potentially infectious material.

The City of Plymouth will provide an appropriate and readily available means of hand washing. If a hand washing facility is not readily available, the City will provide either an antiseptic hand cleanser and paper towels or clean cloth or antiseptic towelettes. Employees may not eat, drink, smoke, apply cosmetics or lip balm or handle contact lenses in areas where blood or other potentially infectious materials are located. Employees will perform all procedures that involve blood or other potentially infectious materials using methods, which minimize splashing, spraying, and aerosol exposure.

Personal Protective Equipment:

Where there is occupational exposure, the City shall provide, at no cost to the employee, appropriate personal protective equipment. Personal protective equipment (PPE) will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or to reach the employees' work clothes, street clothes, undergarments, skin, eyes, mouth or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

It is the policy of the City of Plymouth to evaluate the need for and provide, at no cost to the employee, appropriate personal protective equipment (PPE).

All employees with occupational exposure must wear appropriate PPE. An employee may briefly and temporarily decline to use PPE in rare and extraordinary circumstances. The employee must establish that in his or her professional judgment using PPE would have prevented the delivery of health care or public safety services or would have posed an increased hazard to the safety of the worker or co-worker.

It is the policy of the City of Plymouth to investigate and document all instances in which an employee has declined the use of PPE in order to determine if practices can be established to prevent future occurrences.

The City of Plymouth will make sure that appropriate PPE in appropriate sizes is readily accessible at the workplace; will provide for the cleaning, laundering or disposal of all required PPE; and will repair or replace required PPE as needed to maintain their effectiveness.

Employees shall remove any garment penetrated by blood or other potentially infectious materials as promptly as possible. Employees must remove all PPE before leaving the work area.

Employees must place all PPE in the designated area or container for storage, washing,

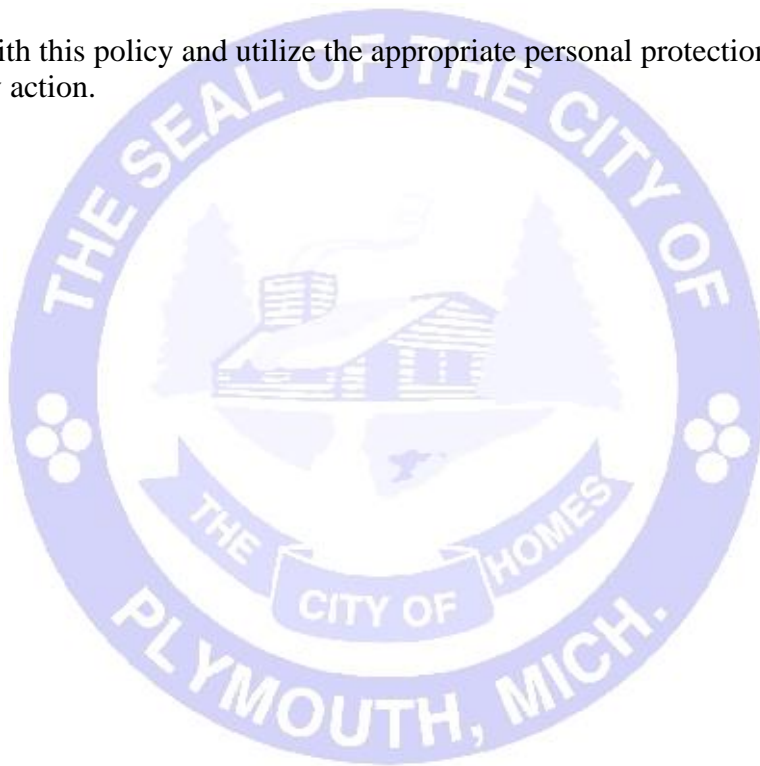
decontamination or disposal.

PPE may include any or all of the following: gloves, gowns, fluid proof aprons, laboratory coats, head and foot coverings, face shields or masks, eye protection, mouthpieces, resuscitation bags, pocket masks, ventilation devices, surgical caps or hoods.

The City of Plymouth shall make sure that employees wear PPE appropriate to the specific exposure. For example, if employees may be reasonably anticipated to be exposed to splashes, they are required to wear face shield or protective eyewear and masks. In addition, employees must wear PPE in the following circumstances:

- If they are performing invasive procedures and have cuts, scratches, or other breaks in the skin.
- If they are at high risk of skin or mucous membrane contamination with blood.

Failure to comply with this policy and utilize the appropriate personal protection equipment will result in disciplinary action.



APPENDIX E: NOTICE OF PRIVACY PRACTICES

The following policy has been adopted by the City of Plymouth in compliance with the Health Insurance Portability and Accountability Act of 1996 and the State of Michigan Social Security Number Privacy Act of 2004.

The City of Plymouth is required by law to maintain the privacy of social security numbers and the health information it collects through its employee health benefit plans. This health information is also known as protected health information or “PHI”. To ensure the City’s compliance with privacy laws, Human Resources is designated as the City’s Privacy Officer.

What is protected health information (PHI)?

Protected health information is current, past or future information about plan participants that is created or received by the City through the City’s employee health benefit plans. It relates to physical and mental conditions of health plan participants, as well as descriptions of the health care given to a participant or payment for the health care given to a participant. Protected health information includes names, addresses, telephone numbers, social security numbers, dates of birth, and other information that may be used to identify an individual.

PHI does not generally include publicly available information, summarized reports containing generalized information which could not be used to identify an individual, or information contained as part of a participant’s employment file.

What is this Notice of Privacy Practices?

As part of the City’s commitment to maintaining the privacy of social security numbers and PHI, the City is providing a copy of this Notice of Privacy Practices to all employees of the City of Plymouth. This notice is intended to inform you and your dependents of the types of PHI we collect, how the City utilizes social security numbers and PHI and when and to whom the City may disclose it.

The City is required by law to maintain the privacy of your social security number and PHI in accordance with this Notice of Privacy Practices, as long as the Notice remains in effect. The City may revise this notice or internal privacy practices as necessary. However, employees will be notified prior to any significant revision to the Notice of Privacy Practices.

What types of PHI does the City collect?

The City collects PHI through the health benefit plans offered to employees and their dependents. At times, the City may request PHI directly from the employee; however, the City may also collect PHI from health care providers, health plan administrators, health insurers, and other agents or affiliates of the City. If you receive health care benefits through the City’s health benefit plans, including worker’s compensation coverage, it is likely that the City will collect PHI which may include name, address, telephone number, social security number, date of birth and general information pertaining to health.

The organizations that administer or insure these plans – commercial health benefit plans, health insurers, health maintenance organizations, pharmacy benefits members – may also collect and

exchange this information, in addition to more specific information concerning medical diagnosis and treatment. While the City does not generally collect such information, it may do so for quality assurance, plan maintenance, treatment referral, or payment purposes.

How will the City protect Social Security Numbers and PHI?

The City will restrict access to social security numbers and PHI to only those employees or agents of the City who need to review the information in order to provide health plan services or benefits, to assist with payment and claims processing, or to ensure quality control and administration of the City's benefit plans. In this regard, the City will train employees with access to Social Security Numbers and PHI to use or disclose only the minimum information necessary to complete the service required. Also, the City will implement privacy policies, as may be required by law, designed to protect against the unlawful use or disclosure of your Social Security Number and PHI.

Unless required or permitted by law, effective January 1, 2006, the following actions regarding the social security numbers of employees are prohibited:

- Public display of all or more than four sequential digits of the social security number.
- Use of all or more than four sequential digits of the social security number as the primary account number for an individual.
- Visibly print all or more than four sequential digits of the social security number on any identification badge or card, membership card, permit or license.
- Require an employee to use or transmit all or more than four sequential digits of his/her social security number over the Internet or a computer system unless the connection is secure or the transmission is encrypted.
- Require an employee to use or transmit all or more than four sequential digits of his/her social security number to gain access to an internet website, computer system, or network unless the connection is secure, the transmission is encrypted, or a password or other unique personal identification number or other authentication device is also required to gain access.
- Include all or more than four sequential digits of the social security number in or on any document or information mailed or otherwise sent to an individual if it is visible on or without manipulation, from outside the envelope or packaging.
- Include all or more than four sequential digits of the social security number in any document or information mailed to a person unless any of the following apply:
 - State or Federal law, rule, regulation or court order or rule authorizes, permits, or requires that a social security number appear in the document.
 - The document is sent as part of an application or enrollment process initiated by the individual.
 - The document is sent to establish, confirm the status of, service, amend or terminate an account, contract, policy or employee or health insurance benefit or to confirm the accuracy of a social security number of an individual who has an account, contract, policy or employee or health insurance benefit.
 - The document or information is a public record and is mailed in compliance with the Freedom of Information Act, 1976 PA 441, MCL 15.231 to 15.246
 - The document or information is a copy of a vital record recorded as provided by law and is mailed to a person entitled to receive that record.
 - The document or information is mailed by or at the request of the individual whose social security number appears in the document or information or at the request of the

- individual's parent or legal guardian.
- The document or information is mailed in a manner or for a purpose consistent with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191; or with section 537 or 539 of the Insurance Code of 1956, 1956 PA 218, MCL 500.537 and 500.5539.

If you believe that your Social Security Number or PHI has been improperly used or disclosed by an employee of the City, you are welcome to contact the City's Privacy Officer to register a complaint. Privacy Complaint Forms may also be obtained from the City Manager's Office.

How will the City generally use or disclose Social Security Numbers and PHI?

The City is permitted by law to use or disclose PHI for treatment, payment, or health care operations without the authorization or consent of the employee. The following are a few examples of how PHI is used or disclosed by the City.

- Treatment:
PHI may be used or disclosed to provide, coordinate and manage health care services, including worker's compensation, rendered to employees. To the extent the City is required to assist with health care services, it may disclose PHI to health care providers or other agents or affiliates of the City.
- Payment:
The City will use and disclose PHI to obtain and to provide payment information for the provision of health care. Examples of these payment activities include: billing, claims management, collection activities, and administration of stop-loss and excess loss insurance policies, as well as related data processing; determining eligibility, coverage, medical necessity and related documentation, coordinating benefits among various payers, recovering payment from third parties liable for coverage, risk adjustment, utilization review activities and disclosures to consumer reporting agencies.
- Health Care Operation:
PHI may be used or disclosed as part of the City's business operations related to the administration of the City's employee health benefit plans. Such operations may include quality of service audits of the City and its affiliates, including improvement activities, and other standard business operations. PHI may also be used or disclosed to evaluate the City's plans or the providers servicing the plan; underwriting, premium rating and other activities relating to the creation, renewal or replacement of benefits contracts; fraud and abuse detection and compliance programs; business planning and development; or the resolution of complaints registered by other health plan participants.
- Disclosures to Family and Friends:
In an emergency, the City may disclose PHI information to family members, friends, or other people that may aid in treatment. The information may also be disclosed to a person responsible for payment of medical services received by an employee. A disclosure of PHI may also be made if the City determines it is reasonably necessary or in the employee's best interest for such purposes as allowing a person acting on an employee's behalf to receive filled prescriptions, medical supplies, x-rays, etc. Employees retain the right to request a restriction on the City disclosing information to family members, friends or others who aid in treatment or are responsible for payment. Information on how to request a restriction on the use or disclosure of your PHI is included in this policy.

- **Locating Responsible Parties:**
PHI may be disclosed in order to locate, identify or notify a family member, personal representative or other person responsible for an employee's care. If the City determines that in its reasonable professional judgment, the employee is capable of doing so, the employee will be given the opportunity to consent to or prohibit or restrict the extent or recipients of such disclosure. If the City determines that an employee is unable to provide such consent, the City will limit the PHI disclosed to the minimum necessary.
- **Disasters:**
The City may disclose PHI to public or private entities authorized by law to assist in disaster relief efforts.
- **Required by Law:**
The City may use or disclose social security numbers and PHI when required to do so by law. For example, PHI may be released when required by workers' compensation laws, public health laws, court or administrative orders, subpoena, certain discovery requests, or other laws, regulations and legal processes. In certain circumstances, the City may make limited disclosures of PHI directly to law enforcement officials or correctional institutions regarding an inmate, a lawful detainee, a suspect, a fugitive, a material witness, a missing person, or a victim or suspected victim of abuse, neglect, domestic violence or other crime. The City may disclose PHI to the extent necessary to avert a serious threat to an employee's health or safety or the health or safety of others. The City may disclose PHI to assist law enforcement officials to capture a third party that has admitted to a crime against an employee or has escaped from lawful custody.
- **Deceased Persons:**
The City may disclose a deceased employee's PHI to a coroner, medical examiner, funeral director or organ procurement organization in limited circumstances.
- **Research:**
PHI may also be used or disclosed for research purposes only in those limited circumstances not requiring written authorization, such as those which have been approved by an institutional review board that has established procedures for ensuring the privacy of PHI.
- **Treatment Alternatives and other Health Related Benefits:**
The City may contact an employee to provide the employee with information regarding treatment alternatives or other health-related benefits or services that may be of interest to the employee.
- **Military and National Security:**
The City may disclose to military authorities the medical information of Armed Forces personnel. When required by law, the City may disclose PHI to federal officials for intelligence, counterintelligence, and other national security activities.
- **Authorizations:**
The City will not use or disclose PHI for any reason except those described in this notice unless provided with a written authorization from the employee. As such, the City may request employee authorization to use or disclose PHI, but the employee is not required to give the City authorization. If authorization is provided to use or disclose PHI for a given purpose, the authorization can be revoked at any time by written notification.

What are an employee's rights to his/her PHI and how are those rights exercised?

Employees have the right to review and access their PHI. Completion of the Health Plan Participant Request for Access to PHI Form is required to review, access, or obtain copies of the City's file

documents containing their PHI. The completed form should be submitted to Human Resources.

