

# EXHIBIT “A” TO ORDINANCE 16-09

## City of Alachua Personnel Policies and Procedures Manual

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## CHAPTER I

### General Provisions

#### 1.01 ~~1.01~~ Purpose

The ~~purpose of the~~ Personnel Policies and Procedures ~~is to establish~~ establishes policies and defines procedures which will serve as a guideline to administrative actions concerning personnel activities. These policies ~~are intended to~~ indicate the customary and the most reasonable methods whereby the aims of the Human Resource Management System can be carried out. It is the intent of the City of Alachua to provide policies of personnel administration consistent with accepted personnel practices and to promote good employer/employee relations. The information contained in ~~these Policies and Procedures~~ the Manual is intended as a general guide for employees. They do not constitute any form of employment contract or guarantee of continued employment or of any benefit contained herein. Rather, all employment with the City is at will and either the City or the employee may terminate the employment relationship at any time. ~~This~~ document is not intended to be a legally enforceable contract (either express or implied). It is also not intended to create any legally enforceable obligations on the part of the City.

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#### 1.02 City Government

The City of Alachua operates under a commission-manager form of government. The five- member elected commission is comprised of an elected mayor and four (4) elected city commissioners and is responsible for the establishment and adoption of policy for the City. The City Manager, appointed by the City Commission is the chief executive officer of the City. The City Manager is responsible for establishing organizational goals and providing overall administration and direction to all City departments. In accordance with the City Charter, except for the purpose of ~~inquires~~ inquiries and investigation, the City Commission shall deal with employees solely through the City Manager, so the City Manager may coordinate efforts of all City departments to achieve the greatest possible savings through the most efficient and sound means available.

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#### 1.03 ~~1.03~~ Code of Ethical Standards

##### A. Declaration of Policy

To encourage employees to ~~conscientiously~~ remain conscientious and maintain acceptably high ethical standards, the voters of Florida in 1976 approved Article II, Section 8, of the Florida Constitution entitled "Ethics in Government". In addition, the Florida Legislature enacted Florida Statutes Chapter 112, Part III, entitled "Code of Ethics for Public Officers and Employees". These provisions are general in nature and the Commission on Ethics, authorized by Section 8 of the Constitution and created by Florida Statutes, Chapter 112, encourages political subdivisions including municipalities to adopt ethical standards tailored to their particular needs. In accordance with these statutes and constitutional provisions, the City of Alachua hereby adopts this Code of Ethical Standards.

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Since it is neither desirable nor possible to list all possible activities that could result in a breach of the public trust, this code serves as a guideline and statement of policy. Each employee bears a personal responsibility for assessing his or her own compliance with these policies and procedures. The ethical connotations of every action shall be considered carefully and be directed toward enhancement rather than erosion of the public trust.

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### B. Administration of the Code of ~~Ethics~~ Ethical Standards

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Where a question arises concerning whether or not any activity conforms to this Code of Ethics, the City Manager shall decide the question. Questions on key decisions may be referred to the City Commission for comment and advice at the City Manager's discretion.

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### C. Fair and Equal Treatment:

Every employee must treat all citizens with courtesy, impartiality, fairness and equality under the law. No employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

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### ~~D.~~

### D. Use of City Resources:

Use of City resources for other than City business is prohibited. Using City personnel, vehicles, equipment, material or funds (including expense accounts) for other than legitimate City business is prohibited and such prohibited use is considered a breach of ethics.

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### ~~E.~~ E. Conflict of Interest:

No employee shall solicit or accept free or discounted goods, services, prizes, gifts, favors, accommodations, entertainment, discounted loans or anything else of value. This code must be read as proscribing the appearance of impropriety as well as actual conflicts of interest. No circumvention of this code is permitted by diverting free or discounted goods or services to family or associates of employees in order to avoid direct acceptance of gifts.

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Exception - NO breach of ethics is deemed to occur under the following circumstances:

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1. Free or discounted goods, services, loans, premiums and gifts available to the general public are excepted. Discounts, loans, premiums or gifts offered to the general public or a representative group thereof (a representative public group shall not predominantly consist of public officers and employees) may be accepted by employees on the same terms as offered to the public, ~~provided there is~~. There must be no evident intent

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to influence the decisions or performance standards of the employees in performing their official duties. (This exception is intended to permit participation in discounts offered to the public. Such discounts may be via sources including but not limited to: coupons in newspapers and other publications, ~~discount~~general sales offered to the public, premiums and prizes offered certain open-membership groups such as Diners Club, Master Card, bank and credit union loans on terms offered to the public or to members of other credit unions, and the like. This exception is permitted only where no relationship exists between the official position of the recipient and the discounted goods or services received.)

2. ~~Restricted exception to food~~ Food and drink at meetings and public gatherings ~~is under restricted exception.~~ Food and drink may be accepted infrequently by employees, without breach of ethics, providing there is no evident intent to influence official decisions or performance standards. (This exception is intended to permit attendance at breakfast, lunch and dinner meetings of organizations and committees and the like where the food is largely incidental to the occasion and expenditures per guest by the host are nominal.)
3. Promotional materials of inconsequential value are excepted. No breach of ethics occurs when the item accepted is unsolicited advertising promotional material or award and is of small resale value, such as a pen, pencil, note pad or calendar.
4. Campaign contributions are excepted. No breach of ethics occurs when a campaign contribution is accepted and publicly reported in accordance with the applicable election laws.
5. Incentive and merit awards are excepted. If the City or any group there from, with the approval of the City Manager, offers or gives an award, prize, premium or such, no breach of ethics occurs when an employee accepts.
6. ~~6.~~ Certain de minimis uses when approved by the employee's supervisor and within the meaning set forth in the Internal Revenue Code.

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~~F.~~ All unpermitted gifts must be immediately declined, returned or discarded. Employees must report receipt of any excepted item not available to the general public to their supervisors and Human Resources by the end of each month. Employees found in violation of this policy will be subjected to immediate disciplinary action, up to and including termination of employment.

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### **F. Gratuities in General: Discretion and caution are recommended.**

In accepting even nominal gifts, treats or benefits of any kind, all employees shall carefully refrain from incurring obligations expressed, implied or reasonably presumable by others. Therefore, ordinary discretion suggests a polite but firm refusal of even minor largess (including food or drink) from those having business

## EXHIBIT "A" TO ORDINANCE 16-09

relationships with the City, or from those who may be affected by the professional judgment and job performance of the gift recipient. This paragraph does not intend to inhibit normal gift giving among family and friends on festive occasions. It does aim to discourage business oriented or other gifts with even the subtlest connotations of reciprocal obligations that could be fulfilled with preferential treatment.

### **G. ~~G.~~ — Contracts with the City:**

Except for publicly recorded salary and benefits, no employee may receive any additional personal financial benefit (income, goods or service, or increase in equity or other value) from any transaction of the City, ~~including~~. Such policy includes but is not limited to contracts for construction and transactions for the sale or purchase of goods, services or real estate, except those indirect and incidental public benefits and conveniences accruing to all citizens under similar circumstances.

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### **H. ~~H.~~ — Policy or Legislative Matters Before the City Commission:**

Any employee who has a financial or other private interest shall disclose such interest in any matter ~~before the City Commission~~ requiring a decision and vote by the City Commission ~~or~~. The same will apply to any employee who contributes to the preparation, presentation or discussion of an official report or recommendation to the City Commission affecting such financial or other private interest ~~shall disclose~~. Such disclosure should occur at the appropriate public meeting, orally or in writing, be duly recorded in the minutes thereof, and clearly express the nature and extent of such interest. ~~This~~ The employee shall make this disclosure ~~shall be made~~ prior to any vote by the City Commission.

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### **I. — Penalties:**

~~Violation of the provisions of this policy may result in disciplinary action, up to and including discharge, to be imposed pursuant to the Code of Conduct.~~

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### **1.04 ~~1.04~~ — Creed for Public Employee:**

- A. The public employee feels that the public business is respectable, efficient and honorable and that it is as essential as private business.
- B. The public employee realizes that loyalty is the foundation upon which the public service rests. He/she speaks well of and stands by the City whose wages support him/her.
- C. The public employee is governed by high ideals in his/her public and private activities in order that he/she may merit the respect and confidence of people with whom he/she works, and the public, which he/she serves. He/she is careful to conduct himself/herself, both on duty and off, so as to reflect credit upon the City.
- D. The public employee renders efficient service to the best of his/her ability, for efficiency begets public confidence and assures economical operation of

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## EXHIBIT “A” TO ORDINANCE 16-09

municipal activities.

- E. The public employee is resourceful and considers it his/her duty to improve himself/herself continually, to increase his/her output of work and to expand the scope of his/her usefulness. Formatted: Tab stops: Not at -1" + 1"
- F. The public employee has a thorough knowledge of his/her own job and possesses a profound respect for its importance. Formatted: Tab stops: Not at -1" + 1"
- G. The public employee is tolerant of the opinions and conduct of others. He/she has a full recognition of the rights and honest misunderstandings of the average citizen and of his/her fellow employees. Formatted: Tab stops: Not at -1" + 1"
- H. The public employee believes that a dual responsibility exists between him/her and the municipal government. Since the City is responsible for the payment of adequate wages, fair labor relation policies and job security, the obligation rests upon him/her to render honest, efficient and economical service in the performance of his/her duties. Formatted: Tab stops: Not at -1" + 1"
- I. The public employee is courteous, pleasant and tactful in his/her contacts with the public and fellow employees, for courtesy builds good will that money cannot purchase. Formatted: Tab stops: Not at -1" + 1"
- J. The public employee recognizes that the chief function of government is to serve the best interest of all persons all the time. Formatted: Tab stops: Not at -1" + 1"

~~1.05~~

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## EXHIBIT "A" TO ORDINANCE 16-09

### 1.05 Scope

~~These policies and procedures~~ The Manual shall apply to all positions in the City Government with the exception of the following:

- A. Members of City Commission and other Boards
- B. City Manager/Clerk
- C. City Attorney

Where a contract exists between the City of Alachua and employees belonging to a bargaining unit the contract takes precedence over this policy.

### ~~1.06~~

### 1.06 Amendment of Code

The City Commission may amend these ~~polices~~ policies and procedures within the Code of Ordinances upon the recommendation of the City Manager. This document supersedes all previous policies and procedures. It is a reference document and not intended to contain all of the official policies and procedures of the City.

### ~~1.07 Changes~~

### 1.07 Updates to Manual

The City may change these policies and procedures with regard to matters covered herein and such changes may not be reflected at the time in which they are read. The policies and procedures may be modified from time to time by management and shall supersede any written information previously distributed.

Copies of the City of Alachua Personnel Policies and Procedures are maintained on file with the various city departments. Each employee will be issued one (1) personal copy of the Personnel Policies and Procedures by signing a receipt for same. It is each employee's responsibility to be familiar with and abide by these policies and procedures. Employees may contact ~~the~~ Human Resources ~~Department~~ if they need more information.

### 1.08 ~~1.08~~ Administration

- A. ~~The~~ Human Resources ~~Director~~ is responsible for the administration and technical direction of the City Personnel Policies and Procedures.
- B. Department Directors are responsible for the proper and effective administration of these policies and procedures within their respective departments. Routine matters pertaining to enforcement may be delegated.
- C. Employees with questions or concerns regarding these policies and procedures shall be referred to ~~the~~ Human Resources ~~Department~~.

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## EXHIBIT “A” TO ORDINANCE 16-09

### 1.09 ~~1.09~~ Violation

Violation of any the ~~provisions of these~~ policies ~~and procedures~~ found within may be grounds for rejection for employment ~~or promotion, suspension~~, demotion, reduction in compensation, ~~dismissal~~ verbal and/or written reprimand, suspension and/or termination of employment or any combination thereof.

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# EXHIBIT “A” TO ORDINANCE 16-09

## CHAPTER II

### Definition of Terms

#### 2.01 Terms

#### 2.01 Terms

For the purpose of these Personnel Policies and Procedures, the following terms shall apply. Non-defined terms shall be given their ordinary and common meaning as determined by the City Manager.

~~**Allocation:** The assignment of a position to its appropriate class in accordance with the duties performed.~~

**Anniversary date:** The date upon which an individual ~~is~~was hired as a regular employee.

**Appeal:** An application for review of an alleged grievance submitted or instituted by an employee to higher authority.

**Appointment:** The offer to a person, and the acceptance, of a position authorized by the appointing authority.

~~**Classification Plan:** The official or approved system of grouping positions into an appropriate class.~~

**Compensation:** ~~The standard~~All applicable rates of pay which have been established for the respective ~~classes of work positions~~positions set forth in the ~~classification / compensation plan~~Compensation Plan.

**Compensation Plan:** The official schedule of ~~pay assigning pay rates to~~salary ranges for each ~~class~~approved position title.

**Department Director:** Employees of the City designated by the City Manager to be the head of a department.

**Demotion:** The assignment of an employee from one ~~class to position~~another class, ~~which~~that has a lower ~~minimum~~level of autonomy, responsibility and ~~maximum rate of pay/ or compensation range~~.