Employees have the right to receive an accounting of disclosures of PHI made by the City of Plymouth to any third party in the six years prior to the date the accounting is requested. This right does not apply to all disclosures made for purposes of treatment, payment or health care operations, disclosures made to your or others involved in your care, disclosures made with our authorization, disclosures made for certain governmental or law enforcement purposes or disclosures made prior to April 14, 2004. Completion of a Health Plan Participant Request for Accounting of Disclosures Form must be completed to request an accounting. The completed form should be submitted to the City Manager's Office. The City reserves the right to charge a fee for providing this service if an employee requests more than one accounting in any given year.

Employees have the right to request that the City restrict the use or disclosure of PHI for treatment, payment or health care operations. Employees also have the right to request that the City restrict disclosure of PHI to family members, relatives, or friends involved in their care. The City is not required by law to agree to the restriction request. If the restriction request is granted, the City will abide by it until such time as the employee terminates the restriction or the City, either with or without the employee's consent, terminates the restriction. Completion of a Health Plan Participant Request for Restriction of Uses and Disclosures of Personal Health Information Form is required to request a restriction. The completed form should be submitted to Human Resources.

Employees have the right to request that the City communicate confidentially in ways or at locations that are outside of the City's usual process. For example, an employee can request that the City forward information concerning PHI to a relative's address. The City will consider all reasonable requests. Completion of a Health Plan Participant Request for Alternate or Confidential Communication Form is required to request confidential communication. Completed forms should be submitted to Human Resources.

What is the complaint procedure if an employee believes his/her rights have been violated or PHI or a social security number has been improperly used or disclosed by the City?

If an employee of the City has violated the privacy rights or has used or disclosed PHI or social security numbers in an improper or unlawful way, employees may register a complaint or direct their comments or criticisms to Human Resources. Employees may also register a complaint with the Secretary of the U. S. Department of Health and Human Services. To ensure the quality of services provided to employees and the privacy of PHI, the City will not retaliate against any employee registering a complaint with the City or with the U.S. Department of Health and Human Services.

Information regarding this notice, employee rights, and use and disclosure of social security numbers and PHI may be obtained by contacting the City Manager's Office.

Mailing address: Human Resources
 City of Plymouth
 201 S Main
 Plymouth, MI 48170

Telephone: (734) 453-1234

APPENDIX F: CODE OF CONDUCT & ETHICS

The City of Plymouth has formally adopted a code of conduct to assist officials and employees in determining the proper course regarding a contemplated action. This was done to maintain high ethical standards in local government service by providing sanctions for violations and to increase public confidence in the integrity of municipal officials and employees.

Definitions:

"Administrative Officer" means all appointed officers, as provided by Charter, specifically including the City Manager, the Department Heads and the City Attorney, and specifically excluding all members of the City's boards and commissions.

"Employee" means any person employed by the City who is not an officer of the City, as defined above.

"Family member" means any of the following:

- a. the spouse of an Administrative Officer or employee;
- b. the following relatives of an officer or employee, or the officer's or employee's spouse: niece, nephew, child, step-child, grandchild, parent, grandparent, brother, sister, half-brother, half-sister, including relationships arising from adoption.
- c. the spouse of any of the relatives listed in (b) above.

"Financial interest" in a contract, action or decision means that the officer or employee

- a. is dealing on behalf of him/herself; or
- b. is a partner, member or employee of the co-partnership or other unincorporated association involved; or
- c. is the owner of more than 1 percent of the total outstanding stock of any class where such stock is not listed on a stock exchange or is the owner of stock with a present total market value in excess of \$25,000.00 where such corporations stock is listed on a stock exchange or of which he/she is a director, officer or employee of the corporation involved; or
- d. is the beneficiary or trustee of any trust involved; or
- e. will receive a financial or other material benefit from such contract, action or decision which is greater than that which will be received by the public in general; or
- f. has a family member who has a financial interest in such contract, action or decision.

"Officer" means an elected City officer, a member of a board or commission appointed by the City, or an administrative officer of the City as provided in the Charter.

"Personal interest" in a contract, action or decision means that the officer or employee, or a family member of such officer or employee, will be affected either positively or negatively by such contract, action or decision to an extent which is materially greater than the effect on the public in general.

"Surety" means that a person agrees to pay money or to do any other act in the event that the principal fails to do so. The principal is the person who is primarily liable to pay the money or to do the act. The surety incurs the liability for the benefit of the principal and does so without sharing in

the consideration. Should the principal fail to perform as promised, the surety must do so.

"Recognizance" means a person promises a court, on the record, to do some particular act, i.e. to appear before the court; to keep the peace; or to pay a debt.

Standards:

An officer or employee shall not divulge to an unauthorized person confidential information acquired in the course of his or her duties in advance of the time prescribed for its authorized release to the public.

An officer or employee shall not represent his or her personal opinion as that of the City, its administration or the department for which he/she works.

An officer or employee shall use City personnel resources, property, and funds under the officer or employee's official care and control judiciously and solely in accordance with prescribed policies and procedures, and not for personal gain or benefit.

An officer or employee shall not knowingly violate the City Charter or any law or ordinance, or any City policy or procedure in the course of his or her official duties.

An officer or employee shall not engage in a business transaction in which the officer or employee may profit from his or her official position or authority, or benefit financially from confidential information which the officer or employee has obtained or may obtain by reason of his or her position or authority. Instruction which is not done during regularly-scheduled working hours, except for authorized leave time, shall not be considered a business transaction pursuant to this subsection if the instructor does not have any direct dealing with or influence on the employing or contracting facility associated with his or her course of employment with the City.

An officer or employee shall not engage in or accept employment or render services for a private or public interest when that employment or service is incompatible or in conflict with the discharge of the officer or employee's official duties, or when that employment may tend to impair his or her independence of judgment or action in the performance of official duties.

An officer or employee shall not participate in the negotiation or execution of contracts, making of loans, granting of subsidies, fixing of rates, issuance of permits or certificates, or other regulation or supervision relating to a business entity or person in which the officer or employee has a financial or personal interest.

1. Whenever an employee has a financial or personal interest in a contract, action or decision, he or she shall so advise his or her supervisor and shall refrain from participation to whatever extent is necessary to avoid a conflict of interest.
2. Whenever an administrative officer expects or intends to have a financial or personal interest in a City contract, action or decision, he or she shall file with the City Clerk a statement, under oath, setting forth the nature of the interest therein and that such participation therein is to the general welfare of the City. If the interest is in a contract, the statement shall also disclose: the name of each party involved; the terms (including duration and financial consideration between parties, facilities or services of the public entity included in the contract); the nature and degree of assignment of employees of the City for fulfillment of the

contract; and the nature of any pecuniary interest and such participation therein is to the general welfare of the City. Such statement shall be transmitted to the City Commission and entered in the proceedings of the next regular meeting. Confirmation of such contract, decision or action shall be made by a two-thirds vote of the City Commission.

3. Whenever a member of a City board or commission has a financial or personal interest in a contract, action or decision, he or she shall so advise his or her board or commission and request to abstain from voting on such contract, action or decision. Whenever a member of a City board or commission has reason to believe that another member has a financial or personal interest in a contract, action or decision, the member shall raise a point of order with the Chairperson, who shall then request the member in question to respond. If the interest is in a contract, he or she shall file a statement, under oath, setting forth the name of each party involved; the terms (including duration and financial consideration between parties, facilities or services of the public entity included in the contract); the nature and degree of assignment of employees of the City for fulfillment of the contract; the nature of any pecuniary interest; and that such participation therein is to the general welfare of the City. If the board or commission concurs with the member that he or she has a financial or personal interest in the matter being considered, then the board or commission shall vote to allow the member to abstain, and such action shall require the member to abstain during votes on the applicable matter.
4. The procedure for considering whether a member should be required or allowed to abstain shall be as follows:
 - a. As soon as a motion has been made and supported, on which an affected member or other member has a question about a conflict of interest, that member should raise a point of order with the Chairperson, indicating the nature of the question. The Chairperson should then request the affected member to make a disclosure or other statement about the question. The affected member or any other member may then move to excuse the affected member from voting on the question. If a board or commission member wishes to make a disclosure and request to be excused from voting, the member should raise a point of order, advise the Chairperson and the other members that the member would like to make a disclosure, make the disclosure, and move for a vote on being excused from voting on the question.
 - b. The motion to excuse does not require a second, but it is debatable. After discussion, if any, the Chairperson shall state the motion in the following general form: "SHALL MEMBER _____ BE EXCUSED FROM VOTING ON THE CURRENT MOTION, ON THE BASIS THAT HE/SHE HAS A CONFLICT OF INTEREST (OR OTHER REASON)?" The member who is the subject of the motion is required to vote on the motion to excuse, and an affirmative vote of at least a majority plus one is required to pass the motion. A member excused from voting on a question shall be required to abstain.
5. An officer or employee shall not give recognizance or give or become surety on behalf of a third party when that third party is dealing with the City.
6. An officer or employee shall not solicit or accept a gift of money, goods, services, or other thing of value for the benefit of a person or organization which tends to influence the manner in which that officer or employee or another officer or employee performs official duties, or under circumstances in which the officer's or employee's official position may tend to coerce the person being solicited.
7. An officer or employee shall not coerce, attempt to coerce or command another officer or

employee to pay, lend or contribute anything of value to a political party, committee, organization, or person for the benefit of a person seeking or holding elective office, or for the purpose of supporting or opposing any proposed law or ballot issue.

8. An officer or employee shall not discriminate based upon race, color, sex (including pregnancy and conditions related to pregnancy), genetic information, transgendered status, sexual orientation, political affiliation, religion, national origin, age, disability, height, weight, misdemeanor arrest record, veterans status, marital status, or other factor prohibited by law.

Reporting Violations:

An officer or employee who has knowledge that another officer or employee has violated these Standards or any ordinance or law may report the existence of the violation to a supervisor, person, agency, or organization. The City shall not threaten, punish, demote, discharge, or otherwise discriminate against an officer or employee because he or she reports or is about to report such a violation, or because he or she is requested by a public body to participate in an investigation, hearing or court action. Any such discriminatory action by an officer or employee against the reporting officer or employee shall be deemed to be misconduct in office. The making of a report of a violation, which the reporting officer or employee knows to be false, shall be deemed to be misconduct in office.

Violations Constitute Misconduct:

The City Commission hereby determines that a violation of the Code provisions constitutes misconduct in office and shall be grounds for removal or discharge by the City Commission or the City Manager as provided in the City Charter; and

Administration:

The City Manager is authorized and directed to administer this Code as it may apply to administrative officers and employees; and

Legal Contracts Not Affected:

Any contract in respect to which an officer or employee acts in violation, shall not be considered to be void or voidable unless the contract is in violation of a statute which specifically provides for that remedy.

NOTE: Nothing in the Code of Conduct and Ethics is intended to interfere with or prohibit an employee from engaging in concerted activity as protected by applicable labor laws.

APPENDIX G: ORGANIZATION MEMBERSHIPS AND CONFERENCE AND MEETING ATTENDANCE

Purpose of Memberships and Conference and Meeting Attendance:

The purpose of memberships in professional and technical organizations, and the attendance by City employees at meetings, seminars and conferences of such organizations or other agencies, is as follows:

1. To develop and train employees in the knowledge and skills needed to more effectively perform their duties;
2. To obtain information which is needed by the City in the course of its business;
3. To represent the City at meetings where the City has an interest in expressing its position or affecting the decisions being made at such meetings; and
4. To meet the requirements of professional certification related to the employee's job responsibilities.

Memberships in Organizations:

Each Department Head shall be responsible for determining the organizations to which his or her department shall belong, subject to the following guidelines:

1. The membership is necessary and is the most efficient way to meet the purposes in the section above;
2. The department has a sufficient appropriation to meet its operating needs and the cost of the membership; and
3. The City shall have only one membership to any one organization, unless any additional membership is specifically necessary to meet the purposes in the above section, and is specifically authorized by the City Manager.

Attendance at Meetings and Seminars:

"Meetings" are related to business matters rather than training and professional development, and typically involve one day or less of the employee's time. "Seminars" are related to training and professional development, and often involve one day or less, but may involve more than one day, of the employee's time.

Each Department Head shall be responsible for determining what meetings and seminars shall be attended by employees of his or her department, subject to the following guidelines:

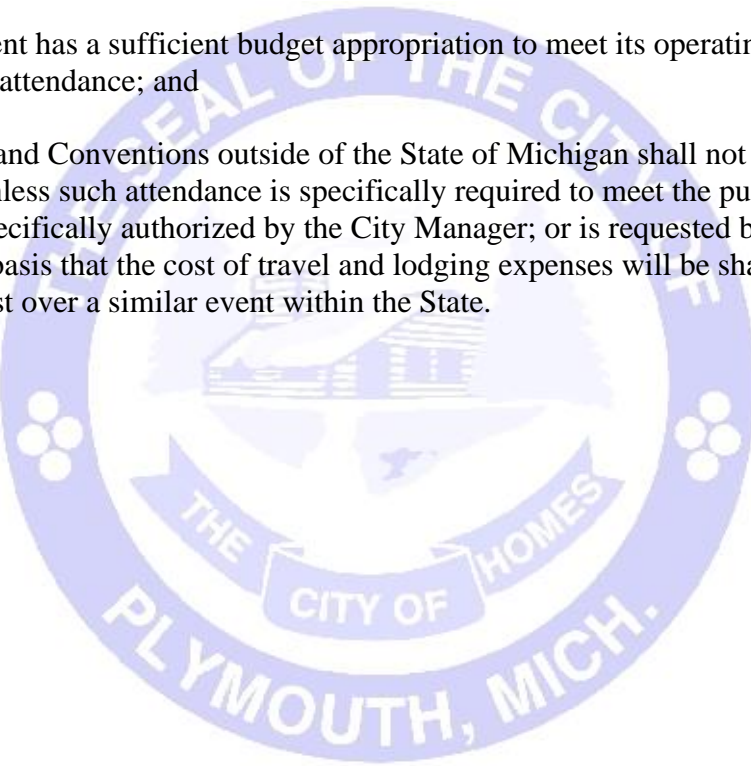
1. The attendance is necessary and is the most efficient way to meet the purposes in the first section of Appendix G;
2. The department has a sufficient budget appropriation to meet its operating needs and the costs of such attendance; and
3. Only one City employee shall attend any one meeting or seminar, unless the attendance of more than one employee is specifically necessary to meet the purposes in the first section of Appendix G.