**Dismissal:** ~~Complete involuntary separation of any employee from the employment with the City other than by death, retirement or resignation.~~

**Employee:** Any employee of the City covered by the provision of these policies and procedures.

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- A. **Salaried/Exempt Employee:** Those employees that meet the criteria for exempt status under the Fair Labor Standards Act (FLSA).
- B. **Non-exempt—/Hourly Employee:** Any employee whose official performance is subject to FLSA and who is compensated on an hourly basis.
- C. **Non-exempt Salary Employee:** Any employee with a fixed schedule and salary however ~~non-exempt~~ nonexempt under the FLSA.

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**Form:** A document with blank spaces designed as a way to collect information. May be ~~changed~~ updated or ~~altered~~ reformatted by management ~~from time to time~~ as needed to carry out the purpose and intent of City policies and procedures.

**Full Time Employee:** An employee whose official performance of duty requires 40 or more working hours per week ~~and is benefit eligible~~

~~**Group:** A number of positions that involve similar duties, responsibilities and/or qualifications and are designated by a title indicative of the kind of work performed.~~

**Insubordination:** The unwillingness on the part of an employee, whether by action or omission, to submit to the authority vested in any supervisor as outlined in the Personnel Policies and Procedures.

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**Job Description:** A general outline describing the current duties, responsibilities, general requirements and qualifications for a single position. Job descriptions are not intended to be all inclusive of the work an employee may be assigned.

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~~**the/this Manual:** interpreted as the City of Alachua Personnel Policies and Procedures Manual.~~

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**Overtime:** Overtime is the required performance of work by non-exempt employees in excess of a forty (40) hour workweek as defined by the Fair Labor Standards Act (FLSA).

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**Performance Evaluation:** The periodic ~~evaluation or~~ appraisal of an employee's work performance.

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**Part-Time Employee:** An employee who regularly works less than ~~40~~ 30 hours per week.

**Position:** A group of duties and responsibilities requiring the full-time or part-time employment of one (1) person. This relates to the duties performed and not to the employee performing those duties.

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**Promotion:** The upgrading of an employee from ~~a one position of one group to a position of another group~~ that has a higher ~~minimum~~ level of autonomy, responsibility

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**Reclassification:** The action of changing the FLSA status of a position based upon reevaluation or the movement of an employee to a position with a different FLSA status.

**Reevaluation:** The action taken to officially change an existing position to a different appropriate group because of a change of duties, responsibilities and/or requirements of the existing position or because of a and via revision to of the classification compensation plan and job description.

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**Regular Employee:** ~~An~~ A permanent employee who has completed a satisfactory initial training period.

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**Resignation:** The voluntary termination of employment by an employee.

**Salary Range:** The minimum to maximum approved hourly or annual compensation for a position based on comparative analysis of the job description.

**Shall/Will:** Interpreted as mandatory.

**Standby Assignment:** An assignment made by a supervisor which requires an employee to be available for emergency work on off-duty time which may include nights, weekends or holidays.

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**Suspension:** Forced leave of absence, with or without pay, of an employee for disciplinary purposes ~~as determined by the City Manager.~~

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**Temporary Employee:** An individual employed for the duration of a particular project, or when regular employment is not anticipated.

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**Termination:** Complete separation of any employee from employment with the City.

**Training Period:** A working test and training period during which the employee is required to demonstrate the knowledge, skills and ability to perform the duties of the position. ~~This time frame allows and requires the supervisor to evaluate an employee's performance and ability when the employee is newly hired or promoted, demoted or reclassified to a new position with particular emphasis on training and supportive corrective action.~~ The initial training period will be six (6) months.

**Transfer:** A change of an employee from one position to another ~~position in~~ with the same ~~class or in~~ a comparable ~~class~~ salary range.

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**Vacancy:** ~~A open~~ An approved position established in a the current budget ~~and~~ that is not currently occupied by an employee.

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# EXHIBIT "A" TO ORDINANCE 16-09

## CHAPTER III

### Recruitment, Selection and Employment

#### ~~3.01~~ **3.01** — Policy Statement

The City of Alachua believes employees to be our most valuable assets. The City is an Equal Opportunity Employer and is committed to recruiting and retaining qualified and diverse employees by offering exceptional benefits and a challenging work environment. We will support the success of our employees by continually providing professional leadership and encouraging training and educational opportunities to enhance career satisfaction and performance. It shall be the policy of the City Alachua to:

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~~A.~~ **A.** — Attract and retain qualified employees meeting or exceeding the minimum requirements of each position as outlined in the ~~position classification plan~~ job description.

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~~B.~~ — ~~Afford equal opportunity to qualified individuals without regard to race, color, creed, religion, sex, age, national origin, marital status, or disability or genetic information, except where the law allows consideration of such factors.~~

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~~B.~~ **C.** — Support veteran's preference requirements pursuant to Florida Statute, Chapter 295, ~~Florida Statutes~~.

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~~C.~~ — ~~D.~~ — Prohibit discrimination against any person in recruitment, evaluation, appointment, training, promotion, retention, or any other personnel action because of race, color, religion, age, creed, sex, national origin, marital status, ~~or~~ disability or genetic information. ~~No retaliation~~ Retaliation against an individual who complains of discrimination or harassment will not be tolerated.

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~~D.~~ **E.** — Comply with the Immigration Reform and Control Act of 1986 by employing only United States citizens and non-citizens who are authorized to work in the United States. All employees are asked on their first day of employment to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (Form I-9). If an individual cannot verify his/her right to work within three (3) business days of hire or provide a receipt for the application of required documents within the same three business days and the actual documents within a total of ninety (90) days of hire, the City must terminate employment. Proof of eligibility to work must be provided at the time of employment for any person hired for less than three (3) business days.

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~~F.~~ — ~~A copy of the City of Alachua's Equal Employment Opportunity Plan is available in the Human Resources Department.~~

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~~G.~~ — E. — Afford equal opportunity to qualified individuals without regard to race, color,

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## EXHIBIT “A” TO ORDINANCE 16-09

creed, religion, sex, age, national origin, marital status, disability or genetic information, except where the law allows consideration of such factors.

### **F. Equal Employment Opportunity**

The City is committed to providing equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to age, race, religion, color, sex, national origin, ~~marital~~ marital status, citizenship status, disability, genetic information or any other protected status in accordance with the requirements of all federal, state and local laws. A copy of the City of Alachua’s Equal Employment Opportunity Plan is available in Human Resources.

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### G. Accommodations

It is the policy of the City of Alachua to afford equal opportunity to all employees, regardless of physical or mental disability. However, all employees with such disabilities are expected to perform the essential functions of their positions as both defined in their respective job descriptions or as performed on a regular basis as part of their normal responsibilities. All employees with disabilities are eligible for accommodations per the Americans with Disabilities Act. Such requests must be made to Human Resources. While the City cannot make all requested accommodations, it will work with the employees to define reasonable terms and supply such terms to the employee. If the employee cannot perform the essential functions with the requested accommodation, the employee may be separated from the City.

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### H. ~~H.~~ Selective Service Registration

1. ~~1.~~ No person who is required to register with the Selective Service System under the Military Selective Service Act, 50 U.S.C. App. 453, may be offered employment by the City in an authorized position, as defined in F.S. 216.011, without proof of such registration.

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2. ~~2.~~ No person who has failed to register as required by the Military Selective Service Act, 50 U.S.C. App. 453, subsequent to October 1, 1988, and who is currently employed by the City may be promoted to a higher authorized position without proof of such registration.

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3. ~~3.~~ The City shall provide for a review, when required by the applicant or employee, of any denial of employment or promotion for reasons of noncompliance with selective service registration requirements.

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### 3.02 ~~3.02~~ Applications

~~1.~~ Applications must be made on a standard form approved by the City Manager.

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A. ~~1.~~ Applications for City service positions shall be active and considered by the City for a term of six (6) months from date the application was accepted.

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B. ~~2.~~ After the expiration of a six (6) month period, the application, if not renewed, shall ~~be destroyed~~ remain on file for a period of four (4) years.

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C. ~~3.~~ Employment Applications are accepted for **OPEN POSITIONS ONLY**, and must be filled out completely. Resumes are not accepted in lieu of an application. Resumes may be submitted with the application as supplemental information. Applications indicating “See Resume” for any response on the application will be considered incomplete and not processed.

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D. Once an application is received, it will be screened by ~~the Human Resources Department~~ to ensure that the applicant meets the minimum requirements and qualifications for the position. Applicants whose education (if

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applicable), work experience, skills and training most closely match the job description qualifications may be called in for testing, interviewing and other pre-selection processing.

3.03

## EXHIBIT “A” TO ORDINANCE 16-09

### 3.03 Basis for Employment

Employment with the City shall be based on knowledge, skills and abilities as evidenced by:

- A. Training and experience as reflected by the application form, interview process and other documentation of certification, registration, etc., as requested.
- B. Written examination or performance tests when in the best interest of the City.
- C. A background check, reference check, criminal history check (FDLE if applicable), a pre-employment drug screening and a post offer pre-employment physical examination are required if necessitated by the position.

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### 3.04 ~~3.04~~ Procedure for Filling Vacancies

Whenever an open position is to be filled, the Department Director under whose authority the position falls, shall notify ~~the~~ Human Resources ~~Department~~ of the vacancy. Recruitment for available positions will be conducted by and coordinated through Human Resources. The methods for identifying prospective candidates will be through internal and external recruitment.

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#### A. Internal Recruitment

~~A.~~ Positions filled by ~~promotions, transfers and demotions~~ promotion, transfer or demotion of a current, regular City ~~employees~~ employee. The announcement of the position vacancy will be posted at City Hall and distributed via City email.

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Employees in a training period are ineligible for internal recruitment except as deemed in the best interest of the City by the City Manager.

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#### B. External Recruitment

~~B.~~ Positions may be announced in one (1) or more of the following: internet, newspaper, ~~miscellaneous~~ publications and third party source or other methods as deemed appropriate.

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Ultimately, the appropriateness of the approach (internal or external recruitment) depends on City needs.

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### 3.05 ~~3.05~~ Temporary Appointments

A temporary position is one that is established and approved by the City Manager for a specific period of time, after which time regular employment for the task is not anticipated. No such position can be established unless sufficient funds are provided in the budget. The City Manager shall have the authority to determine if the position is eligible for benefits, particularly those positions funded by a grant.

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### 3.06 ~~3.06~~ Employment Restrictions

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## EXHIBIT “A” TO ORDINANCE 16-09

It shall be the policy of the City of Alachua to regulate employment of persons related to City officials or employees. -For the purpose of this policy, the term related shall mean spouse, domestic partner, romantic partner, child, parent, ~~brother, sister, mother in law, father in law, sister in law, brother in law~~ siblings, grandparents ~~and~~, grandchildren and corresponding in-law or step relationships. After the effective date of this policy, no person shall be employed in the same department or division when he/she is related to a person where one is in a supervisory or administrative capacity over the other.

~~3.07~~

## EXHIBIT “A” TO ORDINANCE 16-09

### **3.07 Transfers**

A position may be filled by transferring ~~an~~ a regular employee from ~~another one~~ position ~~of the same class or a class~~ to another for which the employee qualifies ~~and having the same maximum salary.~~ Transfers must be approved by the responsible Department Director, ~~the~~ Human Resources ~~Director~~ and the City Manager.

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### **3.08 ~~Acquired Immune Deficiency Syndrome (AIDS) or HIV Positive~~**

#### **3.08 ~~A. The City goal is to provide employees with the necessary medical information to understand his/her medical risk in contracting this illness and to learn prevention techniques. Moreover, the City desires to safeguard the health of all employees, maintain productivity and demonstrate our commitment to the City's affirmative action goals by providing work for employees who are disabled but are medically fit to work.~~** **Ongoing Screening during Employment**

The City must be able to employ individuals that are trustworthy and able to properly interact with key organizational partners. Employees agree, by signing the acknowledgement provision verifying agreement to this manual, that the City may conduct occasional criminal, employment, driving and educational background investigations on employees, as it deems necessary to conduct operations in an efficient and legal manner. The City reserves the right to take any and all action it deems necessary to act upon the results of such ongoing screening.

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## EXHIBIT "A" TO ORDINANCE 16-09

~~B. It is City policy to allow employees who are HIV positive or who have AIDS who are medically fit to work to continue employment by providing reasonable work accommodation while accommodating the need for everyone else's safety. The reasonable accommodation will include intermittent leave as provided by the Family and Medical Leave Act. It is also City policy not to ask employees about his/her health unless there exists a business justification for doing so.~~

~~C. The following medical information on AIDS is followed by specific procedures when an employee has AIDS or is HIV positive:~~

- ~~1. AIDS causes a breakdown in a person's normal protection against infections.~~
- ~~2. Symptoms may appear long after contracting this disease. It is possible that some employees may already have contracted it but still be symptom free.~~
- ~~3. Medical experts advise there is no known risk of AIDS transmission between an affected employee and other employees while engaged in his/her normal activities which may involve close contact at work. This disease is not transmitted through breathing the same air or through use of toilet facilities. This disease, which primarily has affected homosexual and bisexual individuals and drug users, is known to be transmitted through intimate sexual contact, direct contamination with blood or bodily secretions from a person with AIDS, or by sharing hypodermic needles. Even such poor hygienic practices as sharing a cigarette or a drinking cup are not a recognized risk of AIDS infection in a healthy person.~~
- ~~4. Normally healthy persons need not fear infection through contact with AIDS victims by riding in the same car, living together, working together, or eating together. People with AIDS, however, are at much greater risk of developing infections from healthy individuals, as the AIDS victim's resistance to illness is impaired.~~

~~D. The physical and emotional health and well being of all employees must be protected and reasonable accommodation for the employee with AIDS (or who is HIV positive), though medically fit to work, must be provided. To meet these goals, these guidelines are to be followed:~~

- ~~1. The supervisor who learns that an employee has AIDS (or who is HIV positive) is to notify Human Resources, as well as any others with a need to know.~~
- ~~2. The employee with AIDS (or who is HIV positive), when requested by the City and when based on job related criteria and consistent with business necessity, must obtain a qualified written medical opinion that the employee is medically fit to perform essential job functions. The City has the right to~~

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## EXHIBIT “A” TO ORDINANCE 16-09

~~require a separate examination of the employee and the employee’s medical records by a physician of its choice in order to obtain a second medical opinion. If the two (2) opinions do not agree, the matter will be referred to Human Resources.~~

~~3. The City will assess the need for job modification or transfer of the employee to minimize the ill employee’s exposure to further infections.~~

~~4. If a healthy employee refuses to work with an employee with AIDS (or who is HIV positive) and has been medically approved fit to work, a job transfer or other work accommodation for the healthy employee will only occur when medically indicated by order of his or her own physician. The City retains the right to require an examination of the employee and the employee’s medical records by a physician chosen by the City in order to obtain a second opinion. If the two (2) opinions differ, the matter will be referred to Human Resources. In the absence of a medical order, normal transfer procedures will be followed.~~

~~5. To ensure that all employees have accurate medical information regarding AIDS, and to reduce unnecessary fear, managers will distribute brochures on AIDS to all employees.~~

~~E. Employees who have AIDS (or who are HIV positive) will be provided leave and intermittent leave in accordance with the City’s policy which is based on the Family and Medical Leave Act.~~

~~F. Florida law recognizes that any person with or perceived as having acquired immune deficiency syndrome, acquired immune deficiency syndrome related complex, or human immunodeficiency virus shall have every protection made available to handicapped persons.~~

# EXHIBIT “A” TO ORDINANCE 16-09

## CHAPTER IV

### Compensation Plan

### ~~Classification Plan~~

#### 4.01 —

#### **Purpose**

~~The classification plan provides a complete inventory of all positions in the City service as well as accurate descriptions for each position. The plan standardizes titles, each of which indicates a range of duties and responsibilities and has the same meaning throughout the classified service.~~

#### **4.01 ~~4.02~~ — Composition of the Plan**

The ~~Classification~~Compensation Plan ~~consists of~~includes a set of approved job titles, ~~along with their specifications, which~~salary ranges and job descriptions that identify, define and describe the type of work and level of difficulty and responsibility, and ~~establishes~~establish the desirable qualifications of each ~~class~~position.

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#### **4.02 ~~4.03~~ — Job Descriptions**

~~Job titles shall be used in all official City records. No person shall be appointed to, or employed in a position under a title not included in the classification plan.~~

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~~4.04~~ — Each approved position in the Compensation Plan shall have an accurate job description. Job descriptions may not detail every task associated with the position, as employees may have to perform marginal, job related duties as needed.

#### **4.03 Salary Ranges**

The salary range for each position is established by comparative study of the job description for each position. The City Manager shall make or cause to be made such comparative studies as necessary to maintain an accurate and current compensation plan.

#### **4.04 Maintenance of the Plan**

~~The Human Resources Director~~ is charged with the responsibility for the proper and continuous maintenance of the ~~classification plan~~Compensation Plan so it will reflect on a current basis the duties being performed by each employee in the City service. ~~The administrative~~Administrative staff may recommend to ~~the Human Resources Director~~ any necessary amendments to the plan ~~in the form of new groups and the abolishment of groups no longer required in the plan.~~ Reallocations of positions within the approved ~~classification plan~~Compensation Plan shall be made as follows:

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A. ~~The Human Resources Director~~, with the approval of the City Manager, shall evaluate each new position as it is created, and, on the basis of the evaluation, place the position into the ~~appropriate group within the classification~~

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## EXHIBIT "A" TO ORDINANCE 16-09

~~plan~~ Compensation Plan.

**B.B.** Changes in the duties and responsibilities of a position involving ~~either the~~ addition ~~either~~ of new assignments or ~~the taking away~~ removal or ~~modifying~~ modification of existing assignments shall be reported to ~~the~~ Human Resources ~~Director~~ by the Department ~~Directors~~ Director. If these are determined to be permanent or more than minor changes that justify the ~~reallocation to a different classification, the~~ reevaluation of the salary range, Human Resources ~~Director~~, with the approval of the City Manager, shall ~~place such position in its appropriate group~~ propose the new salary range to the Commission for final approval.

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**D.C.** ~~The~~ Human Resources, with input from the Department Director, will periodically review the ~~classification~~ descriptions of ~~positions~~ each position and, upon the basis of investigation, make appropriate changes ~~in the allocations~~ to the ~~classification plan~~ Compensation Plan.

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**E.D.** Employees affected by the ~~allocation~~ evaluation or ~~reallocation~~ reevaluation of a position ~~in the classification plan~~ shall be afforded a reasonable opportunity to be heard by the City Manager after filing a written request. The City Manager, after hearing the facts of the case, shall render his/her decision and such decision will be reported to the employee and to the Department Director in writing.

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# EXHIBIT "A" TO ORDINANCE 16-09

## CHAPTER V

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### 4.05 Entrance at ~~Compensation Plan~~ the ~~Plan~~ Minimum

The ~~Compensation Plan~~ shall include:

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~~A. A basic table~~ minimum rate of pay rates.

~~B. The schedule of salary grades for each title in the classification plan consisting of minimum and maximum rates of pay. Each employee shall~~ job will be paid within to qualified persons on their original appointment to a position; however, Human Resources may recommend to the City Manager shall make or cause to be made such comparative studies as necessary to maintain an accurate and current classification and compensation plan a higher starting rate based on experience, training or education that warrants employment at a higher rate in the salary range.

### 4.06 ~~5.03~~ Salary Increases

Salary increases within appropriate ~~pay grades~~ salary range shall be based on:

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#### A. Cost of Living

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Each year, during the Budget Review Process, the City Commission will determine what percent, if any, will be granted for cost of living increases. The percent increase will be calculated based on current annual salary and rate of pay will be adjusted beginning the first pay period in October of each year. The pay plans will be adjusted by the percent determined.

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#### B. Merit

Employees shall become eligible for salary increases, if any, depending on appropriations in the annual operating budget. ~~Salary~~ Merit salary increases become effective on the employee's anniversary date and are based on the employee's annual performance evaluation as rated by his/her supervisor. The percentage of the merit increase will be applied to the employee's current hourly rate of pay. ~~If up the maximum rate of his/her position's salary range. If an employee is at or near the maximum rate of pay for the his/her position, the percentage of the merit increase that exceeds the maximum pay range will may be given as a lump sum payment in lieu of increasing the current hourly rate of pay beyond the set maximum rate. If funds are available the merit increase shall be based on the following scaleschedule or the rates as set by the commission, whichever is less~~ Commission:

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Below or Does Not Meet Expectations	0%
Meets Expectations	2%
Exceeds Expectations	3%
Exceptional	4%

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## EXHIBIT “A” TO ORDINANCE 16-09

### C. ~~Other Longevity~~ Salary Increases

Salary adjustments shall not be automatic, but shall depend upon increased value of the employee to the City, as exemplified by recommendations, length of service, performance records, special training, increased responsibilities or other pertinent evidence. Salary adjustments may be made on the recommendation of the Department Director or Human Resources and approval of the City Manager.

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#### 4.07 Pay Rates in Transfer, Promotion or Demotion

If an employee is promoted, demoted or transferred, the rate of pay for the new position shall be determined as follows:

- A. If the employee is promoted to a position with a higher salary range, he/she shall receive at least the minimum rate of the new salary range or a 5% rate increase.
- B. If an employee is transferred to a position with the same salary range as his/her previous position he/she shall receive no salary increase at the time of the transfer.
- C. If an employee is demoted into a position with a lower salary range, the employee shall be placed at an appropriate level within the new salary range as recommended by the Department Director or Human Resources and approved by the City Manager. Voluntary demotion may require a reduction in pay.

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# EXHIBIT “A” TO ORDINANCE 16-09

## **CHAPTER V** **Pay Practices**

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### **5.01 Overtime Pay**

It is the City's policy to avoid overtime work when possible. However, overtime work may sometimes be necessary to meet emergency needs, seasonal or peak workload requirements or to make accommodations when a department is understaffed. Supervisors are responsible for advance planning to minimize the need for overtime.

A. Overtime is defined as hours worked by a non-exempt employee in excess of forty (40) hours during the established workweek.

B. Overtime is compensated as follows:

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1. Non-exempt employees must have Supervisor approval prior to working overtime. The repeated performance of unauthorized overtime will result in disciplinary action.

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2. Non-exempt employees shall be compensated for overtime at one and one-half (1½) times the regular hourly rate of pay in accordance with Fair Labor Standards Act (FLSA) provisions. Only hours actually worked over forty (40) per work week will count as hours worked for the purpose of computing overtime. Therefore holidays, sick leave, annual leave, administrative leave or any other type of leave will not count as hours worked for overtime pay calculations. Stand by or call out pay is credited at actual hours worked, not at the time and one half (1½) paid.

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### **5.02 Compensatory Paid Time**

Overtime hours worked may be converted to compensatory paid time at the election of the employee. For each overtime hour worked compensatory time is banked at one and one-half (1½) hours. Compensatory time is subject to the following:

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A. Employees will be allowed to accrue up to 240 hours of compensatory time. Employees who have accrued the maximum amount of compensatory time must then receive paid compensation for additional overtime hours.

B. The employee's supervisor must approve use of compensatory time off in advance.

C. Compensatory time paid to a regular employee, such as in the instance of reclassification from nonexempt to exempt, shall be paid at the regular rate earned by the employee at the time the employee receives such payment.

D. If an employee terminates, accrued balances of compensatory time will be paid at a rate of the average regular rate of pay over the employee's last three years of employment during which compensatory time was earned or the final regular rate, whichever is higher.

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### **5.03 Stand-by Pay**

Stand-by time is paid at (1) hour on week days and two (2) hours on weekends and holidays at time and one half (1½) the regular rate of pay.

### **5.04 Call-out Pay**

All call-outs will be paid at time and one-half (1½) the regular hourly rate of pay. All call outs after normal working hours will be compensated for a minimum of two (2) hours or

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for the total hours actually worked whichever is greater.

### **5.05 Rest Time Pay**

To maintain a safe and productive working environment, the City recognizes that rest times are important. In specific circumstances, an employee may be approved for paid rest time to delay the start of the next scheduled shift to ensure eight (8) hours rest between work assignments. Paid rest time may be approved to a maximum period of eight (8) consecutive hours. Rest time pay is subject to the following conditions:

- A. The employee must have stayed-on shift or been called-out for an unscheduled/unplanned trouble call that is routine in nature.
- B. Rest time is not applicable to declared emergencies or to preplanned work assignments, whether inside or outside of regularly scheduled work hours. This policy does not limit the City’s right to schedule and/or reschedule employees in accordance with business necessity.
- C. The employee will not have had eight (8) consecutive hours off between completion of the work and the scheduled start of the next work shift.
- D. Paid rest time will only be available if the following day is a regular scheduled workday for the employee.
- E. All paid rest time must be pre-approved at the department Director’s, or designee’s, discretion for each circumstance on a case-by-case basis.
- F. The employee must obtain pre-approval from the Department Director, or designee, for the number of paid rest hours in each case. This will ensure that the department is aware of scheduling issues, options and possible conflicts.
- G. For the purposes of calculating overtime pay, normally scheduled shift hours that are substituted for properly approved paid rest time hours will be considered hours worked.

### **H. Paid Rest Time Policy Examples**

Examples based on a normal Monday through Thursday, 10-hour shift schedule of 7:00a.m. to 5:30 p.m.

- 1. Employee starts work on a Monday at 7:00 a.m., and works until 11:00 p.m. on the same day. When the employee reports to work at the normally scheduled start time on the next morning, Tuesday at 7:00 a.m., the employee has had at least eight consecutive (8) hours of rest between shifts. Paid rest time is not applicable.
- 2. Employee works his/her normal ten (10) hour scheduled shift on Monday, getting off at 5:30p.m., but is then called back to work at 8:00p.m. and works until:
  - a. 11:00p.m. – employee will report to work for his/her next scheduled shift on Tuesday at 7:00a.m., having had eight (8) hours between shifts. Paid rest time is not applicable.