Attendance at Conferences and Conventions:

“Conferences and Conventions” typically involve more than one day of the employee’s time, and have agendas which include a variety of topics related to training, professional development and current topics and issues. In addition, they often include periods of leisure time, banquets with non-work related speakers or entertainment, and activities for spouses.

Each Department Head may attend one conference or convention per year. In addition, a Department Head or his or her Deputy may attend one or more additional conferences and conventions per year if specifically authorized by the City Manager. All such attendance shall be subject to the following guidelines:

1. The event’s agenda is generally consistent with the purposes in the first section of Appendix G;
2. The department has a sufficient budget appropriation to meet its operating needs and the costs of such attendance; and
3. Conferences and Conventions outside of the State of Michigan shall not be attended by City employees unless such attendance is specifically required to meet the purposes in Section 2.1, and is specifically authorized by the City Manager; or is requested by the Department Head on the basis that the cost of travel and lodging expenses will be shared to offset the additional cost over a similar event within the State.



APPENDIX H: CITY VEHICLE POLICY

Definition:

“City Vehicle” shall mean any car, truck, bus or other vehicle, and any equipment attached or mounted on it, such as hydraulic attachments and trailers, which are owned, leased or rented by the City of Plymouth.

Rules Governing All City Vehicles:

All City vehicles shall be subject to the following rules:

1. No City vehicle shall be used for any personal purpose or for any purpose not directly related to the proper operations of the City of Plymouth, unless authorized by the appropriate Department Head or the City Manager in writing, in accordance with rules 3 and 4, respectively, under City Vehicles Assigned to City Employees.
2. No City vehicle shall be operated without the use of seat belts by all passengers as required by law, or in any manner contrary to the law or common-sense rules of safety; and
3. No City vehicle shall be left running without adequate protection, or left unattended with the keys in the vehicle.

City Vehicles Temporarily Loaned to Other Public Agencies:

The appropriate Department Head or the City Manager may enter into agreements with other governmental units or public agencies to make City vehicles available to them, either for fair compensation or in exchange for similar use of the other agency's equipment which may be needed by the City of Plymouth. Such agreements shall be limited to cases of emergency on a temporary basis, unless a permanent agreement is approved by the City Commission.

City Vehicles Assigned to City Employees:

The City Manager may assign a City vehicle to a City Employee in writing, as part of that employee's compensation, and may require the employee to drive the vehicle home and respond to emergencies in it, when necessary for the effective operation of the employee's department. All City vehicles so assigned shall be subject to the following rules:

1. An assigned City vehicle may be used for personal purposes by the responsible employee, consistent with the needs of the department's operations, and limited to uses which do not result in wear and tear on the vehicle which is greater per mile driven than would be expected from normal City business use; provided, that all such personal use in excess of four thousand (4,000) miles per year shall be reimbursed to the City at a rate established by the Finance Director from year to year based on the fair market value of the miles driven;
2. Each employee who is assigned a City vehicle for personal use shall maintain a daily log of City business miles, which shall include beginning and ending odometer readings and a daily total of miles driven within the City during each regular work day, and an itemized listing for each business trip occurring outside of the City limits, or within the City limits when outside of the regular work day. The log shall be made available to the City Manager or the Finance Director whenever requested, and shall be used as the basis for determining the total amount of business and personal miles driven;
3. Each employee who is assigned a City vehicle for personal use shall be responsible for

providing fuel for all personal miles driven. A comparison of City business miles driven and City fuel used shall be made periodically, to determine if a reimbursement for fuel is owed to the employee by the City, or to the City by the employee;

4. Whenever a City vehicle assigned for personal use needs to be replaced, the City Manager shall review the necessity and desirability of replacing it, and may implement a suitable vehicle allowance or other compensation for the employee in lieu of replacing the vehicle.



APPENDIX I: INTERVIEW GUIDELINES: ACCEPTABLE AND UNACCEPTABLE QUESTIONS

Interviewing and evaluating applicants fairly is one of the most important and critical stages of the recruitment process. All search committee members should know what information may legitimately be sought during the interview. Some lines of inquiry may themselves be viewed as discriminatory; others have the potential to elicit information that is improper to use in making a decision. Examples of these areas of concern follow this introduction.

It is critical to conduct lawful employment interviews that meet Equal Employment Opportunity Commission (EEOC) standards. The guiding principle behind any question to an applicant is, can the employer demonstrate a job-related necessity for asking the question? It is the intent behind the question that is important, as well as how the information is used that the EEOC would examine to determine if any discrimination has occurred.

Because your actions can expose you and the City to legal liability during the interview process, it is crucial to understand the types of questions that can and cannot legitimately be asked. The litmus test for an employer is to ask this question: *What do I really need to know about this applicant to decide whether s/he is qualified to perform this job?*

In asking applicant questions, the interviewer should ask himself/herself if this information is really needed in order to judge the applicant's qualifications, level of skills and overall competence for the job in question. **It is unacceptable to ask questions about a qualification or criteria that will not affect the way a job is performed.**

If you are unsure if you can ask a question; the answer is "NO".

Race and Ethnicity

Applicants should not be asked questions regarding their race or ethnic background during the interview. There are no job-related considerations that would justify asking an applicant a question based on race.

Gender/Transgendered Status

Generally, there are no appropriate questions based on the applicant's gender and/or transgendered status during the interview process. The only exception is if gender is a bona fide occupational qualification (BFOQ) when the position justifies hiring a candidate of a specific gender, for example, hiring a female attendant for a women's dressing room in a department store. However, if the applicant is a transgendered female, she should be treated as such and should be qualified to apply for the position.

Applicants should not receive disparate treatment on the basis of gender. For example, employers cannot limit the number of hours worked or impose lifting restrictions based on gender. Federal prohibition against sex discrimination would be violated if an employer were to treat men and women differently based on their marital status or existence of dependents (see Marital and Family Status). It is unlawful to deny a female applicant employment because she is pregnant, planning to have a child at some future date, has the potential to become pregnant, or based on any condition related to pregnancy. Furthermore, The Equal Pay Act (EPA) prohibits sex-based wage

discrimination between men and women in the same establishment who perform jobs that require substantially equal skill, effort, and responsibility under similar working conditions.

Federal regulation also protects gay, lesbian, bisexual, and transgendered individuals against sex discrimination, which includes adverse actions taken because of a person's failure to conform to sex or gender stereotypes. For example, it is illegal for an employer to deny employment opportunities or permit harassment because:

- A woman does not dress or talk in a feminine manner.
- A man dresses in an effeminate manner or enjoys a pastime that is associated with women.
- A female employee dates women instead of men and/or plans to marry a woman.
- A male employee dates men instead of women and/or plans to marry a man.
- An employee transitions from female to male or male to female.

Age

The Age Discrimination Act of 1967 bars discrimination against persons age 40 or over. Any recruiting effort that is age-biased such as "recent graduate", or any question during the interview process that deters employment because of age is unlawful. Questions that would reveal age, such as year of graduation, should be avoided unless there is a need to construct a chronology of work or educational experience.

Citizenship/National Origin

Applicants are protected from discrimination based on their national origin. Questions related to an applicants' national origin, such as their birthplace, ancestry, or origin of name, should be avoided. Thus, you may not ask an applicant where he/she was born, or where his/her parents were born.

Prior to making an offer, the only discussion about citizenship status that may lawfully occur is whether the applicant is currently eligible to lawfully work in the United States. If such a question is asked of one applicant, it should be asked of all. Following the offer stage, the successful applicant will be required to produce documentation of eligibility in order to complete the I-9 form requirements.

Arrest or Conviction Records

Questions relating to an applicant's misdemeanor arrest record are improper, while questions of an applicant's conviction record may be asked, if job related. If such an inquiry is deemed warranted because of a particular position, all applicants should be treated equally, and it is advisable to conduct a formal records check per City policy. The Equal Employment Opportunity Commission and many states prohibit use of arrest records for employment decisions because they are inherently biased against applicants in protected classes. Also, questions about a candidate's conviction records if included in the selection process must be asked of all applicants in a consistent manner. Asking or obtaining criminal records in an inconsistent manner, based on race, color, religion, national origin or sex of the applicant is unlawful under Title VII.

Financial Status

An interviewer should not ask if an applicant owns or rents a home or car, or if wages have been previously garnished, unless financial considerations for the job in question exist. Any employer who relies on consumer credit reports in its employment process must comply with the Fair Credit

Reporting Act of 1970 and the Consumer Credit Reporting Reform Act of 1996.

Disability

The Americans with Disabilities Act (ADA) and Michigan Persons with Disabilities Civil Rights Act prohibit employment discrimination against qualified individuals with disabilities, as well as persons who have a record of disability or are perceived as disabled. The protection extends to all aspects of the hiring process and all other employment related activities.

You may not ask whether or not the applicant has a particular disability. You may only ask whether or not the applicant can perform the duties of the job in question with or without a reasonable accommodation. If such a question is asked of one applicant, it should be asked of all.

A pregnant woman may be entitled to reasonable accommodation resulting from pregnancy-related conditions that constitute a disability or for limitations resulting from the interaction of the pregnancy with an underlying impairment. A reasonable accommodation is a change in the workplace or in the way things are customarily done that enables an individual with a disability to apply for a job, perform a job's essential functions, or enjoy equal benefits and privileges of employment.

An employer may only deny a reasonable accommodation to an employee with a disability if it would result in an undue hardship: an action requiring significant difficulty or expense.

Marital and Family Status

Questions that could elicit personal information about applicants' marital status or childcare arrangements should be avoided. Employers can ask if applicants are able to work the hours required by the job, or undertake job-related travel, as well as about the duration of any anticipated absences. All applicants should be treated equally. Applicants themselves may ask about the City's leave policies, such as Family and Medical Leave.

The federal prohibition against sex discrimination would be violated if an employer were to treat men and women differently based on their marital status or existence of dependents.

1. You may not ask how an applicant's pregnancy may interfere with her duties. You may only ask whether or not the applicant can perform the duties of the job in question with or without a reasonable accommodation. If such a question is asked of one applicant, it should be asked of all.
 - a. It is unlawful for an employer deny a pregnant applicant or to force a pregnant applicant/employee to assume a lesser role (including reduction of pay), due to her pregnant status.
2. Questions as to availability to work should be job-related: What hours can you work? What shift(s) can you work? Can you work on weekends and/or holidays?
3. Questions on marital status, number of children, child care arrangements, etc. are not appropriate.

Military Record

You may not ask what type of discharge the applicant received from military service. Applicants can be asked questions about their military experience, qualifications, or training if they relate to the

actual requirements of the position and if asked, should be asked of all applicants.

Religion

Applicants are protected from discrimination based on religious denomination, beliefs, customs, or religious holidays observed. Questions that could elicit religious information should be avoided unless they have a clear correlation to need, such as working on Saturdays or Sundays, or peak periods. If asked, the question should be limited to stating the requirements of the position, and should be asked of all applicants.

Sick Leave/Medical Conditions

Questions that elicit information about how many days an applicant was sick or other questions pertaining to sick leave or medical conditions should be avoided.

Workers' Compensation

Questions that elicit information about an applicant's workers' disability compensation history should be avoided.

Sources:

U.S. Equal Employment Opportunity Commission sites. Web. 01 June 2015. www.eeoc.gov

U.S. Office of Personnel Management sites. Web 01 June 2015. www.opm.gov

Acceptable and Unacceptable Questions

Following is a representative list of unacceptable and acceptable questions. It is NOT all-inclusive but is meant as a guide to assist you in the interview process. If an inquiry could be discriminatory, it is best to avoid it. **If you are unsure about a question; do not ask!**

Subject	Acceptable	Unacceptable
Name	Current Legal Name. Have you ever worked under a different name? Is any additional information, relative to a change of name necessary to enable a check of your educational or work records?	Maiden Name. Questions about national origin, ancestry, or prior marital status.
Age	Are you over the age of eighteen?	Age. Birth Date. Questions that might identify the applicant's age, especially, over age 40.
National Origin/Citizenship	All offers of employment are contingent upon verification of identity and work authorization in the United States. Are you legally authorized to work in the United States?	Questions as to nationality lineage, ancestry, national origin, descent, parentage of applicant or applicant's spouse. What is your mother tongue? Asking how an applicant acquired ability to read, write, or speak a foreign language. Are you a US citizen?
Race, Color	None	Questions that indicate applicant's race or color, complexion or color of skin, eyes or hair. Direct or indirect reference to race, color, or racial groups.