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- b. 1:00a.m. – under this policy, the employee may be approved to report to work for his/her next normally scheduled shift on Tuesday at 9:00a.m., based on approved use of two (2) hours of paid rest time.
    - c. 3:30a.m. – under this policy, the employee may be approved to report to work for his/her next normally scheduled shift on Tuesday at 11:30a.m., and may be approved for up to four and one-half hours (4.5) paid rest time.
  - 3. Based on the above outlined schedule of Monday through Thursday, there would be no available paid rest time for hours worked after 5:30p.m. on Thursday, through 5:30p.m. on Sunday. Eligibility for paid rest time on Monday would be determined by the number of hours worked on Sunday after 5:30p.m. through the start of the employee’s regular scheduled shift on Monday.

### 5.06 Longevity

Each year, during the Budget Review Process, the City Commission will determine if funds are available for additional compensation based on Longevity. If funds are available, they will be awarded based on the criteria listed below ~~or the amount set by the commission, whichever is less.~~

- A. Longevity amounts will be paid in lump sum (less withholdings, etc.) in December of the anniversary year.
- B. All employees will be eligible unless rated lower than “meets expectations” in any year being counted. However, an employee will be eligible for the next longevity amount, i.e. 10-year award, if ineligible for 5-year amount due to one year of less than “meets expectations” rating if all other nine years counted are rated at “meets expectations” or above.
- C. Eligibility for successive awards (15, 20, 25, 30) requires a rating of “meets expectations” or above for all years from five forward. All years must be full time employment, continuous service and the employee must be employed by the City on the date of payment.

- D. ~~a.~~ Longevity pay may be on the schedule below or as set by the commission, whichever is less:

<del>5 - 9</del>	years of consecutive full-time employment	<u>        </u>	\$500.00
<del>b.</del>	<del>10 - 14</del>	years of consecutive full-time employment	<u>        </u>
			\$1,000.00
<del>c.</del>	<del>15 - 19</del>	years of consecutive full-time employment	<u>        </u>
			\$1,500.00
<del>d.</del>	<del>20 - 24</del>	years of consecutive full-time employment	<u>        </u>
			\$2,000.00
<del>e.</del>	<del>25 - 29</del>	years of consecutive full-time employment	<u>        </u>
			\$2,500.00
<del>f.</del>	<del>30 or more</del>	years of consecutive full-time employment	<u>        </u>
			\$3,000.00

### 5.07 Safe Harbor Provision

It is the City’s policy to comply with the salary basis requirements of all existing wage laws.

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## EXHIBIT “A” TO ORDINANCE 16-09

### ~~D. Other Salary Increases:~~

~~Participation in and successful completion of special training courses may be considered in making salary adjustments. Salary adjustments shall not be automatic, but shall depend upon increased value of the employee to the City, as exemplified by recommendations, length of service, performance records, special training undertaken, increased responsibilities or other pertinent evidence. Salary adjustments may be made on the recommendation of the Department Director and approval of the City Manager.~~

### ~~5.04 Entrance at the Minimum~~

~~The minimum rate of pay for the job will be paid to qualified persons on their original appointment to a position; however, the Human Resources Director may recommend to the City Manager a higher starting rate based on experience, training or education that warrants employment at a higher rate in the pay grade.~~

### ~~5.05 Pay Rates in Transfer, Promotion or Demotion~~

~~C. If an employee is demoted into a group of a lower pay grade, the employee shall be placed at an appropriate level within the new pay grade as determined by the Department Director concerned and approved by the City Manager. Voluntary demotion may require a reduction in pay.~~

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~~If an employee is promoted, demoted or transferred, the rate of pay for the new position shall be determined as follows:~~

Therefore the City prohibits any improper salary reductions from employees who are not eligible for overtime. If an employee believes that an improper reduction has been made to his/her salary, the employee should immediately report this to his/her direct supervisor, or to Human Resources. Reports of improper reductions will be promptly investigated. If it is determined that an improper reduction has occurred, the employee will be promptly paid the difference of his/her regular salary and the reduced salary.

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## EXHIBIT “A” TO ORDINANCE 16-09

### Record Keeping

**5.08** ~~A. If the employee is promoted to a group having a higher pay grade, he/she shall be placed in that level of the new pay grade which provides five (5%) percent increase within the pay plan or to the minimum rate for the group, whichever is greater~~

Human Resources maintains the final record of all hours certified as worked by each.

~~B. If an employee is transferred to a group~~ as well as complete and accurate record of work in all leave taken.

A. The ultimate responsibility for the same pay grade, accuracy of all attendance and leave records rests, individually and separately, with the employee shall receive no salary increase at the time of the change and his/her Supervisor.

B. Falsification of any attendance or leave records shall result in disciplinary action up to and including the termination of any or all employees involved.

C. Employees are required to sign their time cards and certify the hours worked are true and correct before submitting the records to the Human Resources Department for processing.

D. Work and compensation records shall be forwarded to the Human Resources Department on the first workday following the close of the pay period.

### **5.09 Rounding of Hours**

A. Employees who earn compensatory time or use any leave time in an amount less than a full hour will be credited or charged with such leave to the closest quarter of an hour.

B. All hours worked must be totaled at the end of the workday and the workweek. The totals will be rounded to the nearest quarter of an hour.

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# EXHIBIT "A" TO ORDINANCE 16-09

## CHAPTER VI

### 5.06 — Travel and Other Official Expenditures

~~Rate of pay does not include allowances for official authorized travel or other expenditures incurred in the conduct of City business, or allowances made to employees for the official use of privately owned automobiles. Employees will be reimbursed for such expenses as provided in these rules. Chapter 12 regulates City motor vehicle use, see especially Section 12.05, **Take Home Vehicles**.~~

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~~A. Required attendance at training courses will be considered as hours worked.~~

~~B. Travel to and from an employee's home and the employee's regularly assigned workplace will not be counted as hours worked. However, all recalls for employees on standby status will be paid at time and one half (1 ½) the regular hourly rate of pay. Two (2) hours at time and one half (1 ½) will be paid for all call outs after normal working hours. If an employee works more than two (2) hours on the problem he/she will be paid for the total hours actually worked at time and one half. The above is paid in addition to (1) hour on week days and two (2) hours on weekends and holidays at time and one half (1 ½) as base standby pay.~~  
~~Nonexempt.~~

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~~C. When an employee is in official travel status for which travel expenses are reimbursable, time spent in travel beyond the normal workday on the first and last day of such travel will be considered as hours worked.~~

### 5.07 — ~~Hours of Work~~ Hours of Work and Employee Schedules

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#### 6.01 ~~Hours of Work~~

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It is the policy of the City of Alachua to provide a system of compensation for employees who work during assigned hours (non-emergency) and during times when a declared City Emergency exists.

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~~Where a contract exists between the City of Alachua and employees belonging to a bargaining unit the contract takes precedence over this policy.~~

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Employees are either designated as exempt or non-exempt based on state and federal laws.

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~~D.A. Exempt employees are hired for at an annual salary rate to accomplish a job for the City. Although To ensure availability for City operations, exempt employees are generally expected to be present and working for the total hours of the normal workweek, exempt employees are allowed some latitude with respect to time spent at work. Compensatory time off for extended hours worked may be granted to exempt employees by the City Manager.~~

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~~E.B. The normal workweek for non-exempt all full-time employees is 40 hours.~~

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## EXHIBIT “A” TO ORDINANCE 16-09

~~Hours~~ For nonexempt employees, hours worked per day and work assigned is established by the Supervisor.

~~F.C.~~ The work week starts at 12:01 a.m. Monday and ends at midnight Sunday.

~~D.~~ ~~All full time~~ Nonexempt employees are ~~required to be present~~ prohibited from working at home unless authorized to do so by their assigned workplace for the total Supervisor. This exemption includes but is not limited to reading, sending or otherwise working on emails during off hours.

~~E.~~ Employees may not voluntarily perform their regular duties for the City without compensation.

### 6.02 Work Break

Each administrative area may allow employees one work break during the first half of their work shift and one work break during the second half of their work shift, provided that:

~~A.~~ ~~of their normal work week unless~~ No single work break will exceed fifteen (15) minutes absence from the employee's workstation.

~~B.~~ An employee may not accumulate unused work breaks.

~~C.~~ ~~is authorized by the Supervisor. All absences must~~ Work break time cannot be used to cover for employees' late arrivals or early departures from duty.

~~G.D.~~ Permission to take work breaks is based upon workload demands and may be ~~properly recorded and charged~~ withheld at the discretion of the Supervisor.

~~H.~~ ~~Part time employees are required to be present at their assigned workplace for the total hours for which they are being compensated, unless absence is authorized by the Supervisor. All absences must be properly recorded.~~

~~I.E.~~ ~~Non exempt~~ employees on a recognized lunch break of 30 minutes or longer are prohibited from performing any of their job functions during their lunch break. Employees are encouraged to take their lunch break away from their work area, but if they remain on the premises they shall not perform any duties ~~while on lunch break.~~

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~~J. Employees are prohibited from working at home unless authorized to do so by their Supervisor.~~

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~~K. A. Employees may not voluntarily perform their regular duties for the City without compensation.~~

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### 5.08 Overtime

~~It is the City's policy to avoid overtime work when possible. However, overtime work may sometimes be necessary to meet emergency situations, seasonal or peak workload requirements or to make accommodations when a department is understaffed. Supervisors are responsible for advance planning to minimize the need for overtime.~~

~~A. Overtime is defined as the hours of authorized actual work performed by a non-exempt employee in excess of forty (40) hours during the established work week.~~

~~B. A. Overtime is compensated as follows:~~

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~~1. Non exempt employees must have Supervisor approval prior to working overtime. The repeated performance of unauthorized overtime will result in disciplinary action.~~

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~~2. Non exempt employees shall be compensated for overtime at one and one half (1 ½) times the regular hourly rate of pay in accordance with Fair Labor Standards Act (FLSA) provisions. Only hours actually worked over forty (40) per work week will count as hours worked for the purpose of computing overtime. Therefore holidays, sick leave, annual leave, administrative leave or any other type of leave will not count as hours worked for overtime pay purposes. Stand by or call out pay (5.07 G) is credited at actual time worked, not at time and one half (1 ½) paid.~~

~~3. Employees will be allowed to accrue up to 240 hours of compensatory time as defined and calculated in A and B of 5.08. Employees who have accrued the maximum amount of compensatory time must then receive paid compensation for additional overtime hours. Upon termination of employment, accrued balances of compensatory time will be paid at a rate of the average regular rate of pay over the employee's last three years of employment or the final regular rate, whichever is higher.~~

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~~4. Compensatory time off must be approved by the employee's supervisor prior to taking the time off. The supervisor must consider current and predicted working conditions and requirements before allowing an individual to take compensatory time off.~~

5.09

~~E.F. Breastfeeding Accommodation~~

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## EXHIBIT “A” TO ORDINANCE 16-09

The City recognizes the needs of new mothers and provides a reasonable unpaid break time ~~for employees~~ needed to express breast milk for their nursing child for up to one year from the child’s date of birth. A private office space will be provided that will shield the employee from view and will be wholly free from coworker or public intrusion. If such need arises, simply contact ~~human resources~~ Human Resources, and necessary breaks and corresponding office space will be provided.

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### ~~6.01~~6.03 Flex Schedule

The City of Alachua is committed to developing, maintaining and supporting a comprehensive policy of equal opportunities in employment within the City. To assist in this the City will actively support flexible scheduling where it is reasonable and practical to do so and where operational needs are not adversely affected.

#### A. Definition of a Flex Schedule

A Flex Schedule is a work schedule that allows employees to work hours that are not within the standard 8:00 a.m. to 5:00 p.m. range, while maintaining a high level of service during City peak operating hours (typically 9:00 a.m. – 4:00 p.m.). Flex-Schedules must total a standard 40-hour workweek.

#### B. Eligibility

All full-time employees of the City of Alachua who have successfully completed their initial training period are eligible to request a flex schedule. Certain types of flex scheduling might not be available for every division/department due to the services provided.

#### C. Managing Flex Schedules

It is the responsibility of the supervisor to manage department scheduling. Each time a Flex Schedule request is received the supervisor must review department schedules to ensure ample employee coverage during peak operating times. The supervisor must ensure the performance of employees with flex schedules. The supervisor has authority to revoke an approved flex schedule if abused.

#### D. Flex Schedule Options

There are three types of flex schedules available: Peak-Hour Flex Scheduling, Compressed Work Week and custom schedules. Approved flex schedules are the employee’s standard work hours and must be worked consistently. (All schedules must include a minimum 30-minute lunch break.)

##### 1. Peak-Hour Flex Schedule

This flex schedule option shifts daily work hours while still working an 8-hour day. For instance, instead of an 8-5 Monday - Friday schedule, an employee may work from 7:00 – 4:00, 7:30 – 4:30, 8:30 – 5:30, or 9:00 – 6:00. Working any of the available shifts within an 8-hour day constitutes a full workday.

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## EXHIBIT “A” TO ORDINANCE 16-09

2. **Compressed Work Week**~~5.10 — Emergency Operations~~ ~~To maintain this flex time arrangement, an employee works a full 40-hour work week in less than five days. For instance, an employee may work four 10-hour days.~~

To maintain this flex schedule, an employee works a full 40-hour workweek in less than five days. For instance, an employee may work 7:00 – 6:00 or 7:30 – 6:30 with a one-hour lunch or 7:00 – 5:30, 7:30 – 6:00 or 8:00 – 6:30 with a thirty-minute lunch. Working any of the available shifts within a 10-hour day constitutes a full workday.

3. **Custom Flex Schedule**

In certain circumstances, the City’s business needs are best accommodated with a custom work schedule. For instance, an employee may alternate a Monday – Thursday, Tuesday – Friday schedule or a department may require 24-hour coverage and therefore custom schedules for its employees.

E. **Procedure for applying for Flex Schedule**

To apply for a flex schedule, an employee must fill out the Flex Schedule Request form and submit to his/her supervisor for initial authorization.

F. **Procedure for approving or denying an employee’s request for Flex Schedule**

Once a request is submitted, the supervisor and Department Director will authorize or deny the Flex Schedule Request and forward it to the Human Resources for Wage and Hour compliance. The request will then be forwarded to the City Manager for final approval.

The request will be kept on file in Human Resources. A copy of the request will be provided to the employee after final approval or denial of the request is made.

### 6.04 **Emergency Operations**

During a declared City Emergency procedures may be changed as required due to the circumstances and conditions.

- A. ~~————~~A declared City Emergency is a condition that may affect or does affect a large part of the City of Alachua population, corporate limits, city property or resources available to the City. This condition may be a result of, but not limited to, a wind storm (hurricane, tornado), flood, fire, earthquake, hazardous materials and/or civil disobedience.
- B. ~~————~~A City Emergency may be declared by the Mayor or his/her designee, or the City ~~————~~Manager or his/her designee.
- C. ~~————~~During a City Emergency work schedules of individual employees may be altered without notice.

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## EXHIBIT “A” TO ORDINANCE 16-09

- D. ~~During times of declared emergencies scheduled leave time may be cancelled. After the emergency no longer exists an employee may re-schedule his/her remaining leave time at the discretion of the Supervisor.~~
- E. Employees who are on leave during a declared emergency may be recalled to work at the Supervisor’s discretion. After the emergency no longer exists an employee may re-schedule his/her remaining leave at the discretion of the Supervisor.
- F. During a declared emergency when ~~city~~City facilities are closed and employees are temporarily released from normal duty, they may be assigned to other needed tasks as determined by the City Manager. All employees will receive their normal straight time pay for their regular work period if released during the declared emergency.
- G. ~~Exempt and non-exempt employees who are recalled to duty or remain on duty during the declared emergency when city facilities are closed and other employees have been released from duty will receive their normal straight time pay in addition to pay at one and one-half (1 ½) times their normal rate of pay for all hours worked during the declared emergency.~~ Employees will continue on this pay schedule for the duration of the declared emergency. After the declared emergency no longer exists, employees pay schedules will ~~revert back~~ return to the regular pay schedule.

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## EXHIBIT “A” TO ORDINANCE 16-09

### CHAPTER VII

#### ~~5.11~~ Attendance and Punctuality

##### 7.01 Attendance

Regular attendance is paramount for the successful operation of the City. In order to best serve our citizens and customers:

- A. All full-time exempt employees are required to be present at their assigned workplace for the total hours of their normal workweek unless the Supervisor authorizes absence. All exempt employees must properly record and charge all absences.
- B. All full-time non-exempt employees are required to be present at their assigned workplace for their full scheduled shift each workday unless the Supervisor authorizes absence. Nonexempt employees must properly record and charge all absences.
- C. Part-time employees are required to be present at their assigned workplace for the total hours for which they are being compensated, unless the Supervisor authorizes absence. Part-time employees must properly record all absences.

##### 7.02 Tardiness

All employees, temporary and regular, are expected to arrive for work as scheduled. An employee’s failure to report to work by the start of his/her scheduled shift will be considered tardiness. Employees must notify their Supervisor of tardiness in accordance with policy. Failure to comply with this requirement and/or excessive tardiness may result in disciplinary action up to and including termination.

##### 7.03 Absence

No employee, temporary or regular, may absent himself from his job without notifying the immediate supervisor in accordance with policy. Failure to comply with this requirement and/or excessive absenteeism may result in disciplinary action up to and including termination

##### 7.04 No Call/No Show

Failure to follow proper notification of absence procedure for three (3) consecutive working days shall constitute job abandonment. This voluntary termination will be effective the last day worked.

##### 7.05 Notification of Absence/Tardiness

—All Supervisors must supply their employees with accurate contact information for the purpose of business related communications. Employees are responsible for having this information —

~~6.01~~ —available as needed to notify their Supervisor of unscheduled absence or tardiness.

Employees should provide Supervisors as much notice as possible in events of absence/tardiness. In the case of absence, notification must be no later than one hour prior to the start of the scheduled work shift. Failure to provide notification of absence prior to one hour before the start of the scheduled work shift may result in a No Call/No Show with the exception of extenuating circumstances as determined by the Supervisor or Human Resources.

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# EXHIBIT "A" TO ORDINANCE 16-09

## CHAPTER VI

### Leave

#### CHAPTER VIII

#### Holidays and Leave

##### **8.01 Eligibility**

Only full-time, regular employees are eligible for the use or payment of holiday and leave time.

##### **8.02 Holidays**

The City recognizes the following ~~shall be~~ observed ~~by the City as official~~, paid holidays:

New <del>Years</del> Year's Day	_____ Martin Luther King, Jr. Day
Washington's Birthday	_____ Memorial Day
Independence Day	_____ Labor Day
Veteran's Day; _____	_____ Thanksgiving Day
Day after Thanksgiving	_____ Christmas Eve
Christmas Day _____	_____ New <del>Years</del> Year's Eve Day

The City Commission may grant additional holidays.

##### **A. Holiday Schedule**

When a holiday falls on a non-operating day, the City Manager will determine the day observed by going backward or forward days to create an effective work schedule. Alternatively the City Manager may approve an adjusted work schedule for the week of the holiday. The approved holiday schedule for the fiscal year will be made available in Human Resources. The actual holiday will be used for employees scheduled to work the holiday and to calculate call-out pay.

##### **B. Hours Worked on a Holiday**

When a regular employee is required, by regular scheduling, to work on a holiday he/she shall receive holiday pay at the regular rate of pay, and, in addition thereto, shall receive his/her regular rate of pay for all hours worked on the holiday.

If an employee works overtime on a holiday he/she shall receive holiday pay at the regular rate of pay, and, in addition thereto, time and one half (1½) regular rate for all the hours worked on the holiday. All non-scheduled overtime holiday work must have the specific approval of the City Manager.

Salaried exempt employees are not eligible for additional holiday pay.†

##### **C. Use of Leave**

When employees are on approved leaves with pay and a holiday occurs he/she shall not be charged leave for the holiday.

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Use of unapproved sick leave immediately prior to or following a holiday results in forfeiture of holiday pay unless a doctor’s excuse is provided.

~~When a holiday falls on Sunday, the following Monday shall be observed in lieu thereof. When a holiday falls on Saturday, the preceding Friday is observed. In certain instances where two days off are scheduled, i.e., Christmas Eve and Christmas Day, the City Manager may approve going forward or backward two days to insure a holiday does not fall on a Saturday or Sunday or change the actual day observed for the holiday to create a more effective work schedule. The actual holiday will be used to calculate recall pay for employees on beeper standby.~~

~~When employees are on approved leaves with pay and a holiday occurs he/she shall not be charged vacation or sick leave for the holiday. When a regular employee is required by ordinary scheduling to work on an official holiday, he/she shall receive holiday pay at the regular rate of pay, and, in addition thereto, shall receive time and one half (1 ½) regular rate for all hours worked on the holiday. If an employee works overtime on a holiday he/she shall only receive time and one half (1 ½) regular rate for all the hours worked on the holiday. Salaried exempt employees are not eligible for additional holiday pay. All non-scheduled overtime holiday work must have the specific approval of the City Manager.~~

~~An employee must work the scheduled workday immediately before and after the holiday to be eligible for holiday pay (except when pre-assigned shift does not include either the day before or the day after a holiday or absence is a part of a pre-scheduled vacation leave).~~

~~Though other institutions may use other names, it is City policy to refer to holidays by the names designated in the law.~~

~~The City Commission may grant additional holidays.~~

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### 8.03 **Personal Leave**

The City grants all employees one (1) personal leave day to be used anytime during the calendar year. ~~The~~Personal leave is granted as follows:

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**A.** One (1) personal day will be granted during the first pay period in January of each year for all current ~~and new~~ employees. ~~Employees hired after the first pay period in January will not receive their personal day until the following January. -Those employees working 10 hours a day will be granted a 10 hour personal day, those employees working 12 hours a day will be granted a 12 hour personal day, and those employees working 8 hours a day will be granted an 8 hour personal day. Personal leave day not used during the calendar year in which it is eligible to be taken may not be carried over and accumulated to the following calendar year or may not be cashed in in lieu of taking the time off.~~

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**B.** Personal leave may be awarded for minimal use of sick leave in the prior calendar year and/or maintaining a 480 hour sick leave balance. These awards are detailed under Sick Leave.

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## EXHIBIT "A" TO ORDINANCE 16-09

C. Personal leave not used during the calendar year in which it is awarded may not be carried over and accumulated to the following calendar year.

D. Personal leave may not be cashed-in in lieu of taking the time off nor is personal leave payable upon termination.

### ~~6.02~~8.04 Annual Leave

#### A. ~~A.~~ Accrual Rate

City employees are eligible for annual leave time ~~for each full month of employment~~ accrued per pay period on the following basis:

Number of Consecutive Years of Employment	Number of Hours per Bi-weekly Pay Period	Number of Hours per Year
0 through 5	3.08	80
Over 5 through 10	4.62	120
Over 10 through 15	5.23	136
Over 15 through 20	6.16	160
More than 20	6.93	180

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#### B. ~~B.~~ Use of Annual Leave

1. ~~1.~~ Annual leave may not be used during the first six (6) months of employment unless specifically approved by the City Manager.

2. Annual leave may not be taken in advance.

3. ~~2.~~ Annual leave shall be requested in advance to the Department Director who shall determine if the work schedule permits the absence during the requested period. Annual leave shall be planned and scheduled in advance to conform to departmental work plans. Employees are encouraged to take one or two weeks ~~vacation~~ of annual leave per block. ~~Annual leave shall be scheduled by Department Directors.~~

4. Requests of employees shall be given consideration in the establishment of annual leave schedules, with seniority to apply in cases ~~if funds are approved by the City Commission for this purpose in the current fiscal year, of identical preferences~~ of identical request, all other factors being equal.

5. ~~3.~~ Upon reasonable notice to the employee, a Department Director may require an employee to use annual leave; or cancel scheduled leave.

6. ~~4.~~ Depending on appropriations in the annual operating budget, accrued annual time can be cashed-in in lieu of annual leave taken, if

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during the following conditions.

- a) ~~a.~~ Minimum of two (2) years of service with the City is required before being eligible for cash-in privilege.
- b) Maximum cash-in allowed is one-half (1/2) the accrual rate for that calendar year (based on length of service with the City, provided individual takes a like amount of vacation time off in the same calendar year).

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### C. ~~C.~~ Accumulation of Annual Leave ~~Credits~~ Hours

1. ~~1.~~ Accumulated annual leave not used during the calendar year in which it is eligible to be taken may be carried over or accumulated to the following calendar year. However, an employee cannot carry over more than 240 hours of vacation beyond the calendar year ending December 31.
2. ~~2.~~ Unless An employee that resigns without by giving a full two weeks (2) weeks' notice or is terminated for violation and has at least one (1) full year of service with the City, policies and procedures, employee shall be paid for granted accrued and unused annual leave in the regular regularly scheduled final paycheck at the current rate up to a maximum of 200 hours.

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### 8.05 ~~6.03~~ Sick ~~Leave~~ Leave

#### A. Accumulation Rate

All regular full-time employees shall be granted accrue 3.69 hours sick leave per pay period.

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#### B. Use of Sick Leave

1. Sick leave is to be used for personal illness, injury or quarantine due to exposure to contagious disease by the employee or an immediate family member.
2. Sick leave is may also to be used for medical or health treatment, which cannot be arranged outside of working hours, for the employee and immediate family. ~~There will be no charge against sick, other leave time or pay for a short absence as described in Chapter 13.28 B, 2 due to required medical or health treatment for a work-related injury.~~
3. Sick leave may be used for serious illness, as defined by FMLA, for the immediate family.
4. ~~4.~~ Sick leave may also be used, after the exhaustion of all other leave, to compensate for otherwise unpaid absence during approved military

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## EXHIBIT "A" TO ORDINANCE 16-09

leave.

5. ~~5. — Effective January 1, 2010, any~~ Sick leave shall be compensated at the employee's current straight time hourly rate.