Gender/Gender Identity	None	Questions about an applicant's gender/gender identity, or an applicant's connection with an organization or group that is generally associated with people of a certain sex.
Residence	Place of Residence	Do you own or rent your home?
Marital Status, Family	Whether applicant can meet work schedule or job requirements. This question should be asked of all applicants.	Any inquiry about marital status, children, dependents, pregnancy, or childcare arrangements. Name or address of relative, spouse or children of adult applicant. With whom do you reside? Do you live alone?
Religion	Describe the work schedule and ask whether applicant can work that schedule.	Questions about an applicant's religion, religious days, and how it would impact hours to be worked. Does your religion prevent you from working weekends or holidays?
Military Service	Questions about knowledge, skills and abilities, acquired during applicant's military service, relevant to the position applied for.	Specific questions about military service, such as dates, type of discharge, or service in a foreign military services. What type of discharge did you receive?
References	Who referred you for this position? Names of professional/personal references for the applicant.	Questions of applicant's former employers or acquaintances that elicit information specifying applicant's color, race, religion, national origin, ancestry, any physical or mental disability, medical condition, marital status, age or sex.
Disability/Medical Conditions	May ask applicant's ability to perform job-related functions with or without reasonable accommodation, only if the question is asked of all applicants. (The interviewer must have already thoroughly described the job.)	Whether applicant is handicapped or has a disability. Have you ever been hospitalized? If so, for what Condition? How many days were you absent from work because of illness last year?
Arrest and Conviction Records	Have you ever been convicted of a crime? If so, when, where and what was the disposition of the case? Do you have any felony charges pending? If the answer is yes, it will not be used to discriminate against any applicant but may be considered if related to the position sought. (May ask about record of convictions if all applicants are asked.)	Have you ever been arrested?

APPENDIX J: CITY ADA POLICY

ADA Grievance Procedure:

The City of Plymouth has adopted the following grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination” in programs or activities sponsored by a public entity.

Complaints should be addressed to the City’s ADA Coordinator:

ADA Coordinator
City of Plymouth
201 S. Main Street
Plymouth, MI 48170
Phone: (734) 453-1234

1. A complaint shall be filed in writing and should contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within fourteen (14) calendar days after the complainant becomes aware of the alleged violation. Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis.
3. An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be conducted by the ADA Coordinator, whose role is performed by the City Manager or designated employee, in cooperation with other Administrative personnel as may be applicable. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the ADA Coordinator and a copy forwarded to the complainant no later than twenty-one (21) calendar days after its filing.
5. The ADA Coordinator shall maintain the files and records of the City of Plymouth relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made to the City Manager within fourteen (14) calendar days of receiving the ADA Coordinator's response. The City Manager shall respond to the grievance within fourteen (14) calendar days of said request.
7. If the complainant feels that the grievance is not satisfactorily resolved by the City Manager, then an appeal may be made to the City Commission. Notice of appeal to the City Commission must be made to the City Clerk within fourteen (14) calendar days of receipt of the City Manager’s response. The City Clerk shall place said notice on the agenda of a regular or special meeting of the City Commission which shall occur within twenty-one (21)

calendar days of receipt of said notice and give notice of such to the complainant. At such time as the appeal is scheduled to be heard, the City Commission shall hear testimony from both the Administration and the complainant. The City Commission shall make a determination no later than the next regular meeting following the date of the hearing.

8. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
9. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards, and to assure that the City of Plymouth complies with the ADA and implementing regulations.



APPENDIX K: CITY SMOKING POLICY

The following policy has been adopted in the interest of providing a safe and healthy environment for employees, customers and visitors to the City of Plymouth and in accordance with the Michigan Clean Indoor Air Act.

Smoking is prohibited throughout the buildings and vehicles operated and controlled by the City of Plymouth, including the following:

1. All areas in the City Hall
2. All areas in the Department of Public Works buildings
3. All areas in the Plymouth Cultural Center.
4. All other buildings or portions of buildings which are now or may in the future be operated and controlled by the City of Plymouth.
5. All City vehicles.

The term "areas" shall include all offices, work rooms, meeting rooms, elevators, hallways, reception areas, restrooms, locker rooms, holding cells, storage areas, garages, lounges, lunch rooms, stairwells, lobbies, entryways, and basements, as well as the personal living area assigned to fire fighters, including the sleeping area, kitchen, dining area, lounge, restrooms and hallways.

The effectiveness of this policy will depend on all employees sharing in the responsibility for adhering to and enforcing this policy.

Procedure to Report Employee Non-Compliance:

Complaints about violations of this policy by an employee should be brought to the attention of the appropriate supervisory personnel or the City Manager. The supervisor or City Manager will conduct an investigation of the complaint and issue the appropriate disciplinary action to employees in violation of the policy in accordance with the terms of the union contract or rules and regulations under which the violator is employed.

Procedure to Report Visitor Non-Compliance:

Complaints about violations of this policy by a visitor should be brought to the attention of the Police Department. The Police Department will advise the individual to refrain from smoking or leave the premises. If the individual still does not comply with the City's policy and does not leave the premises, a citation for trespassing will be issued.

Procedure to Report Meeting Non-Compliance:

In the event that a person is attending a meeting in which an individual is smoking, the person should notify the person in charge of the meeting about the violation. If no action is taken and the smoking continues, the person should notify the Police Department. The Police Department will advise the individual to refrain from smoking or leave the premises. If the individual still does not comply with the City's policy and does not leave the premises, a citation for trespassing will be issued.

Signs indicating that buildings operated and controlled by the City of Plymouth are a smoke-free environment are posted at all entrances and at various locations throughout the buildings.

APPENDIX L: CITY CREDIT CARD POLICY

The City Manager shall be responsible for the City's credit card issuance, accounting, monitoring, and retrieval and generally for overseeing compliance with this policy.

The authorized credit cards as of the adoption of this policy are as follows:

<u>CARD</u>	<u>CREDIT LIMIT</u>	<u>ISSUED TO</u>
MasterCard	\$2,500.00	City Manager Director of Public Safety Municipal Services Director Recreation Director
Home Depot	\$2,500.00	City Manager Municipal Services Director Recreation Director
Sam's Club	\$1,000.00	City Manager Recreation Director

The City of Plymouth also currently maintains an American Express Business card for online invoice payments with certain vendors. This account is maintained by the City Treasurer and not used for regular purchases. The program provides for rewards to reduce the overall costs of invoices.

The City Manager shall not issue any additional credit cards, or increase the credit limits of any existing credit cards, without first notifying the City Commission at any regular or special meeting.

Credit cards issued by the City shall be used only by an officer or employee of the City for the purchase of goods and services for the official business of the City. City credit cards shall be used in conformance with the City's purchasing policy.

Each City officer or employee responsible for a City credit card shall submit the monthly credit card billing to the City Manager with documentation including the original copy of each charge slip for goods or services charged on the card for that month, detailing what was purchased, the cost, the date of purchase and the City purpose for which it was purchased. The City Manager shall review each bill, and if approved, submit it to the Finance Department for payment. These billings shall also be subject to review by the City Commission audit committee.

An officer or employee who has been issued a City credit card is responsible for its custody and proper use in compliance with this policy; shall immediately notify the City Manager if the credit card is lost or stolen; and shall return the credit card to the City Manager upon termination of employment with the City, or if requested to do so by the City Manager.

The Finance Department shall pay each credit card billing within the due date, but in any event within not more than sixty (60) days of the initial statement date.

Any City officer or employee using a City credit card in violation of this policy shall be subject to disciplinary action, including loss of use privileges, suspension or termination as may be appropriate in each case.

The total combined authorized credit limit of all City credit cards shall not exceed the limit authorized in the above section, and in any event shall not exceed five percent (5%) of the total current budget, or as otherwise limited by State law.



APPENDIX M: EMPLOYEE HEALTH & SAFETY MANUAL SAFETY TIPS, TOOLS & TECHNIQUES

Among the City of Plymouth's four quality standards— safety, courtesy, performance and efficiency— "safety" has always come first, ahead of all other priorities. The reason for this couldn't be simpler: safety lies at the very heart of the priceless trust our City has earned over the years.

As employees, we trust that we will have a safe environment in which we perform our jobs. We need your involvement so that we never compromise or lose this trust. By being aware of safety and practicing it, consistently, every day, you can prevent accidents and injuries and their related costs.

FOLLOW THESE STEPS DURING AN EMERGENCY

Do...

- Remain calm.
- Get yourself (and others) out of harm's way.
- Help injured persons to remain calm.
- Contact 911 (dial 9-911 when using a City phone) if emergency assistance is needed.
- Notify your department head at the first opportunity.

Remember! When you call 911 for assistance, give your name, the location of the injured or ill person, and the nature of the emergency. Do NOT hang up the phone until the emergency operator says that he or she has received all of the necessary information.

Do NOT...

- Move the injured/ill person unless absolutely necessary to remove them from an immediate hazard.
- Allow the removal of any item from the scene and do not clean up the scene until instructed to do so.

MEDICAL EMERGENCIES

It is not always easy to know if a medical emergency exists. A person's distress can have a variety of symptoms ranging from visible injuries to no outward signs of injury. If you are uncertain whether or not a co-worker or visitor needs medical attention, call 9-911 for immediate assistance.

FIRE RESPONSE

Upon detecting or suspecting a fire...

- Call 911. The dispatcher will contact the appropriate emergency service.
- Remove yourself and others from harm's way. Co-worker and visitor safety are top priorities.
- Notify your department head as soon as possible.

In the presence of a fire, always stay low to avoid breathing heated smoke, fumes, and gasses.

If you are authorized by your department head to fight a fire with a portable fire extinguisher, fight only those fires which are small and controllable. Do NOT attempt to fight a fire which is spreading beyond the immediate area, or which blocks your escape route, or if you are unsure of what kind of fire extinguisher to use or how to use it.

***If you have any doubts about whether or not to fight the fire, do NOT attempt to fight it!
Go to a safe place.***

EMPLOYEE ILLNESS & INJURY REPORTING

If you incur a work-related injury or illness that is not an emergency situation, you must first notify your department head. You may then utilize first aid supplies from your area or your department head will refer you to the appropriate medical facility. You must report all work-related injuries as soon as possible. Failure to do so may result in the loss of worker's disability compensation benefits that you may have otherwise received.

RETURNING TO WORK FOLLOWING AN ILLNESS OR INJURY

If you are away from work due to a work-related illness or injury, you must return to the appropriate medical facility prior to returning to work. After an employee receives initial treatment, the doctor may release the employee for return to work in a restricted capacity while the injury or illness heals. The City of Plymouth will make every effort to return temporarily restricted employees to work within their work area. The employee's job may be modified to meet restrictions imposed; or the employee may be moved to a different job in which the restrictions can be met.

Employees with restrictions given by a physician must contact their department head to see if there are jobs within their work area which will accommodate the restrictions.

SICK PAY AND COMPENSATION

Sick pay and compensation are determined by your union contract, non-union rules & regulations and state or federal law. Please see your department head or Human Resources to answer any questions regarding this.

ACCESS TO MEDICAL RECORDS, EXPOSURE RECORDS AND MATERIAL SAFETY DATA SHEETS

Employees have the right to review and copy:

- Their medical records and records of exposure to toxic substances or harmful physical agents.
- Survey reports of exposure to toxic substances or harmful physical agents.
- Material Safety Data Sheets or other information that exist for chemicals in the workplace.

SLIPS, TRIPS AND FALLS

Do...

- Check for hazards that may be encountered while walking on any surface.
- Take short steps when slippery conditions exist.

- Correct hazards when possible or report them to a department head.
- Be sure you are able to see around any objects that you are carrying.
- Turn on lights when entering a dark area.
- Keep work area free of litter and obstacles at all times.
- Be sure that mats and carpets lie flat on the floor.
- Use caution signs/cones to barricade slippery areas.
- Wear closed-toe and closed-heel non-slip soled shoes.
- Double-knot shoe laces so that the laces are securely tied.
- Secure electrical cords to the floor and post caution signs.
- Keep drawers and doors closed.
- Immediately clean up spills, water, oil and other liquids from the floor.
- Use handrails when using stairs.

Do NOT...

- Horseplay.
- Run.
- Move faster than conditions allow.
- Carry oversized/overweight loads when using stairs.
- Stand on chairs, boxes, tables or other objects to reach high objects; use a ladder or step stool.

LADDERS

Do...

- Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
- Face the ladder and do not lean backward or sideways from the ladder.
- Allow only one person on the ladder at a time.
- Face the ladder when climbing up or down.
- When using a rolling ladder, lock the wheels before climbing and use the handrail while climbing.
- When climbing up or down a ladder, maintain a three-point body contact at all times by keeping both hands and one foot or both feet and one hand on the ladder.
- Secure the top of the ladder to the surface where stability is questionable (e.g. unlevel surface).
- “Four Point” contact between ladder side rails and support surfaces is required.
- Portable straight and extension ladders must be used at an angle where the horizontal distance from the top support to the foot of the ladder does not exceed one quarter of the working length of the ladder.
- In locations where the surface on which the ladder rests might be slippery, tie down the base of the ladder with a rope. If this cannot be done, have another person hold the base of the ladder, then, if possible, tie down the top of the ladder.

Do NOT...

- Use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.
- Use metallic ladders near exposed energized electrical conductors (e.g. bus bar, wires).
- Stand on the top two rungs of any ladder.
- Use a portable ladder that extends less than three feet above the upper landing surface.
- Stand on a ladder that wobbles, or that leans to the left or the right.
- Try to “walk” a ladder by rocking it. Climb down the ladder, and then move it.
- Place ladders on barrels, boxes, loose bricks, pails concrete blocks or other unstable bases.
- Place a ladder at a blind corner or doorway without blocking or roping off the area and posting warning signs that will detour traffic away from your work.
- Move a rolling ladder while someone is on it.
- Use a ladder as a horizontal platform.
- Tie or fasten together two ladders to make one longer ladder unless the ladder is equipped with an attachment that allows the connection to another ladder.

WORKING FROM HEIGHTS

Do not enter or perform work in any area requiring access within 6 feet of the unguarded edge of an elevated working surface unless you first understand the potential requirement for use of personal protective equipment.

See your department head if you are not familiar with or trained on proper personal protection procedures.

Do...

- Pre-plan to determine what kind of fall prevention equipment will be required, when a protective railing is not provided. Use personal fall protection systems to prevent or safely arrest a fall. Make sure that your tie-off points are properly rated and that you have been trained to use the fall arrest system in place.
- Stay behind protective railings.
- Stand on flooring strong enough to safely support you.

Do NOT...

- Climb on railings to gain extra reach.

PRINCIPLES OF ERGONOMICS

Ergonomics is the science of preventing injuries that result from the way we use our bodies to do work. Applying these principles to the workplace and your work methods can improve the quality and efficiency of operations as well as your well-being.

Keep Everything Within Easy Reach

An easy way to make your work area more user-friendly is to keep products, parts and tools that are frequently needed within easy reach. Long reaches often cause you to twist, bend and strain, which

in turn makes work more difficult.

Work at Proper Heights

A mismatch in heights between employees and the work that they are doing leads to poor posture and unnecessary stress. Generally, work should be done at elbow height, whether sitting or standing.

Reduce Excessive Forces

Anything that you can do to minimize the exertion required to do your task will make it more user-friendly. Excessive forces load the muscles, creating a potential for fatigue and injury. In general, power grips are less stressful than pinch grips. Design tools and equipment to allow the full use of the hand grip.

Work in Good Posture

Use tools, equipment and workstation layouts that allow you to work in the best possible posture. Good posture reduces the stress on your body and makes it easier for you to do your job.

- Maintain straight wrists.
- Keep arms low and elbows next to your body.
- Maintain the natural curve of the back.

Reduce Excessive Repetition

Minimizing the number of motions required to do a task can reduce the wear and tear on your body. Let the tool or machine do the work.

Minimize Fatigue

The problems of overload and general weariness can be minimized in several ways: vary your tasks, get help where practical, rotate tasks and take short stretch breaks throughout your shift.

Minimize Direct Pressure

Direct pressure or “contact stress” is a common issue in some workstations. In addition to being uncomfortable, it can inhibit nerve function and blood flow. Pad surfaces subject to prolonged or frequent contact.

Provide Adjustability and Change of Posture

Adjustability makes it easier to customize your workstation to fit your needs. Thus, adjustability can help you to maintain better heights and reaches and to avoid pressure points and awkward postures.

Provide Clearance and Access

It is important that you have both adequate workspace and easy access to everything you need.

Maintain a Comfortable Environment

Seek to create conditions that enhance your ability to get the job done. The environment that you work in can directly and indirectly affect your comfort, health and job quality.

Enhance Clarity and Understanding

Mistakes and errors that you and your co-workers make may result from poor design of the displays and controls you use. The configuration and layout of these displays and controls can enhance or hinder your performance. Use standard controls and displays.

Improve Work Organization

Make organizational improvements in your work area. Anticipate, think ahead and prepare. Think of ways to avoid the stress of “hurry-up-and-wait” situations. Balance the flow of work and communicate with all concerned.

INJURIES FROM MOVING OR FALLING OBJECTS

Do...

- Make sure you can see around items that you are carrying or pushing.
- Push carts carefully (rather than pull) to avoid being run over.
- Keep hands within the frame of a cart while pushing it.
- Move slowly, and take caution when turning corners.
- Upload one object at a time from shelves.
- Keep drawers, doors, and cabinets closed when not in use.
- Maintain clean floor surfaces to afford maximum traction.

Do NOT...

- Walk beneath a raised or suspended load.
- Kick objects out of your pathway.
- Walk or stand on an unguarded side of machinery with moving parts.

LIFTING

Lifting Objects From the Floor or a Low Shelf

Do...

- Stand with feet at shoulder distance apart.
- Slightly bend your knees.
- Bend forward at the hips, not at the waist.
- Slide the load as close to your body as you can.
- Tighten your abdominal muscles.
- Get a grip!
- Raise yourself using your leg and hip muscles.
- Get help if the load is too heavy or too bulky.

Do NOT...

- Twist at the waist. Rather, use your feet to change direction.

Lifting Objects From Overhead

Do...

- Use a step stool or ladder to avoid overreaching.
- Test the weight then slide the object toward you and hug it close as you lower it.
- Rest the load against the shelf to make lowering the load easier.
- If possible, hand the object to a coworker before descending the ladder or stool.

Lifting Off-Sized Loads

Do...

- Carry long, light objects such as pipes or lumber on your shoulder, with the front end higher than the rear.
- Get a helper for long, heavy loads. Each of you should shoulder it on the same side and walk in step.
- For large loads that block your vision, get mechanical help or ask a co-worker for help, even if the load is light.

CUT PREVENTION

Before You Begin

Do...

- Wear appropriate personal protective equipment (PPE) when handling sharp objects.
- Pick up a knife by its handle.
- Carry a knife or other sharp object with the tip pointed towards the floor.
- Make sure that cutting instruments are sharp.
- Provide adequate lighting for the job.
- Before servicing electric powered sharp equipment, make sure that the power source has been reliably de-energized and locked out.

Do NOT...

- Run while carrying a sharp object.

As You Cut

Do...

- Keep your mind on the job. Do not become distracted while using sharp tools.
- Cut away from your body.
- Use knives and other tools for their intended purposes only.
- Wait for rotating, reciprocating, or revolving cutting blades to fully stop before handling.

Do NOT...

- Force a cut– this increases the likelihood of slippage. Apply a controlled force while cutting.

Cleaning Up

Do...

- Use great care when disposing of sharp objects. Bring the waste container to the sharp object.
- Discard broken glass upon detection.
- Return knives and other cutting tools to their guarded storage place immediately after using.
- Remove nails from packaging crates prior to discarding them.
- Look for sharp objects protruding from garbage bags, bundles of clothing, or other objects being carried.
- Identify and correct sharp edges and corners on facility equipment and structures.

Do NOT...

- Pick up broken glass with bare hands. Use a dust pan and broom.
- Blindly reach hands into any area you cannot see. Look for sharp objects first.

HEAT STRESS**Keeping Cool in the Heat**

Excessive heat from vigorous activity or hot and humid weather can place abnormal stress on your body. The following guidelines can help you keep cool in the heat and avoid the dangerous consequences of heat stress.

Water:

Drink water before you become thirsty. Thirst does not appear until you are already dehydrated. Replenish lost body fluids by drinking plenty of cool water throughout the day. Drinking a glass of water every thirty minutes is recommended.

Nutrition:

A well balanced diet is essential when engaging in strenuous activity. Substitute light meals for hot, heavy meals which add heat to your body.

Alcohol:

Avoid alcohol consumption because it interferes with the body's ability to adjust to heat and contributes to dehydration. Please note, per Section III General Operating Procedures of this manual:

- The consumption or possession of open alcoholic beverages during working hours (including lunch and rest break periods) or on City premises is prohibited.
- Employees are prohibited from transporting or storing alcoholic beverages in City vehicles or on City premises. The only exception is the Police Department as a normal part of department duties.
- Employees are prohibited from appearing for work or remaining on duty while under the influence of or while impaired by alcohol.

Medications:

Many medications can interfere with the body's ability to respond to heat. You should discuss any medications you are taking with your physician.

Illnesses:

Many long term illnesses such as heart, lung, or kidney disease can interfere with your ability to tolerate heat. Even short term illnesses such as the flu or stomach viruses can affect your performance. Any questions you may have about your tolerance to heat should be discussed with your physician.

Know Your Limits:

Many heat injuries occur because people push themselves beyond their limits.

Do...

- Pace yourself and avoid overexertion.
- Whenever possible, wear a hat and loose cotton fabrics to help you stay cool.
- Take breaks in cool shaded locations.
- Get medical attention if heat-related symptoms appear:
 - *Muscle cramps*
 - *Weakness*
 - *Dizziness/nausea*
 - *Perspiration stops, with dry hot skin*

Do NOT...

- Substitute soft drinks or coffee for water.
- Take salt tablets (unless approved by your health care provider). A normal diet usually supplies all the salt you need to replace salt lost through perspiration.

HEAT BURNS

Please be careful when handling hot objects, working near hot surfaces and liquids, and when working near open flame.

Do...

- Where the job permits, use protective gloves, pads, or towels to handle hot objects.
- Wear only flame-resistive clothing if your job requires you to work with open flame sources.
- Cap or seal containers of hot liquids before transporting them.
- Use extreme caution when carrying hot liquids. Many burns result from slips or trips while carrying hot liquids.
- Only operate heat-producing equipment on which you have been trained.
- Be alert to other employees handling hot items or working with flame sources near you.

PREVENTING BURNS**Do...**

- Keep your work area free of unnecessary combustible clutter, scrap paper, and boxes.
- Unplug portable heaters before you leave your work station.
- Properly dispose of tobacco products and matches. (Smoking is not permitted in any City building or vehicle).
- Store flammables, combustibles, and reactive chemicals away from each other.
- When in doubt, check container labels and material safety data sheets to determine if materials are flammable before using.
- Clean or report all chemical and fuel spills.

EMERGENCY EXITS

Determine which exit route(s) you will use in an emergency, before you need to use them.

- Building exits are identified with EXIT signs at or near the doorways.
- Where EXIT signs are not visible, directional signs pointing towards exits are provided.

- Keep exits and escape routes clear and well marked.

PORTABLE FIRE EXTINGUISHERS

Even though your location may have automatic sprinklers or other means of fire protection, portable fire extinguishers should only be used on small, controllable fires by persons knowledgeable about how to select and use them. Portable fire extinguishers should be:

- Located where they are readily accessible. Avoid placing materials in front of fire extinguishers.
- Maintained in ready-to-use condition.

If you observe that a portable fire extinguisher has been removed, tampered with, or discharged, promptly notify your department head.

When using a fire extinguisher...

- Remove the extinguisher from its storage hook.
- Carry the extinguisher to the usage location.
- Pull the pin.
- Crouch low.
- Aim at the base of the fire.
- Squeeze the handle.
- Sweep from side to side, blanketing the fire source.

ELECTRICAL SAFETY

Prevention of Electrical Shock

Properly used, electricity is safe and convenient. If mishandled it can be deadly. Fires may also be caused by electrical defects. Avoid electrical shocks by doing the following:

Stay away, keep others away, and notify your department head when any of the following occurs on electrically powered equipment:

- Tingling sensation upon contact with the equipment
- Sparks and/or flashes
- Crackling noises
- Burning smell
- Blown fuse
- Tripped circuit breakers

Do...

- Use extension cords only for temporary situations, and do not place them beneath rugs, in doorways, or any other place where they can become damaged.
- Use only cords which are in good condition; with no cuts, loose wires, damaged insulation, or broken plugs.
- Test a GFCI device before using it.
- Use a Ground Fault Circuit Interrupter device (GFCI cord or protected circuit) when using a

portable power tool or appliance.

- Report electrical problems promptly to your department head.

Do NOT...

- Leave an electrical panel door off or open.
- Connect or disconnect an extension cord from the appliance while the cord is plugged into a receptacle. Always unplug the cord from the outlet first.
- Use electrical equipment in wet or damp locations unless the equipment is designed to be used there.
- Make electrical repairs or alterations unless you are qualified and authorized to do so.
- Touch electric equipment, cords, or plugs with wet hands.
- Overload a circuit by plugging in too many pieces of equipment.

OFFICE SAFETY

Key Points Regarding Office Work Environments:

Do...

- Regularly clean your computer monitor to prevent eyestrain.
- Place your computer monitor about an arm's reach away.
- To reduce eyestrain, frequently look away from your monitor to an object about 20 feet away.
- To reduce glare, investigate the use of an anti glare screen and/or reposition your monitor screen.
- Keep office blinds closed to reduce glare.
- Adjust the contrast and brightness controls on your monitor to improve your viewing.
- Use a footrest if your feet cannot be firmly placed on the floor.
- To free up workspace, place your computer processing unit on the floor or beneath your desk.
- To reduce lifting weight, divide large heavy binders into several smaller ones.
- Use a document holder to reduce bending of the neck.
- Take frequent, short breaks to relieve stressed muscles.
- Vary the types of tasks you perform during the course of the day.

VEHICLE OPERATION

Getting There Safely Precedes Any Job

Please Be Alert to These "Road Rules":

Do...

- Use seatbelts where provided or required.
- Drive at safe speeds within posted limits.
- Slow down when crossing rough terrain or making a turn.
- Sit in approved, secure seating.
- Keep hands, feet, and head inside the confines of the vehicle.

- Obey all traffic laws.
- Be aware of other vehicles, obstacles and pedestrians.
- Secure all materials inside the vehicle.
- Use caution when approaching or negotiating 'blind' corners or intersections.
- Whenever possible, move the vehicle fully off of the roadway to park or perform work.
- Stand clear of vehicles moving in reverse.
- Use turn signals (or hand signals on vehicles not so equipped) when changing lanes or turning.
- Yield the right-of-way to pedestrians and bicyclists.
- Familiarize yourself with the controls before starting the vehicle.
- Inspect the vehicle before using it (Do the horns, lights, turn signals, flashers, and brake lights work?).
- Keep hands and feet clear when closing doors, hoods, and trunks.

Do NOT...

- Overload a vehicle.
- Drive the vehicle along steep slopes.
- Mount or dismount a moving machine or vehicle.
- Ride in the rear of a pick-up truck.
- Leave the engine running when vehicle is parked and unattended.
- Race or horseplay in vehicles.
- 'Tailgate' other vehicles. Maintain a safe following distance.
- Obstruct a traffic lane without using appropriate traffic control signage and/or traffic control devices (e.g. cones, barricades, or flagger where applicable).

Please drive safely as though your life depends on it!

EYE PROTECTION

Eye Injuries

Protection of the eyes from injury by physical and chemical agents while on the job is vital. Eye injuries ranging from mild irritation to blindness occur in the American workplace at an estimated rate of 1,000 every day. About nine out of ten such injuries could have been prevented by wearing protective eye wear.

Protective Eyewear

Protective eye wear is considered an 'optical instrument' and must be carefully selected, fitted and used.