6. **Sick Leave Balance Award**

Any employee who ~~maintains~~ accumulates a minimum of 480 sick leave hours by the last pay period in December shall be granted twenty (20) hours of additional personal leave time. This balance must be maintained during the final pay period in December to be eligible ~~to be awarded~~ for the twenty (20) hours of personal leave ~~to be awarded~~ the following January.

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7. ~~6. —~~ **Minimal Sick Leave Used Award**

Any employee who uses twenty (20) or less hours of sick leave during the calendar year shall be granted twenty (20) hours of additional personal leave time the following January. ~~Eligible~~ To be eligible, the employee must have successfully completed the initial training period and worked the entire prior calendar year, ~~January — December of the prior year.~~

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C. **Accumulation of Sick Leave Credits Hours**

An employee may accumulate unlimited sick leave ~~credits.~~ Unless employee ~~resigns~~ hours.

1. All regular employees who work less than a full month due to commencement of a leave of absence without ~~two weeks notice or is terminated~~ pay may accumulate sick leave hours for the time worked during that month in proportion to the normal time worked.

2. Sick leave shall continue to accrue during periods of authorized absence in ~~which employee is in paid status.~~

3. ~~violation of City Personnel Policies~~ When a holiday occurs during an employee's sickness, the sick day shall be charged as a holiday and not deducted from the employee's accumulated sick leave.

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D. **Abuse of and Extended Sick Leave**

~~Procedures.~~ In order to preclude sick leave abuse, if an employee is on:

1. Sick leave more than two consecutive workdays, or, if there are any unusual patterns of use of sick leave (i.e., before or after a weekend or vacation leave, taken when accrued at regular intervals, etc.) a certificate of a physician may be required and his/her supervisor may, with the City Manager's approval, cause such investigation as deemed necessary to ensure no sick leave abuse has occurred.

2. Employees are required to provide their immediate supervisor as much advance notice as possible on the first day of sick leave but no less than one hour before his/her scheduled start time. This procedure shall be followed for each day the employee is unable to work, unless prior approval waiving this requirement is given by the Department Director. ~~resigning or retiring with less than~~ Failure to comply may result in

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## EXHIBIT "A" TO ORDINANCE 16-09

compulsory unpaid leave as well as disciplinary action, up to and including termination.

### **E. Sick Leave Payout**

Accrued sick leave is payable upon separation of employment by the City as follows:

1. An employee that resigns or retires by giving a full two (2) weeks' notice and has at least one (1) full year but less than twenty (20) years of continuous employment with the City will receive payment for unused sick leave at their current regular hourly rate up to a maximum of 80 hours.
2. Employees resigning or retiring with 20 or more years of continuous employment with the City will receive payment for unused sick leave at their current regular hourly rate up to a maximum of 200 hours.
3. Employees with more than 20 years of continuous service may also elect to use up to the maximum of 200 hours of sick leave as personal leave counting backward from the retirement date in lieu of being paid a lump sum payment. Approval of using sick leave in lieu of receiving a lump sum payment is at the sole discretion of the City Manager. ~~Under no circumstances will any employee be paid for more than 200 hours of unused sick leave.~~
4. Under no circumstances will any employee be paid for more than 200 hours of unused sick leave.

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### **8.06 Jury Duty**

Employees summoned or subpoenaed to attend court as a witness for the City or for jury duty shall receive full pay and benefits for hours spent in court. All monies received by employee for such services shall be remitted to the City.

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### **8.07 Administrative Leave**

It is recognized that Department Directors must devote a great deal of time outside normal office hours to the business of the City, therefore, Department Directors will be given forty (40) hours of paid administrative leave each calendar year in January. This leave does not carry over from year to year and no payment will be made for non-use of the leave even if employment is terminated.

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### **8.08 Military Leave**

Employees called to compulsory military service are automatically placed on leave pursuant to state and federal law for the duration of his/her military duty. Upon completion of such service such employee shall be reinstated in the position held at the time of entry into the service, at the same salary the employee would have received had such leave not been taken, based on the following conditions:

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A. That the position has not been abolished or the term thereof, if limited, has not expired.

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B. That the employee is physically and mentally able to perform the duties of such

## EXHIBIT “A” TO ORDINANCE 16-09

position. If requested, the employee shall submit to appropriate medical examinations at the City’s expense to evaluate physical and mental capabilities.

C. That the employee makes written application for reinstatement to the City within applicable statutory time limits after termination of such service.

D. That the employee submits an honorable termination or other form of release by proper military authority establishing satisfactory service. Upon such reinstatement, the official or employee shall have the same rights with respect to accrued and future seniority status and other benefits of permanent full-time employment as if the employee had been actually employed during the time of such leave.

E. The City will abide by all laws and guidelines.

~~Funeral/Bereavement Leave~~1. ~~All regular employees who work less than a full month due to commencement of a leave of absence without pay may accumulate sick leave credits for the time worked during that month in proportion to the normal time worked.~~

An employee shall be compensated at the employee’s straight time hourly rate for the time off work.

~~1. 3. Sick leave shall continue to accrue during periods of authorized absence in which employee is in paid status.~~

~~4. Shall a holiday occur during an employee's sickness, the sick day shall be charged as a holiday and not deducted from a employee's accumulated sick leave.~~

~~D. Abuse of and Extended Sick Leave~~

~~Sick leave is a privilege extended to employees as opposed to an expected benefit provided by the City. In order to preclude sick leave abuse, if an employee is on:~~

~~insure no sick leave abuse has occurred. Employees are required to notify their allowed up to three (3) days off with pay in the event of a death in the immediate supervisor on the first day of sick leave one hour before the shift of which they are a part is scheduled to report for duty. Failure to comply may result in disciplinary action as well as the absence being charged as leave without pay. Supervisors are required to provide employees with contact numbers.~~

~~E. Family and Medical Leave Policy~~

~~1. General Eligibility~~

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## EXHIBIT “A” TO ORDINANCE 16-09

~~Eligible employees may take up to 12 weeks of unpaid, job protected leave each year for specified family and medical reasons.~~

- A.** For purposes of this policy immediate family is define as a spouse, domestic partner, child, , parent, , siblings, grandparents, grandchildren and corresponding in-law or step relationships. If the employee was reared by someone other than those named, leave will be granted under the same terms and conditions.
- B.** If necessary, due to the delay in funeral arrangements, bereavement leave may be delayed or divided as approved by the Department Director.
- C.** Additional authorized leave time may be granted by the Department Director. Any employee utilizing a provision of this section shall notify the Departmental Director’s office as soon as possible.
- D.** Funeral/Bereavement leave is a leave benefit only and no compensation will be paid for unused bereavement leave. Verification of need may be required before bereavement leave is authorized.

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### ~~Employee Eligibility~~

~~To be eligible for family or medical leave, you must~~

- ~~a. have worked at least 12 months for the City;~~
- ~~b. and have worked at least 1,250 hours for the City over the previous 12 months.~~

### ~~2. Conditions Triggering Leave~~

~~Family and medical leave must involve one or more of the following reasons:~~

- ~~a. For the birth of a child, to care for a newly born child, or placement of a child with the employee for adoption or foster care.~~
- ~~b. To care for an immediate family member (spouse, child, or employee’s parent) with a serious health condition.~~

### ~~8.9 c. Because of~~ **On the Job Injuries**

Immediately report any injury/accident to your immediate supervisor and Human Resources. All injuries/accidents must be reported within 24 hours.

- A.** There will be no charge against sick, other leave time or pay for less than a half day absence due to required medical or health treatment for a work related injury.
- B.** The City will allow the employee to use accumulated leave for the first 7 days of missed work due to a workers’ compensation injury.
- C.** If you miss more than 7 days, workers’ compensation will pay 2/3 of your average weekly wage up to the state maximum rate.

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## EXHIBIT “A” TO ORDINANCE 16-09

D. Any regular full-time employee of the City who is required to be off work due to an on-the-job injury may supplement the Worker's Compensation payments with accumulated sick or vacation up to 100% of normal pay.

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E. ~~employee's serious health condition which makes the employee~~ The City may have modified work available to allow employees who, due to a work-related injury or illness, are unable to perform ~~the functions of the employee's job~~ regularly assigned jobs. Please contact Human Resources regarding availability/coordination of a modified work assignment.

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### 8.10 Family and Medical Leave ~~d. To manage qualifying exigencies when a qualifying family member serves~~

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Family medical leave will be administered in accordance with and following the ~~National Guard or Reserves while such member is on active duty.~~

e. To care for a covered military service member that is your spouse, child, parent, or next ~~guidelines~~ of kin with a serious illness or injury incurred in the line of duty on active duty (called Military Caregiver Leave).

### 3. ~~Duration Of~~ Family Medical Leave Act.

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~~Eligible employees that incur one of the first four triggering conditions set forth above may receive up to 12 workweeks of unpaid leave during any "rolling" 12 month period, measured backward from the date of any family or medical leave. Family and medical leave involving the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement. Eligible employees that qualify for Military Caregiver Leave are able to take up to 26 workweeks of leave in a single 12 month period.~~

A. a. ~~You may take family and medical leave~~ may be taken intermittently -- which means taking leave in blocks of time, or by reducing ~~your~~ the normal weekly or daily work schedule -- whenever it is medically necessary to care for a seriously ill family member, or because ~~you are~~ an employee is seriously ill and unable to work. Intermittent leave is not permitted for birth of a child, to care for a ~~newly born~~ newborn child, or placement of a child for adoption or foster care.

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B. b. Family medical leave hours are calculated on a "rolling" 12-month calendar counted backward from the date of the most recent occurrence of family medical leave usage.

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C. Depending on the purpose of your leave request, you may choose (or the City may require you) to use accrued paid leave, if available, as a substitute for some or all of the family and medical leave.

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## EXHIBIT “A” TO ORDINANCE 16-09

### D. ~~4.~~ Maintenance ~~Of~~ Health Benefits

You are required to use accrued leave concurrent with approved FMLA leave. If ~~you~~ the employee and/or ~~your~~ family participate in a group health plan, the City will maintain coverage under the plan during ~~your~~ family and medical leave. ~~This coverage~~ Employee share of cost will be ~~provided~~ deducted from leave wages. Should accrued leave be exhausted, and if ~~you or your family were covered under the plan before~~ applicable, the leave was taken and on the same terms as if you had continued to work. Where appropriate, ~~you~~ employee must make arrangements to pay ~~your~~ his/her share of health plan premiums while on leave.

In some instances, the City may recover premiums it paid to maintain health coverage for an employee and family.

### ~~5.~~ Job Restoration

~~Upon returning from a family and medical leave, you will normally be restored to your original job, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. In addition, your use of family and medical leave will not result in the loss of any employment benefit that you earned or were entitled to before using family and medical leave.~~

### E. ~~6.~~ Notice ~~And~~ Medical Certification

When seeking family and medical leave, ~~you~~ the employee must:

- ~~1.~~ ~~a.~~ Provide 30 days advance notice of the need to take family and medical leave, if the need is foreseeable.
- ~~2.~~ ~~b.~~ Abide by usual and customary call-in procedures for reporting an absence when significant advance notice cannot be provided.
- ~~3.~~ ~~e.~~ Provide medical certifications supporting the need for leave due to a serious health condition affecting ~~you~~ the employee or an immediate family member. Second or third medical opinions and periodic recertifications at the City’s expense may also be required. Any incomplete certifications will be returned to ~~you~~ he/she with any such ~~failures~~ required information noted in writing ~~and you~~. He/she will be provided with seven days to ~~cure such deficiencies~~ provide the completed certifications.
- ~~4.~~ ~~d.~~ ~~Such~~ Provide periodic reports as deemed appropriate during the leave regarding ~~your~~ status and intent to return to work.
- ~~5.~~ ~~e.~~ ~~Medical~~ Provide medical certification of fitness for duty before returning to work; if the leave was due to ~~you~~ the employee’s own serious

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## EXHIBIT "A" TO ORDINANCE 16-09

health condition. ~~You~~He/she will be required to provide certification that ~~you are~~he/she is able to perform the essential functions of ~~your~~his/her position. Furthermore, fitness for duty certification may be required during periods of intermittent leave if a reasonable job safety concern exists.

6. ~~f.~~ — When leave is needed for a planned medical treatment for ~~your~~the employee's own serious health condition or that of an immediate family member, ~~you~~he/she must try to schedule treatment so that it will not unduly disrupt the City's operation. Failure to comply with these requirements may result in delay or denial of leave.

### E. ~~7.~~ — Other Employment

Outside employment during ~~your~~family medical leave period is prohibited, and may result in disciplinary action, up to and including immediate termination of employment.

### ~~8.~~ — Exceeding FMLA Leave

~~Any employee who exceeds their FMLA entitlement may be subject to termination of employment.~~

### F. ~~9.~~ — Non-Contractual Nature ~~Of~~ This Policy

~~The~~ — The duration of leave, availability of benefits, opportunity for job restoration, and other rights and privileges associated with ~~the~~ FMLA ~~Leave~~ are limited by the requirements of applicable state and federal law. No express or implied contractual rights shall be inferred from this policy. The City reserves the right to modify this or any other policy, as necessary, in its sole discretion.