Do NOT rely on regular glasses or contact lenses to protect your eyes.

Use the right eye protection for the job. Eye protection, at minimum, shall meet ANSI Z87.1 safety standards, be properly fitted, and kept in good repair.

Some common eye hazards:

- Flying particles from grinding, sawing, etching and other machine operations.
- Sparks from welding and other operations.
- Fumes and splashes from molten materials and chemicals.
- Harmful light rays (radiation) from arc and electrical welding, acetylene torches and laser operation.

Safety Glasses/Goggles

- Look more like normal glasses, but have impact-resistant lenses.
- Have extra strong frames.
- Available in prescription form.
- Protect against hazards from many directions.
- May have side shields, cups or tinted lenses for added protection.
- May have indirect ventilation to protect from splash hazards.
- Face Shields are not to be used alone for protection of the eyes. Face shields **MUST** be used in conjunction with safety glasses or goggles.

In the event you get something in your eyes...

- Know where the nearest eyewash station is located.
- Flush eyes for a full 15-minutes with clean water if chemical contact occurs.
- Obtain prompt medical attention for any eye injury or irritation.

REMEMBER: Always be alert to eye hazards in your work area and follow all established safety guidelines.

HEAD PROTECTION

Why Wear Hard Hats?

Safety helmets (hard hats) are rigid headgear of varying materials designed to protect the worker's head from impact, flying particles, or electric shock.

Hard hats are your best protection against major head injury. They must be properly adjusted to provide adequate protection and used anytime there is a potential for head injury.

Helpful tips on choosing and using protective headgear:

Do...

- Use hard hats with a “functional” suspension system. The crown straps fit over the top of your head to cushion impact.
- Keep your headgear clean and in good repair. Check your hard hat for cracks before and after each use.
- Replace a hard hat at least every five years or any hard hat that is cracked or has received a major impact.
- Lighter colored hard hats are cooler to wear in the sun or under infrared energy sources.
- All approved hard hats must have an ANSI Z89.1-1986 marking/label placed on the shell

interior.

- Wear a hard hat at all times within a designated construction site (regardless of whether your particular trade will be creating a head-impact hazard).

Do NOT...

- Use paint or solvents on your hard hat—they can weaken its structure.
- Use someone else's hard hat or give your hard hat to someone else to use.
- Interchange hard hat shells and suspension systems between different hard hat brands and/or models.
- Use a bump cap in place of a hard hat.

Other hard hat protective gear may be necessary for special tasks. These include:

- Thermal liners for extremely cold temperatures.
- Sun shields made to fit over the hard hat brim.
- Lamp brackets for work in dark locations.
- Face shield mounts for use around flying particles.
- Hair covers to prevent hair from getting caught in moving machine parts.

HAND PROTECTION

Protect your most valuable tools - your hands

Hand injuries are among the most common of all injuries received in the workplace.

When working with machinery, **do not** wear rings, jewelry, or loose clothing and do not take shortcuts with established safety procedures. When operating rotating power equipment, do not wear gloves.

Do...

- Use push-sticks, guards, shields and other safety devices designed to keep hands out of the machine danger areas.
- Use brushes, not hands, to wipe away debris.
- Disconnect power before repairing or cleaning machinery.
- Use the right personal protective equipment such as gloves, guards or barrier creams.
- Use tools designed to keep wrists straight.
- Wash hands thoroughly with soap and water after touching irritating substances.

Do NOT thrust hands into a hidden space.

When using gloves as a means of hand protection, make sure the gloves fit right and are comfortable to wear. More importantly, make sure the work gloves are the right gloves for the job. Work gloves come in many styles and types.

Disposable Gloves...

- Are usually lightweight plastic and protect against mild irritants.
- Are used for food handling and to protect against disease-causing germs.

Fabric Gloves...

- Are usually cotton or other fabric.
- Improve grip when handling slippery objects.
- Protect from mild heat or cold.

Rubber Gloves...

- May also be neoprene, polyvinyl or vinyl.
- Protect against corrosives such as organic acids and petroleum products. Verify that gloves you select are appropriate for the chemical used.

Leather Gloves...

- Protect against scrapes or sparks.
- May be used with an insulated liner for electrical hazards.

Metal Mesh Gloves...

- Protect from accidental cuts and scratches.
- Are used around cutting tools and other sharp instruments.

Thermal Gloves...

- Are made of aluminized fabric or other heat-resistive material.
- Insulate hands from intense heat.

FOOTWEAR

Selecting the Right Footwear

As with all personal protective equipment, there are many types of work shoes available on the market today. When using protective footwear, be sure you have the right footwear for the job. Select footwear that fits properly to avoid tripping and stumbling. Replace worn or damaged footwear as soon as possible.

To Keep Your Feet Injury Free...

- Be knowledgeable of job conditions before selecting footwear.
- Dirty, damaged or excessively worn shoes are unacceptable as work shoes.
- Where routine exposure to dropped, rolling, or falling objects exists, steel-toed footwear is required.
- On construction sites and wherever routine puncture exposure exists, footwear having puncture-resistive soles is required.
- Laceable footwear shall have laces securely tied and not trailing on the ground.
- Safety footwear shall conform to the ANSI Requirements for Personal Protection Footwear, Z41-1991.

HEARING CONSERVATION

What causes hearing loss?

Loss of hearing occurs in all walks of life and is due to many causes including the aging process, diseases, injury, and exposure to loud noises for extended periods of time.

Your ears are delicate instruments. Tiny “hair cells” in the inner ear vibrate when sounds reach them. These hair cells relay the sound to the brain through the auditory nerve. Over time, excessive noise may cause the cells to die. Once the cells die, the auditory nerve cannot pick up the sound and relay it to the brain.

Very simply, noise is unwanted sound.

Some of the properties of noise are intensity (or pressure), frequency, and duration. The louder the noise, the higher its intensity. High-frequency noises are more damaging than low-frequency noises and the longer the noise exposure, the greater the damage to hearing. Very loud noises, such as jet engines and gunfire, can damage hearing very quickly. Other noises damage your hearing only after you’ve been around them for long periods of time.

Noise is measured in units called “decibels”. Below are examples of approximate decibel levels of common noises:

A Quiet Room	34 decibels
Normal Conversation	60 decibels
Car Traffic	75 decibels
Wood Sanding	85 decibels
Trains	90 decibels
Woodworking Tools	100 decibels
Power Saw	110 decibels
Gunfire	120 decibels

How Is Noise Controlled?

The control of noise exposure is generally conducted by the following methods:

- Noise reduction along the path by shielding or enclosing the source.
- By increasing the distance between the noise source and the worker.
- Placing the worker in a booth or enclosure.
- Use of personal protection (ear plugs or muffs).

RESPIRATORY PROTECTION

It is the responsibility of every employee to have an awareness of the respiratory protection requirements for his or her work area. Employees are responsible for wearing the appropriate respiratory equipment according to proper instructions, and for maintaining the equipment in a clean and operable condition.

NO employee shall wear a respirator unless authorized to do so by his or her department head; and only after appropriate training, medical surveillance, and fit-testing is received.

There are generally two basic types of respiratory hazards.

Particles...

Particles are tiny pieces of matter that may or may not be visible, including...

- Dusts: dry particles such as sawdust.
- Mists: liquid particles such as spray paint.
- Fumes: tiny metal particles given off when a substance is burned.

Gases...

Gases are substances that are dissolved in the air. You can't see them and may not even smell them. Gases include vapors given off by liquids when heated or left at room temperature and combustion by-products.

Respiratory hazards can irritate or damage the lungs, nasal passages, and other organs.

You can't always see or smell materials in the air that may be dangerous to inhale.

To protect yourself...

- Know the respiratory hazard you're exposed to.
- Use the appropriate respirators and cartridges/filters for each hazard.
- Make sure the respirator fits properly.
- Keep your respirator clean and well maintained.
- Filters should be replaced if they become discolored, wet, or clogged.
- Always inspect the respirator for cracks, misplaced or worn parts, and proper adjustment ***before*** using it.

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged even when exposures are below the exposure limit to provide an additional level of comfort and protection for the employee. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the employee. Sometimes, employees may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your department head provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

- Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care and warnings regarding the respirator's limitations.
- Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
- Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
- Keep track of your respirator so that you do not mistakenly use someone else's respirator.

MACHINE EXPOSURE

Do...

- Operate powered equipment only if you have been trained on it.
- Know how to immediately shut off the motor before you run the equipment.
- Make sure that all guards are installed and all safety devices operate properly. Safety devices provided by the manufacturer should not be by-passed.
- When you are finished using a piece of equipment, make sure all guards are in place and secured.
- Know how to correctly operate all controls.
- Wear appropriate close fitting clothing, so as not to become entangled.
- Operate equipment in proper light.
- Stop the motor when equipment is left unattended.
- Inspect equipment regularly for looseness, wear, cracks, or other damage.
- When servicing equipment where unexpected start-up could be hazardous, the equipment must be de-energized, locked and tagged off.
- Notify the appropriate maintenance department head before entering into a facility area containing potentially hazardous equipment.
- Report improperly working or damaged equipment or tools to your department head immediately.
- Ask your department head if you have any questions regarding the operation of equipment.

Do NOT...

- Run gasoline or diesel engine in an enclosed space without adequate ventilation.
- Permit any part of your body or clothing near any dangerous moving part.

PORTABLE POWER TOOLS

Have you been trained on how to operate the equipment?

Even small power tools can cause serious injury—on or off the job.

Do...

- Use tools only for what they are designed for.
- Know how to operate the tool before you try to use it.
- Inspect tools before each use and replace or repair if parts are worn or damaged.
- Make sure all nuts, bolts and other moveable parts are tightened before using the tool.
- Before plugging in or unplugging tools, be sure the power switch is turned to “OFF”.
- When working on ladders or scaffolding, rest power tools on a flat surface or place them in a bin secured to the ladder. Falling tools are dangerous.
- Use a ground fault circuit interrupter when working with power tools.
- Wear appropriate personal protective equipment.
- Properly store and care for tools.

Do NOT...

- Use any tool unless you are trained to do so.
- Unplug a tool by pulling on the cord.
- Clean or repair a tool while the power is connected.
- Wear rings, jewelry or loose clothing when operating power tools.
- Handle a power tool with wet hands or while standing on a wet surface.

SCAFFOLDING

Do You Know How to Use Scaffolding Properly?

A scaffold is an elevated working platform for supporting both workers and materials. Scaffolds are generally temporary with their main use being in maintenance and construction. When erected and used correctly, scaffolding provides a convenient, safe, and efficient work platform.

Improper and makeshift scaffolds can be sources of trouble and responsible for many accidents through falls and falling objects.

Scaffolding must be erected, moved, dismantled, and altered only by a competent person(s) as required by the Occupational Safety and Health Administration (OSHA).

Most scaffolds fall into one of three primary categories: Tubular, Suspended, & Rolling.

Scaffolds are rated for three types of work. The types of work are: Light-duty, Medium-duty, & Heavy-duty.

Do...

- Use the type(s) of scaffolding designed and rated for the work you are doing.
- Avoid scaffold work during bad weather.
- Set up barricades to prevent moving equipment/vehicles from hitting scaffolding.
- When working under or near a scaffold, wear a hard-hat.
- Inspect all equipment before use.

Do NOT...

- Use equipment that is damaged or deteriorated in any way.

FORKLIFT SAFETY—(LOADER SAFETY)

If your job requires you to operate a forklift, you should have proper forklift training.

Forklifts can be dangerous to work around. Stay safe by remembering these cautions:

Do...

- Work in designated areas only. Avoid shortcuts through traffic areas.
- Let the forklift operator know you're working in the area.
- Be careful not to trip on the lowered forks of a stopped forklift. They may be hard to see.

- Pay attention to what's going on around you. Many forklifts have very quiet motors.
- Listen for horns and look for flashing lights. Stop at corners and doorways and look both ways—just as if you were out on the street.
- Forklifts can move fast. Stay clear when a forklift is backing up or turning.
- Know the inspection requirements, safe operating procedures, and limitations of a forklift before operating it.
- Always wear your safety belt where provided.
- Keep your hands and feet inside the cab.
- Always check for pedestrians!

Do NOT...

- Operate a forklift unless you have received training.
- Walk under the elevated load of a forklift.
- Engage in horseplay around a forklift or loader.

AERIAL LIFT OPERATION

Many tasks involve employees working at heights. Aerial lifts may be used for this purpose. Aerial lifts include: High reach, Scissor lift, & Genie-type lifts

Remember...If you have not been trained, don't operate a lift.

Do...

- Receive training on the equipment, and understand its limitations.
- Visually check around equipment.
- Check engine fluid levels.
- Check for proper tire inflation and lug bolt tightness.
- Observe external machine frame and components for obvious wear or damage.
- Check upper and lower controls for proper operation.
- Make sure all platform bolts are in place and secured.

If any problem is found notify your department head before proceeding.

- Check for obstacles, holes, ditches and soft ground.
- Make sure the equipment is on a firm level surface.
- Check for overhead clearance and location of power lines.
- Wear protective head gear.
- Distribute the load evenly on platform floor.
- Read all safety and operation stickers on the machine.
- Remove the key when not in use.
- Wear an approved safety harness when required.
- Use outriggers, where provided.

Do NOT...

- Allow unauthorized use of the equipment.
- Operate while batteries are being charged (electric lifts).
- Operate the equipment until the platform gates or chains are secure.
- Exceed the rated lift capacity.
- Use on soft or unlevel surfaces.
- Clutter the platform with loose tools or supplies.
- Sit, climb or lean over guard rails.
- Use planks, ladders, scaffolds or any item to extend the lift's reach.
- Override any hydraulic, mechanical or electrical safety device.
- Operate the equipment in high winds.
- Operate the equipment if any part is faulty.
- Weld over exposed batteries.
- Operate within 10 ft. of high voltage wires.
- Use the equipment as a crane or hoist.
- Attempt to free the equipment by lifting it off the ground with the boom.
- Attempt to free the equipment by pushing it with the boom.