### F. ~~On the Job Injuries~~

~~Immediately report any injury/accident to your immediate supervisor and the Human Resources Department. All injuries/accidents must be reported within 24 hours.~~

~~The Human Resources Department will report the injury/accident to workers compensation insurance company.~~

~~Workers Compensation Insurance will pay for doctor bills, costs of medication and medical supplies related to the injury.~~

~~A. If you miss more than 7 days, workers' compensation will pay 2/3 of your average weekly wage up to the state maximum rate.~~

~~A. The City will allow the employee to use accumulated leave for the first 7 days of missed work due to a workers' compensation injury.~~

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## EXHIBIT "A" TO ORDINANCE 16-09

~~A. Any regular full-time employee of the City who is required to be off work due to an on-the-job injury may supplement the Worker's Compensation payments with accumulated sick or vacation up to 100% of normal pay.~~

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~~The City has a Modified Work Program to allow suitable work to employees who, due to a work related injury or illness, are unable to perform regularly assigned jobs. This program allows employees to be productive while recovering from their injury or illness. Additional information regarding this program can be obtained from the Human Resources Department. See also Chapter 13.28 13.29~~

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### 6.04 Administrative Leave

~~It is recognized that Department Directors must devote a great deal of time outside normal office hours to the business of the City, therefore, each January Department Directors will be given forty (40) hours of paid administrative leave each calendar year in January. This leave does not carry over from year to year and no payment will be made for non-use of the leave even if employment is terminated.~~

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### 6.05 Military Leave

~~Employees called to compulsory military service are automatically placed on leave pursuant to state and federal law for the duration of his/her military duty. Upon completion of such service such employee shall be reinstated in the position held at the time of entry into the service, at the same salary the employee would have received had such leave not been taken, based on the following conditions:~~

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~~1. A. That the position has not been abolished or the term thereof, if limited, has not expired.~~

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~~2. A. That the employee is physically and mentally able to perform the duties of such position. If requested, the employee shall submit to appropriate medical examinations at the City's expense to evaluate physical and mental capabilities.~~

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~~3. A. That the employee makes written application for reinstatement to the City within applicable statutory time limits after termination of such service.~~

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~~4. A. That the employee submits an honorable discharge or other form of release by proper military authority establishing satisfactory service. Upon such reinstatement, the official or employee shall have the same rights with respect to accrued and future seniority status and other benefits of permanent full-time employment as if the employee had been actually employed during the time of such leave.~~

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~~5. A. The City will abide by all laws and guidelines.~~

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### 6.06 Funeral/Bereavement Leave

~~A. An employee shall be allowed up to three (3) days off with pay in the~~

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~~event of a death in the immediate family, which shall be limited to spouse, child, stepchild, parent, stepparent, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparents and grandchildren. If the employee was reared by someone other than those named, leave will be granted under the same terms and conditions. This is not chargeable to any vacation or sick leave. If necessary, due to the delay in funeral arrangements, bereavement leave may be delayed or divided as approved by the Department Director. Additional authorized leave time may be granted by the Department Director. Any employee utilizing a provision of this section shall notify the Departmental Director's office as soon as possible.~~

~~**A.** **B.** Funeral/Bereavement leave is a leave benefit only and no compensation will be paid for unused bereavement leave. Verification of need may be required before bereavement leave is authorized.~~

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### 8.11 ~~6.07~~ Compulsory Leave

When in the opinion of the Department Director any employee is unable to perform assigned duties due to any injury or illness, the employee may be required to submit to a physical examination by a physician selected by the City Manager. If the report of medical examination indicates the employee is unable to perform the essential functions of the job, the Department Director may require the employee to take such leave as is medically necessary.

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### 8.12 ~~6.08~~ Extended ~~Leaves~~ Leave

To the extent required by federal law, employees on Family and Medical Leave shall be entitled to reinstatement. For employees not covered by FMLA or whose FMLA entitlement has been exhausted, the City will make an effort to "hold open", for a reasonable period of time, the position of any employee who is unable to work due to health problems, extended illness or injury, whether or not sustained on-the-job. However it must be realized that while this City is desirous of assuming a compassionate understanding in these matters, the work must be performed. Consequently, the City reserves the right to separate an employee due to their inability to perform the essential functions of his/her position.

### ~~6.09~~ Miscellaneous Leaves

#### 8.13 ~~A.~~ Leave of Absence

Leaves of absence without pay may be authorized upon a showing of good cause by Department Directors with approval of the City Manager for periods not to exceed sixty (60) calendar days. ~~No vacation/sick leave or retirement benefits shall be accrued while an employee is on leave without pay. Employee will be responsible for the entire premium for health, dental and life insurance.~~

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~~**B.** **Jury Duty:** Employees summoned or subpoenaed to attend court as a witness for the City or for jury duty shall receive full pay and benefits for hours spent in court. All~~

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~~monies received by employee for such services shall be remitted to the City.~~

- A.** ~~6.10 — Death of~~ No vacation/sick leave or retirement benefits shall be accrued while an employee is on leave without pay.
- B.** The employee will be responsible for the entire premium for health, dental and life insurance.

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### **8.14 Death of an Employee**

An employee who dies while employed by the City shall be paid for:

- A.** All hours of work accumulated to date of death.
- B.** All accumulated annual and sick leave.
- C.** ~~C.~~ All compensation and benefits due to the employee as of the date of separation or death shall be paid in accordance with the law.

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## CHAPTER

### ~~Other Personnel and Related Subjects~~

#### ~~7.01~~ IX

#### Employee Education and Training

##### 9.01 Purpose

The City encourages its employees to get job related advanced education and training in their respective fields of work. The City will ~~assist~~ support employees with education and training ~~under~~ to the ~~following guidelines~~ extent permitted by policy.

##### 9.02 A. Training Period

All employees new to a position whether at initial hire, promotion, demotion or transfer is subject to a working test and training period during which the employee is required to demonstrate the knowledge, skills and ability to perform the duties of the position. This period allows and requires the supervisor to evaluate an employee's performance and abilities with particular emphasis on training and supportive corrective action. The initial training period at hire will be six (6) months. The training period in cases of internal mobility may vary in duration but should be clearly stated at commencement of the new position.

##### 9.03 Types of Training

###### A. Mandated Training/Education

When the City requires an employee to participate in an education or training program, the City will bear the full costs of the employee's participation including: per diem, hourly pay, tuition, books, travel cost, etc, as it applies. Required attendance at training courses is counted as hours worked.

###### B. Voluntary Training/Education

As approved by the City Manager, the City may bear the full costs of job-related, voluntary training. This may include but is not limited to annual association conferences, professional certifications, and seminars.

###### C. Tuition Reimbursement

Employees will be reimbursed for tuition when satisfactory completing a pre-approved class at an accredited college or university. Reimbursement shall be based on availability of funds and in accordance with the following:

###### 1. Application Procedure:

- a. ~~a.~~ The employee must have successfully completed all applicable training periods.
- b. ~~b.~~ The employee must submit a timely application to his/her Department Director prior to registering for the course. Application form available (COA Intranet – Human Resources). If

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the Department Director recommends approval, the application will be sent to ~~the~~ Human Resources ~~Director~~ for final budget and management review and decision.

- c. ~~e.~~ Employee ~~will only~~ must be ~~reimbursed for the course if they are still~~ actively employed by the City upon completion of the course.
- d. ~~d.~~ Employee must certify that ~~they are~~ he/she is not receiving any funds for reimbursement from any source other than the City of Alachua (i.e. grants or other source of financial aid).
- e. ~~A grade of "C" or higher is required as a final grade for the course.~~

### 2. Reimbursement

- a. ~~a.~~ Costs for books are not reimbursable as they are considered personal property of the employee.
- b. ~~b.~~ No reimbursement will be made for an incomplete course and no employee will be reimbursed more than one thousand (\$1,000) dollars per fiscal year (10-1 through 9-30).
- c. ~~e.~~ A pre-approved application form, accompanied by tuition receipt and evidence of satisfactory completion of the course with appropriate grade must be submitted through the Department Director to ~~the~~ Human Resource ~~Department~~ for reimbursement.
- d. ~~\_\_\_\_\_~~ A grade of "C: or higher is required as a final grade for the course to be eligible for reimbursement.

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### 3. Reimbursement shall be on the following schedule

- ~~a.~~ Grade A (+/-) or Pass in Pass/Fail ~~=~~ 100%
- ~~b.~~ Grade B (+/-) ~~=~~ \_\_\_\_\_ 90%
- ~~c.~~ Grade C (+/-) ~~=~~ \_\_\_\_\_ 80%
- ~~d.~~ Lower than C ~~=~~ \_\_\_\_\_ no reimbursement\

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### D. Coach and Counsel/Verbal Warning

Whenever an employee's attendance, performance, attitude, work habits, or personal conduct falls below a desirable level, supervisors shall inform the employee promptly and specifically of such lapses and give counsel and assistance. If appropriate and justified, a reasonable period of time for improvement may be allowed before initiating disciplinary measures.

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This type of training shall be applied to a violation of a relatively minor degree or to situations where the employee's performance needs to be discussed. The verbal warning shall be given in private. The employee will be given an opportunity to correct the condition and, if the condition is not corrected, the employee may be subject to progressive disciplinary action. This puts the employee on formal notice that he/she is not meeting standards.

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## CHAPTER X

### Employee Dress, Appearance and Conduct

#### **10.01 Dress and Appearance/City Provided Uniforms**

Each employee shall present a positive, business-like image through a neat and clean professional appearance as appropriate for the nature of his/her work. Determination of an employee’s specific dress and appearance is a supervisory responsibility with the exception of egregious dress code violations, which may be addressed by Human Resources directly.

##### **A. General Statement**

The City maintains a “business casual” dress code for most employees. Acceptable business casual attire includes but is not limited to the following: collared or polo-style shirts, slacks, nicely pressed denim, appropriate length skirts or dresses and blouses. Inappropriate items include but are not limited to the following: strapless, spaghetti strap or tank top style dresses and tops, low-cut or low-hanging garments, attire with offensive, obscene, crass or otherwise inappropriate verbiage or graphics or any other item deemed inappropriate by the Supervisor or Human Resources for the nature and scope of work performed by the employee.

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##### **B. City Provided Uniforms**

Employees supplied uniforms by the City are required to wear the full and complete uniform in the performance of their jobs. Each employee shall report for every workday wearing a full and complete uniform in clean and presentable condition. Uniforms showing a sign of wear or damage are unacceptable and shall be returned to the supplier according to the procedures established by the employee’s Department Director.

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##### **C. Department Director Responsibilities**

###### **1. Budget**

Prepare and submit a separate budget item each year for uniform purchase, lease, laundry or cleaning, if applicable. Each Department Director shall also submit a budget request for any funds intended for non-uniform clothing items for employees such as shirts or other items to bear the City seal or other identification. Department Directors will be responsible for managing these identified funds.

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###### **2. Department Specific Procedures**

Each Department Director will be responsible for establishing procedures to meet the requirements of the jobs under his/her supervision. Safety, hygiene and public image are the main factors to be considered.

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#### **10.02 Personal Conduct**

**A. All persons employed by the City must remain constantly aware of his/her responsibility to the public and that he/she is a representative of the City. Employees will respect, exhibit courtesy and compassion to the citizens of this community and others that they may contact.**

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**B.** City employees are frequently called upon to express opinions and to provide information concerning the City government, its operations and policies. Expressions of opinions shall be based upon facts within the personal knowledge of the employee. The probable effects of expressing such opinion must be considered before any statement is made. A City employee is not deprived of the rights of citizenship, which affords the right of free speech but shall be keenly aware of responsibilities and privileges as an employee of the City and understand that others will often interpret personal opinions as representing the official position of the City.

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**C.** Employees shall remain informed concerning the policies and operations of City government. Such responsibilities increase with the importance of the position held. Admitting lack of knowledge concerning a question is far superior to an incorrect answer, but, if the situation requires it, the employee, under such circumstances, shall refer the questioner to the proper source of information or obtain the necessary facts and inform the person making the inquiry.

**D.** Employees are to refrain from repeating rumors and from creating dissension within the organization.

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### 10.03 Ethical Communication Procedures

All City of Alachua employees must abide by a code of wholly ethical communications with peers, supervisors, employees, vendors and the public. Ethical communication enhances human worth and dignity by fostering truthfulness, fairness, responsibility, personal integrity and respect for self and for others. As such, the following rules must be expressly followed to avoid violating such code:

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**A.** Communicate with necessary individuals directly. Concerns, except those regarding harassment or discrimination, regarding another's behavior should be addressed directly with the individual. Sharing such concerns with others that do not have a legitimate reason need to know may quickly amount to gossip — one of the most damaging practices in any workplace.

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**B.** Avoid argumentative tones and comments. Employees should state their position clearly and factually in a normal tone, allowing the other individual an opportunity to share his or her position, and inviting open discussion regarding both such positions.

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**C.** Honesty is always the best practice. It is critical that employees never engage in deceit, exaggeration, or express dishonesty when dealing with other individuals. While some communication may be extremely difficult to have, employees are always expected to communicate in a candid, but respectful, manner.