BLOODBORNE PATHOGENS

Universal Precautions:

HIV and Hepatitis B

About HIV:

The human immunodeficiency virus (HIV) is the virus that causes AIDS (acquired immune deficiency syndrome). HIV makes people sick by attacking the immune system and preventing it from fighting infection.

About Hepatitis B Virus (HBV):

Hepatitis B virus is a potent bloodborne virus that attacks the liver, causing illness and sometimes death. But HBV is one of the few serious infectious diseases that can be prevented with a safe, effective vaccine. Vaccination is recommended if you work in a profession with risk of exposure.

Transmission of HIV and HBV:

Both HIV and Hepatitis B can only be transmitted through body fluids. Examples include: Blood, Semen, & Vaginal secretions.

Universal Precautions to Prevent Infection:

Do...

- Treat blood and body fluids as if they are infectious.
- Protect yourself when appropriate with latex gloves and pocket masks (for CPR).
- Bandage cuts, scrapes and broken skin.
- Wash hands and exposed area with soap and water immediately after exposure.
- Discard sharp objects in the appropriate containers.
- Notify your department head and Personnel Director promptly if you think you've been

exposed.

Do NOT...

- Break, bend or recap used needles or other sharp objects.
- Eat, drink or store food in an area with potential exposure.
- Smoke, put on makeup or handle contact lenses in an area with potential exposure.
- Expose yourself to blood or body fluids without proper training and proper protective equipment.

HAZARD COMMUNICATION

When should you read an MSDS? Before you begin a job!

What is HAZCOM?

The Hazard Communication Program is a system to inform employees of safe handling procedures and safe use of hazardous chemicals to prevent illnesses and injuries in the workplace.

Three Elements of Hazcom: Material Safety Data Sheets (MSDSs), Labeling Procedures, & Employee Training.

What is the Employee's Responsibility?

Employees must learn and practice the procedures provided through Hazard Communication information and training. Employees must know how to obtain and use information on labels and MSDSs and follow appropriate work practices. If a question arises concerning hazardous chemicals, employees must stop their work and either read the MSDS and the label or seek additional information from their department head.

Reading Material Safety Data Sheets

The MSDS is designed to tell you about chemicals, including the ingredients, health and safety hazards, storage requirements and precautions.

Where are MSDSs Located?

Yellow MSDS books are kept in each work area where hazardous chemicals are used.

Labels

Suppliers of hazardous chemicals are required to label their product with the product identity and appropriate hazard warnings. The labels must also include the name and address of the chemical manufacturer or other responsible party. Labels must be printed in English, but may be printed in another language in addition to English. Do not accept or use containers without readable labels. If a chemical is transferred from its original container to a secondary container, the secondary container must also be labeled.

Labeling System

The labeling system used by the City of Plymouth is a modified version of the National Fire Protection Association (NFPA) warning system.

What is the NFPA Diamond?

The NFPA uses a diamond-shaped warning symbol which has four color-coded sections. The blue diamond on the left reflects the health rating; the red diamond is the flammability rating; the yellow diamond on the right is the reactivity rating; and the white diamond on the bottom contains special symbols indicating properties not explained by the other sections. The rating for each section is a number from 0 to 4, indicating the degree of hazard. A “0” indicates a minimum hazard, and a “4” indicates a severe hazard.

Do I Need Training?

Every employee who works with or is potentially exposed to hazardous chemicals needs training regarding the safe use of those chemicals. In addition to training, employees will receive information on the OSHA Hazard Communication Standard.

Area Specific Training

The department head in each area is responsible for instructing employees on the specific hazardous substances likely to be encountered in the work area, before employees are permitted to work in the area. Initial instruction may be incorporated into the Operating Guidelines for each area or provided as separate training.

Additional instruction must be provided to employees whenever a new chemical hazard is introduced into the work area.

CONFINED SPACE ENTRY

Don't Go In Alone!

If your job requires you to enter confined spaces, you must receive training prior to working in a confined space.

A confined space...

- Has a limited or restricted means for entry or exit.
- Is not intended to be occupied by human beings on a regular basis.
- Is large enough and so shaped (or configured) that an employee can enter and perform assigned task(s).

If you question whether a space is a confined space or not, **DO NOT ENTER**. Call your department head.

Examples of confined spaces: Tunnels, ducts, trenches, pits, sewers, stacks, tanks, digesters, hoppers, diked areas, storage bins, septic tanks, pump or lift stations, equipment housing, and underground utility vaults.

Permit-required confined spaces should have a sign at the entry points stating: **Any employee who is required to enter a permit-required confined space must receive training prior to entry or work.**

ASBESTOS

Know the locations where asbestos may be present.

What is Asbestos?

The term “asbestos” refers to a group of minerals mined from the earth that have been used in many building products because of their special properties, in particular their fire-retardant and heat-insulating qualities. Today, a great deal is known about the possible health hazards that result from long-term overexposure to asbestos. It is very important for your health and the health of co-workers to take appropriate precautions while working with or around asbestos.

In order for there to be an exposure to asbestos, it must be disturbed and be in a friable condition. Friable means that the asbestos-containing material can be crumbled to powder by hand pressure when dry. In order to protect yourself and others, it is important to know some of the locations where asbestos may be present.

The following provides some of the more common locations where asbestos can be found.

On Ceilings:

Asbestos can be found in popcorn-like textured material spray-applied as an acoustical or decorative finish.

In Walls:

Asbestos can be found in some wall boards. The mud-like material used to fill cracks in wall boards commonly contains asbestos.

In Floors:

Asbestos is commonly present in commercial and residential floor tiles and sheet flooring. Asbestos is also very common in the adhesive materials used to apply flooring.

Around Pipes, Boilers and Ducts:

Asbestos was used to wrap water and steam pipes, tanks, boilers, and duct systems.

Friction Products:

Many cars, trucks, golf carts & pargos have asbestos in the brake shoes, brake pads & clutch facings.

If you have not been trained to work with asbestos, do not sand, cut, scrape, remove or drill into walls, ceilings, floors or pipes unless you positively know that the locations have been identified as “Asbestos-Free”.

LEAD

What Is Lead?

Lead is a heavy, soft gray metal. It has been used widely in industrial settings due to its resistance to corrosion.

The potential for lead exposure exists during construction processes that involve paints or coatings containing lead. It is very important for your health and the health of co-workers to take appropriate precautions while working with lead-containing products.

In order to protect yourself and others, it is important to recognize common types of work where lead exposure could occur:

Abrasive Blasting:

The removal of scale, rust, and dirt from surfaces prior to repainting.

Welding, Cutting and Burning on Steel Structures:

The process of heating painted steel to its melting temperature typically by using a torch or a welder.

Manual Scraping and Sanding:

The process of lead paint removal which involves the application of hand-held scraping or sanding tools to the painted surface containing lead.

Lead Burning:

Involves torch melting or fusing of lead to another lead object.

Heat Gun Application:

The use of a heat gun that produces a stream of hot air which is directed to surfaces to soften lead paint which is later scraped off.

Power Tool Cleaning:

Involves the use of power tools (e.g., grinders, brushes, needle guns, sanders, etc.) to remove dirt, scale, or paint from structures where lead-containing paint is present.

If you have not been trained to work with lead, do not conduct any of the activities described above unless you positively know that the materials/surfaces have been identified as “Lead-Free”.

If you should have any questions about the presence of asbestos or lead, notify your department head immediately.

SAFETY MESSAGE FROM THE CITY MANAGER

All City Safety Policies and practices have been and are being developed to address known hazards under normal and ideal conditions. It is not practical to attempt to cover every possibility that may arise. The safety habits developed by all employees, including supervision, will assist with the establishment of a safe work zone.

While this Manual provides general information and sets some minimum standards, the policies issued here do not preclude the use of common sense and additional measures to provide for a safer work site. In addition, each Department of the City may have additional published guidelines and policies related to safety. Each employee is responsible to partner with the City to assure compliance with safe and healthy work practices.

If you have safety suggestions you may turn those over to either your Supervisor or to the City Manager for review and potential implementation.

Thank you for making the City of Plymouth a safe place to work and to visit.

APPENDIX N: CELL PHONE & SMART DEVICE POLICY

The purpose of this policy is to outline guidelines for cell phone and smart device usage for City of Plymouth employees regarding both City-owned and personal cell phones and smart devices. The guidelines set forth in this policy are to be adhered to during the duration of employment for the City.

This policy is applicable to any person(s) considered to be employed by the City of Plymouth, including but not limited to full-time, part-time, temporary, seasonal, volunteer, and elected employees.

The Policy is as follows:

Cell Phones and Smart Devices Supplied by the City

- Cell phones and smart devices provided by the City are intended for work purposes and not personal use. The City retains the right to inspect the devices and the information they contain or store and, therefore, employees should have no expectation of privacy.
- The City may supply cell phones and/or smart devices to employees for mandatory use during business hours.
- All cell phones and smart devices and the information they contain or store remains the property of the City of Plymouth and the employee is responsible for the care and upkeep of the device(s). In the event that a device is lost or damaged, the employee will be held responsible for the replacement cost. Upon leaving employment with the City for any reason, the employee will return any City-owned cell phone(s) and/or smart device(s).
- Employees may be required to pay for charges incurred by personal use of City-owned cell phones and/or smart devices.
- Abusing cell phone and/or smart device usage will result in disciplinary actions up to and including termination.

Personal Cell Phone and Smart Device Usage

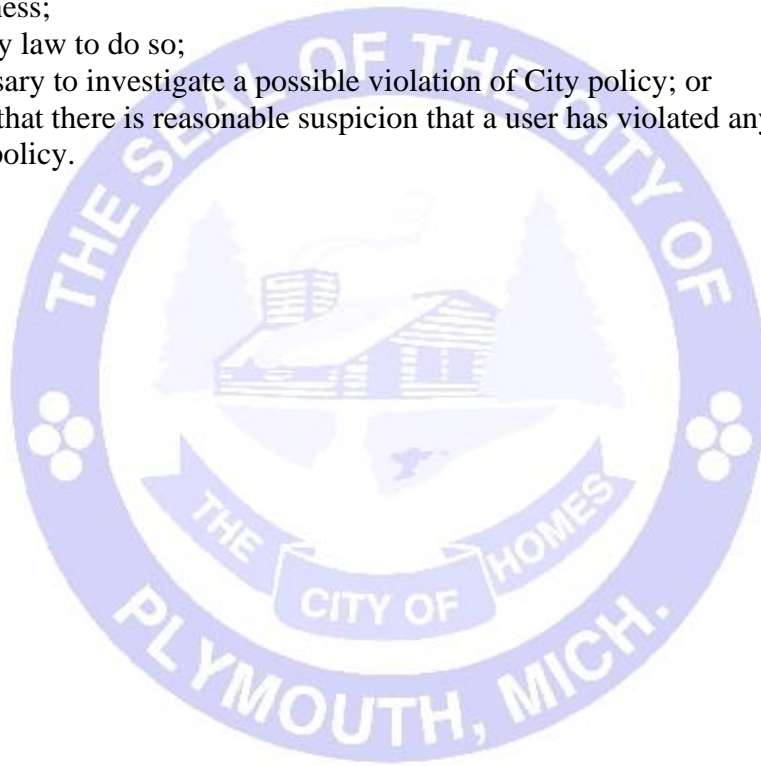
- Cell phones and/or smart devices may be used for occasional, brief personal use if necessary, but usage must not interfere with work responsibilities.
- Cell phone and/or smart device usage is acceptable while an employee is on his/her lunch break or outside of normal business hours.
- Exceptions can be made in case of an emergency.
- Abusing personal cell phone and/or smart device usage will result in disciplinary actions up to and including termination.
- If a personal cell phone and/or smart device is used for City business, the following "Bring Your Own Device" policies apply:
 - All records for City business, including, but not limited to e-mail, texts, documents, photos, audio, or videos created and stored on the cell phone and/or smart device are the property of the City, and employees should have no expectation of privacy.
 - All records for City business created or received on the personal device(s) may be

considered official records of the City and retained as documentation of official policies, actions, decisions or transactions.

All City business related documents and communications on both City-owned and personal cell phones and/or smart devices are considered public records and are subject to requests under the Freedom of Information Act (FOIA).

As a matter of policy, the City will not routinely monitor City-owned or personal devices. However, the City reserves the right to access employees' devices, both City-owned and personal, for reasons including, but not limited to the following:

1. Upon leaving employment with the City for any reason, a user's cell phone and/or smart device may be accessed for the purpose of saving those messages and documents that pertain to City business;
2. If required by law to do so;
3. When necessary to investigate a possible violation of City policy; or
4. In the event that there is reasonable suspicion that a user has violated any of the prohibited uses in this policy.



APPENDIX O: SOCIAL MEDIA POLICY

Purpose

This policy defines the appropriate usage of social media for City of Plymouth employees and provides guidelines for the use of such media.

Applicability

This policy applies to anyone who uses City technology resources, including employees, temporary employees, contractors, vendors, volunteers, elected personnel, and all others.

Definitions

- a. Internet: the Internet is a worldwide “network of networks”, including bulletin boards, World Wide Web (WWW), data servers, applications, messaging services, and other functions and features, which can be accessed via a computer or other device with internet.
- b. Digital Equipment: Includes but is not limited to computers, laptops, telephones, cellular telephones, Personal Digital Assistants (PDA’s), and combination devices such as Blackberries or iPhones. Any technology provided by the City for communications, computing, printing, etc, or personal devices that access City resources are covered by this definition.
- c. Data Files: Information contained in files such as email messages, database tables, telephone records, extracts from databases or output from applications.
- d. Messaging: Any technology used to facilitate digital communication, including but not limited to Instant Messaging (IM), electronic mail (email - both City-provided and through external services for personal use), peer-to-peer networking (P2P), mobile, fixed, and software-based voice over Internet protocol (VoIP) devices.
- e. City-Owned Technology Resources: Technology resources paid for by City funds, including, but not limited to: Internet/Intranet/Extranet-related systems, computer equipment, software, operating systems, storage media, network accounts providing electronic mail, and systems that enable web browsing, and file transfer.
- f. Social Networking: Any Internet site that is focused on creating “networks” of individuals such as MySpace, FaceBook, LinkedIn, etc.
 - 1. Includes sites where posts on behalf of the City can be seen by numerous followers, subscribers, etc. such as Twitter.
- g. Mobile Apps: Any application or program developed by the City to be used on a smart phone/device for the purpose of posting to or updating social media sites.
- h. Hacking/Hacking Tools: Behavior and tools designed to circumvent security measures, or to otherwise effect unauthorized changes to computer hardware or software.
- i. Peer-To-Peer Networking: Protocol or service for networking devices without a centrally managed server, allowing the exchange/sharing of files directly with other computers on the network.
- j. Communication Protocol: An agreed-upon method of communication used within networks.
- k. Malware: A general term for potentially hostile software; encompasses viruses, Trojans, spyware, etc.

A. Policy

- a. City Resources are for City Business: City-owned technology resources shall serve the business needs of the City of Plymouth.
- b. Confidentiality: City-held information on the constituents of the City of Plymouth may not be disclosed without a clear business need, or public disclosure request.
- c. Limited Personal Use: City-owned technology resources may be used for personal purposes on a limited basis, providing the following requirements are met:
 - No marginal cost to the City
 - No interference with work responsibilities
 - No disruption to the workplace
 - No impact on technology performance for the City
 - No expectation of privacy
- d. Limited use of external email services: The limited use of an external email service is allowed, providing that the service applies anti-malware controls in a manner equivalent to that provided by the City.
- e. Music/Video: City computers must not be used to store music/audio/video files for personal use.
- f. Specific Prohibitions and Limitations: City policies regarding acceptable behavior and communication will apply to use of the Internet and messaging. Specifically prohibited use includes but is not limited to:
 - Conducting a private business or doing work for another employer;
 - Political campaigning;
 - Accessing sites which promote exclusivity, hatred, or positions which are contrary to the City's policy of embracing cultural diversity;
 - Accessing inappropriate sites including adult content, online gambling, and dating services;
 - Accessing sites that promote illegal activity, copyright violation, or activity that violates the City's ethical standards;
 - Using the internet to obtain or disseminate language or material which would normally be prohibited in the workplace (such as sexually explicit material);
 - Using encryption technology that has not been approved for use by the City;
 - The use of personally owned technology for conducting City business, where official City records are created but not maintained by the City;
 - Making unauthorized general message distributions to all users (everyone);
 - Installing any software that has not been approved by the City;
 - Sharing or storing unlicensed software or audio/video files;
 - Using security exploit tools (hacking tools) to attempt to elevate user privileges or access unauthorized resources;
 - Using a City email address when posting personal messages to public forums (e.g. blogs, social media sites, wikis, and discussion lists);
 - Accessing sites that distribute computer security exploits ("hacking sites");
 - Excessive use of online shopping;

- Excessive use of social networking sites for personal use;
- Excessive use of streaming media for entertainment during work hours;
- The use or installation of unauthorized Instant Messaging (e.g. AIM, Yahoo Instant Messenger, Meebo, IRC, etc.); links and attachments are prohibited using the authorized IM client;
- Using unauthorized peer-to-peer networking (e.g. E-Mule, Kazaa, Limewire, Warez, etc.);
- The use of ‘soft’ VoIP phones (e.g. Skype, Vonage, etc.)

NOTE: If any of the above prohibited uses is required for a legitimate business reason, it is management’s responsibility to follow the exception process as referenced in *Section E*.

- Use Standard Resources Only: Digital equipment and all applications must be authorized and installed by appropriate personnel. Only software, hardware, and communication protocols that meet the City’s defined standards will be installed unless an exception has been documented in writing.
- Additional Cost to the City: Resources that incur a cost to the City, whether accessed via the Internet, mobile/PDA, email, or other applications, must not be accessed or downloaded without prior approval. It is the City Manager or IT Manager's responsibility to assure the business need, applicability, and safety of any new resource.
- No expectation of Privacy: Nothing in this policy confers an individual right, or can be construed to provide an expectation, of privacy. Employees must not expect privacy in the use of City communications and digital equipment.
- Conflicts: If any component of this policy conflicts with any applicable collective bargaining agreement, the collective bargaining agreement shall control. The remaining non-conflicting features of this policy shall remain in effect.

B. Social Media Posting on Behalf of the City of Plymouth

- Wherever possible, content posted to the City of Plymouth social media sites should contain links directing users back to the City’s official websites for in-depth information, forms, documents, or online services necessary to conduct business with the City of Plymouth.
- Departmental public information staff or those otherwise authorized will be responsible for the content and upkeep of any social media sites their department may create.
- Wherever possible, all City of Plymouth social media sites shall comply with all appropriate City policies and standards.
- Any content maintained on a City of Plymouth social media site that is related to City business, including a list of subscribers and posted communication, is a public record.
- The City reserves the right to restrict or remove any content that is deemed in violation of the social media policy or violates the ethical standards/policies held by the City.
- All requirements stated above apply to any authorized person posting to any social media site on behalf of the City of Plymouth, including but not limited to FaceBook, Twitter, and any mobile application developed by the City.

New section Added: Employees must refrain from using social media while on work time or on equipment provided by the City, unless it is work-related. Employees must not use the City

email addresses to register on social networks, blogs or other online tools utilized for personal use.

The City encourages employees to be respectful, fair and courteous to fellow employees, citizens, vendors or people who work on behalf of the City or visit the City. Employees are more likely to resolve work-related complaints by speaking directly with their co-workers or supervisor or by utilizing our Open Door Policy than by posting complaints to a social media outlet.

Nevertheless, if an employee decides to exercise their Section 7 rights under National Labor Relations Act (or the state counterpart) by posting complaints or criticisms, they must do so in a lawful manner and avoid using statements, photographs, video or audio recordings that reasonably could be viewed as obscene, intimidating, abusive, demeaning, or threatening, or that unlawfully defame individuals, or that might constitute unlawful harassment or bullying.

Examples of such impermissible conduct might include offensive posts meant to intentionally and unlawfully harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, color, national origin, weight, height, sex (including pregnancy and conditions related to pregnancy), sexual orientation, transgendered status, disability, genetic information, religion, veteran or marital status, misdemeanor arrest record, or any other status protected by law or City policy.

The following procedures also apply:

- A. Be truthful and accurate. Employees must always strive to be truthful and accurate when posting information or news, and any mistakes should be corrected promptly. Be open about any previous posts you have altered/corrected. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false or in reckless indifference to its truthfulness about the City, fellow employees, citizens, suppliers, people working on behalf of the City or visitors to the City.
- B. Do not misuse, share or make any unauthorized post of information that is proprietary, business secrets or other such confidential information (i.e., confidential financial data) of the City, its citizens, or fellow employees. Use good ethical judgment and follow City policies and federal requirements such as the Health Insurance Portability and Accountability Act (HIPAA) of 1996.
- C. Express only your personal opinions. Never represent yourself as a spokesperson for the City unless you have been authorized as such in advance in writing. If the City is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that you are expressing your own views and that they may not represent those of the City, fellow employees, or citizens of the City. If you do publish a blog or post online about the work you do or subjects associated with the City, make it clear that you are not speaking on behalf of the City. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the City" to avoid misunderstanding.
- D. Be transparent. If an employee participates in or maintains a social media site *on*

behalf of the City (i.e., has been authorized to do so), the role and goals of the page must be clearly stated. Keep in mind that employees who post with a City username are not using a personal account but are representing the City. Users will view such posts as coming from the City. Under such circumstances, what is said in the post directly reflects on the City. Employees may discuss with their Manager the circumstances in which they are empowered to respond directly to users and when approval may be needed.

E. Retaliation for reporting violations of this policy is prohibited. The City prohibits taking adverse action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation concerning such violations. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

F. Media contacts. Employees should not speak to the media on the City's behalf without first contacting the City Manager or Mayor and receiving written permission. All media inquiries to the City should be directed to the Mayor or City Manager.

G. The City reserves the right to monitor postings and content to ensure compliance with this policy, but it will not take any action against employees who lawfully exercise their Section 7 rights. Further, in accordance with Michigan's Internet Privacy Protection Act, the City will not (1) request access to pages of an employee's private internet account that are not visible to the public, (2) request passwords to enable it to access private pages (including sending a friend request), or (3) discipline any employee who refuses/fails to provide such access or passwords.

C. Responsibilities

a. Employee responsibilities

- Monitor personal use of the internet, messaging, and other applications, to ensure that the City is being appropriately served;
- Adhere to City standards as discussed in the policy language above;
- Read and adhere to relevant policies;
- Obtain authorization from their supervisor before incurring charges (ex. downloading data or accessing a paid service); and
- Obtain authorization to download and install additional software.

b. Management Responsibilities

- Support enterprise-grade technology to enforce this policy, to ensure that the primary purpose of that use is to meet City business needs, and that relevant City standards are met; and
- Review and make decisions regarding the approval of all non-work related broadcast announcements. Acceptable uses for non-work related broadcast announcements would include arrival or departure of a department employee or a departmental charitable campaign event.

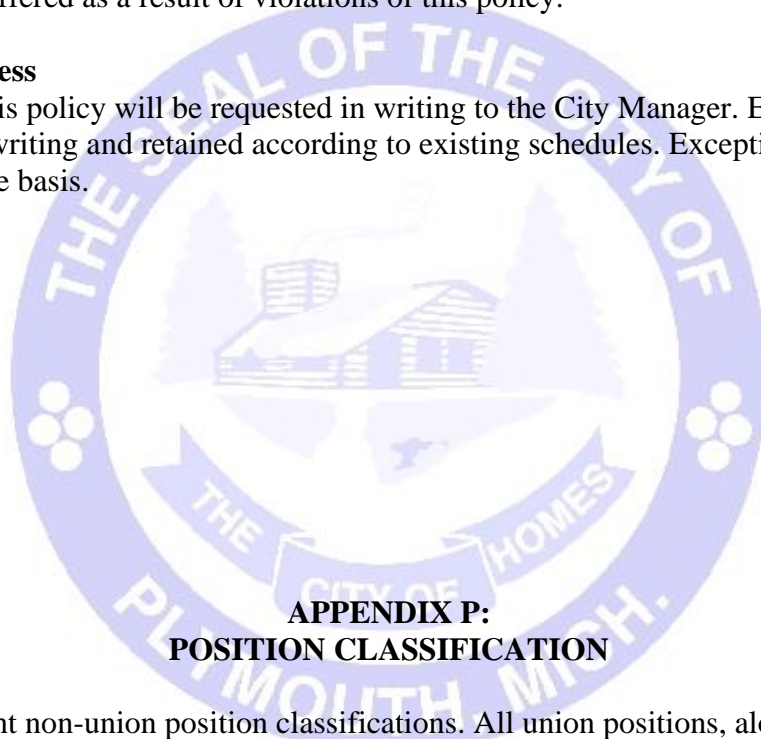
D. Policy Enforcement

In order to safeguard City resources, violators of this policy may be denied access to City computing and network resources and may be subject to other disciplinary action within and outside the City. Violations of this policy will be handled in accordance with the City's established disciplinary procedures. The City may temporarily suspend, block or restrict access to computing resources and accounts, independent of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, confidentiality, or availability of City computing and network resources, or to protect the City from liability.

- a. If violations of this policy are discovered, the City will take appropriate actions to resolve the issue and violators may be subject to disciplinary measures up to and including termination.
- b. If violations of this policy are discovered that are illegal activities, the City may notify appropriate authorities.
- c. The City reserves the right to pursue appropriate legal actions to recover any financial losses suffered as a result of violations of this policy.

E. Exception Process

Exceptions to this policy will be requested in writing to the City Manager. Exceptions will be documented in writing and retained according to existing schedules. Exceptions may be granted on a limited-time basis.



APPENDIX P: POSITION CLASSIFICATION

Below are the current non-union position classifications. All union positions, along with the City Manager are not listed. In addition, all seasonal, temporary, volunteer and various other positions are not listed. The corresponding pay scale is available from Human Resources.

Supervisory Administrative Classification
A. Arena and Hockey Op. Coordinator Senior Transportation Coordinator
B. Executive Secretary

C. Ice Arena Manager Recreation Programmer	Non-Supervisory Administrative Classification
D. Assistant Recreation Director DMS Foreman	
E. Building Official City Clerk Community Development Director DDA Director Executive Assistant to City Manager Recreation Director Treasurer	
F. Assistant Municipal Services Director IT/HR Director	
G. Finance Director	
H. Municipal Services Director	1. Accounting Technician Accounts Payable Clerk Administrative Secretary Cable TV Operator Finance Clerk Janitor Office Coordinator Office Manager Payroll Clerk Police Records Technician Rink Guard Senior Transportation Driver Utility Billing Clerk Youth LTP Hockey Program Director Zamboni Operator/Ice Technician
I. Director of Public Safety/Chief of Police	2. Accountant
	3. DDA Coordinator Election Technician
	4. Accountant/Assessing Assist. Assistant to Community Development Director Code Enforcement Officer/Special Projects Coordinator
	5. Assessing Coordinator

APPENDIX Q: Organizational Chart August 2015 Page 1 of 2