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**D.** Respect issues of confidentiality. Employees of the City of Alachua will be faced with topics of great confidentiality at times, and as such, must avoid sharing any such information with individuals not within the scope of said confidentiality. This procedure speaks only to issues of confidentiality as related exclusively to the City of Alachua's purpose and mission, and should not be interpreted to include gossip, personal information, and other topics not related to the City of

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Any employee found violating any portion of this procedure may be subject to disciplinary action, up to and including termination.

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### 10.04 Political Activity

The City of Alachua encourages all employees to register to vote and to exercise this privilege at every opportunity. It is City policy that it is in the public interest and a governmental benefit to remove career employees from the arena of partisan political activity. Florida Statutes, 104.31, imposes certain restrictions on the political activities of State, County and Municipal officers and employees. The following prohibitions shall apply to all City officers and employees:

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A. No officer or employee of the City shall, directly or indirectly, attempt to coerce or influence any other person for a political purpose by improper promise or suggestion of special treatment or threat of retaliation based on the officer or employee's position with the City.

B. The City of Alachua shall not permit the use of its equipment, property, facilities or supplies for partisan political purposes except for a reasonable fee.

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C. Employees shall not solicit, during working hours for contributions or any other sort of support or influence for any political party, office or candidate, either from other employees, superiors, elected officials or candidates.

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D. No employee in the City service shall hold or be a candidate for City public office while in the employment of the city.

E. Nothing contained in this section or in any other part of the Manual shall be deemed to prohibit any public employee from expressing his or her opinions on any candidate or issue or from participating in any political campaign. Such activity may be done during the employee's off-duty hours, so long as such activities are not in conflict with the provisions of state or federal law.

Violation of any of these restrictions shall result in disciplinary action up to and including termination.

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### 10.05 Social Events within the Workplace

Our culture seeks to be inclusive and permit all employees to participate in any and all social gatherings that occur within the workplace. Events such as birthday parties, retirement celebrations, and other like events represent opportunities to fellowship and further develop the culture of the organization. All employees are welcome to participate in social gatherings that occur within the workplace. Simultaneously, no employee should ever feel pressured to participate in such an activity and just need express his/her lack of interest in participation to those organizing such an event.

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### 10.06 No Solicitation/Distribution

#### A. Definitions

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The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

1. **Distribution** includes, but is not limited to, distribution of political literature, subscription forms or informational bulletins.
2. **Solicitation** includes, but is not limited to, solicitations for magazines or periodical subscriptions, political contributions or membership in organizations.
3. **Working time** means time designated for performing actual job duties by the person soliciting or distributing literature or the person being solicited or receiving literature.

**B.** Solicitation on City property causes employees to neglect their own work and interferes with the work of fellow employees. The following rules shall apply to solicitation or distribution of literature by employees on City property:

1. There shall be no solicitation during working time.
2. There shall be no distribution of literature during working time or any other time in any working area.

Any such violation by an employee is grounds for disciplinary action, up to and including termination.

The City does not permit solicitation or distribution by non-employees at any time on the City's premises. Additionally, the City prohibits solicitation and distribution by any employee or non-employee during work time. This includes all types of distribution and solicitation such as requests for charitable giving, endorsement of political campaigns, the sale of goods for the benefit of children or partners, and all other similar behaviors.

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# EXHIBIT “A” TO ORDINANCE 16-09

## CHAPTER XI

### Computer, Email, Internet and Photocopier Use

#### **11.01 Policy Statement**

This policy contains guidelines for the use, access, and disclosure of communications via, telephone, mail, photocopiers, e-mail, voice mail, desk and laptop computers, pagers, mobile phones, faxes or facsimiles, Internet and intranet sent or received by employees using any City provided Communication or Computer Systems (herein referred to collectively as “Systems”).

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#### **11.02 Confidentiality and Acceptable Systems Usage**

A. The City Systems are intended for City business only. All information transmitted or stored in City Systems is the sole and exclusive property of the City and shall be treated as confidential. Such information may not be disclosed to any person outside City government nor may any such information be removed from City premises without the express permission of the City Manager. Employees are strictly prohibited from accessing, reading and copying data or information stored in the Systems and from accessing, reading and copying communications not directed to them without prior and express authorization.

ALL SYSTEMS MESSAGES ARE CITY OF ALACHUA RECORDS. NO MESSAGE OR COMMUNICATION IS PRIVATE.

#### **B. Management’s Right to Access Information**

Our computer, telephone, and communication hardware and software systems are strictly to facilitate business communications. Although each employee has an individual password to access these Systems, they belong to the City and the contents of all communications are accessible by management for any and all legitimate management purposes. Such purposes include the assurance of employee production, the prevention of illegal harassment and other unethical behaviors, and all other reasons necessary to best ensure that the mission of the City is met. The City reserves the right to, and will periodically, monitor its Systems in order to ensure compliance with this Policy. Employees are strictly prohibited from placing personal passwords on any City System for the purpose of preventing such monitoring.

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EMPLOYEES SHOULD NOT CONSIDER ANY MATERIALS TRANSMITTED OR STORED IN CITY SYSTEMS TO BE PRIVATE.

C. The City maintains all electronic communications, including both electronic mail and instant messaging correspondence, for an indefinite period to fulfill the litigation hold requirements of the Federal Rules of Civil Procedure. The City’s Information Technology professionals preserve all such documents in the normal course of business and maintain said documents in the event they become necessary for purposes of litigation.

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### 11.03 Personal Use of the City Communication and Computer Systems

#### A. General Usage

Due to the public nature of City Systems, employees should not use City Systems to transmit any messages, or to access any information, which they would not want a third party to see. Although incidental and occasional personal use of City Systems is permitted, any such personal use will be treated the same as all other communications under this Policy. However, employees are at all times strictly restricted to de minimis use in accessing or downloading information from the Internet for personal use.

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#### B. Telephone Usage

The City Telephone Systems, including voicemail, are the property of the City and are provided for business purposes. The City may periodically monitor the usage of the telephone systems to ensure compliance with this policy. THEREFORE, EMPLOYEES SHALL NOT CONSIDER CONVERSATIONS ON THE CITY TELEPHONE SYSTEMS TO BE PRIVATE.

#### C. Personal Mail

All mail which is delivered to the City is presumed to be related to City business. Mail sent to you at the City will be opened by the office and routed to your department. As such, personal mail should be delivered to the home address of each employee.

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#### D. Restrictions on Usage

The City reserves the right to limit or prohibit employee use of electronic communications when necessary to ensure organizational production or to discipline employees for performance related reasons.

### 11.04 Forbidden Use and Content of Communications

You may not use City Systems in any way that may be seen as insulting, disruptive, offensive or harmful to morale. Examples of prohibited, non-business purposes include, but are not limited to, use of the City Systems to:

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A. convey insensitive, improper, derogatory, insulting, threatening or harassing language or remarks, or sexually-explicit messages, cartoons, jokes, or other potentially offensive material;

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B. send propositions, love letters or any other message that could be as harassment or disparagement of as per Chapter XIV: Harassment;

C. write personal letters, resumes or other documents unrelated to City business;

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D. run computer games or other personal software or copy such software;

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E. propagate gossip or entertain personal communication;

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This section and others set forth in this chapter are not intended to restrict or impede the use of the system as a part of a legal and authorized law enforcement

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or internal personnel investigation or inquiry.

### **11.05 Password and Encryption Key Security and Integrity**

To maintain the integrity of City systems the City must govern the creation, maintenance and security of System and network passwords, passphrases and encryption keys. Passwords are an aspect of System security as they are the front line of protection for user accounts. As such, all employees are responsible for taking the appropriate steps to select and secure their passwords:

- A. All passwords (e.g. user account, JOOMLA website administration, etc.) should be changed at least once every six (6) months.
- B. Passwords must not be inserted in emails or other forms of electronic communication.
- C. Passwords should never be written down or stored online or anywhere within the office or workspace. Similarly, passwords should not be stored in a file on any computer system, including digital assistants, smartphones or similar devices without encryption.
- D. Employees should not use the “Remember Password” feature found on many computer and website applications.
- E. All passwords must conform to the guidelines described below:
  - 1. Contain both upper and lower case characters
  - 2. Have digits and punctuation as well as letters
  - 3. Be at least eight (8) alphanumeric characters long and is a passphrase
  - 4. Is not a word in any language, slang, dialect or jargon
  - 5. Is not based on personal information, names of family members, etc.
- F. Employees should not use the same password for City accounts as for other non-City access (e.g. personal ISP account, bank accounts, etc.).
- G. If an account or password is suspected to have been compromised, report the incident to the IT department and immediately change all passwords.

All Systems passwords and encryption keys must be available to the City at all times. Additionally, you may not use passwords that are unknown to your supervisor, nor may you install encryption programs without first turning over encryption keys to your supervisor. Further, employees are prohibited from the unauthorized use of passwords and encryption keys belonging to other employees in order to gain access to messages of another. Any employee found to have violated this policy will be subject to disciplinary action up to and including termination.

### **11.06 Software, Personal Disks and Networking**

Computer software, whether purchased, developed, or modified by the City, may not be downloaded, copied, reproduced, altered or appropriated by employees without prior City authorization. Any such computer software is the property of the City and may not be

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copied or appropriated by employees for personal use at any time. Employees shall be aware that the illegal duplication of computer software may result in the filing of criminal copyright charges by the owners of the copyrights. Copyright infringement is punishable by fines and/or imprisonment.

### **11.07 Photocopier**

The photocopier is acquired, maintained and operated at City expense. Use for other than City business is prohibited. A supervisor may approve occasional de minimis use.

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### **11.08 Additional Security Requirements**

**A.** Employees shall be aware that the Internet does not guarantee the privacy and confidentiality of transactions or e-mail transmissions. Therefore, sensitive material transferred over the Internet or e-mail may be at risk of detection by a third party. Employees must exercise caution and care when transferring such information.

**B.** Any authorized files or software that are downloaded from the Internet or acquired from outside sources, including any files that have been accessed or manipulated on home computers or received as attachments to e-mail, must be scanned with a virus detection software before installation, execution or use of the file or software on to any City computers. All appropriate precautions shall be taken to detect a virus and, if necessary, prevent its spread.

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**C.** Alternative Internet Service Provider connections to the City internal network are not permitted unless expressly authorized and properly protected by a firewall or other appropriate security device(s).

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**D.** Employees shall notify their immediate supervisor upon learning of violations of this policy. Violations could result in discipline up to and including termination.

### **11.09 Social Networking Sites**

The City recognizes the use of social networking sites such as Facebook and LinkedIn has grown in popularity in recent years. By signing the Manual, you acknowledge and recognize that the use of any website to post or distribute any information considered detrimental or harmful to the City, its employee, its citizens or any other person or entity is grounds for immediate termination. This includes all postings, both those made during and after normal work hours. Examples of such inappropriate postings include but are limited to photographs of individuals under the influence of alcohol or drugs or engaged in other unbecoming behavior; comments reflecting negatively about the City, peers, supervisors, leadership or others; and all other content that opposes the mission and purpose of the City.

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### **11.10 Cyber Communication and Social Media Use by Employees**

The City recognizes that employees will use social media and other cyber communications as a growing way to connect with others. The same principles and guidelines found throughout the Manual and employee job descriptions, apply to employee activities online. This includes forms of online publishing and discussion,

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including blogs, wikis, file-sharing, user-generated video and audio, virtual worlds and social networks. The City trusts and expects employees to exercise personal responsibility whenever they participate in social media. The City expects that employees utilizing social media will recognize and follow the guidelines included within this policy failure to do so will result in disciplinary action, up to and including termination.

### A. Expectations

1. Always consider the power of your comments and contemplate the impact of your post on your reputation and that of the City before publishing.
2. Respect all confidential and proprietary information that you possess as a result of your relationship with the City.
3. When disagreeing with opinions of others, be appropriate and professional when posting such disagreement on social media sites.
4. When identifying your work status at the City on social media sites, use your real name, identify that you work for the City and the position that you hold. Be aware of your association with the City in online social networks. If you identify yourself as an employee of the City, ensure your profile and related content is consistent with how you wish to present yourself with colleagues and clients.
5. Anytime you publish content on an external website regarding your job responsibilities or any subjects associated with the City, use the following disclaimer: “The postings on this site are my own and do not necessarily represent the City’s positions, strategies or opinions.”
6. Respect your audience. Do not use slurs, personal insults, obscenity or engage in any conduct that would not be acceptable in the workplace. You should also show proper consideration for the privacy of others, and for topics that may be considered objectionable or inflammatory.
7. The City respects the interest and willingness of employees to convey group complaints regarding existing working conditions. While it wholly respects rights of employees to discuss such concerns utilizing social media, it encourages any such concerns be brought to City administration.
8. When the City wishes to communicate publicly as an organization it has well established means to do so. Only those officially designated by the City have the authorization to speak on behalf of the City.
9. Vulgar, obscene, threatening, intimidating, harassing or discriminatory behaviors on social media sites may result in an employee’s immediate termination.

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## Chapter XII Travel and Motor Vehicle Use

### **12.01 Purpose**

All City of Alachua motor vehicles are for the sole purpose of conducting City business on behalf of its citizens and the public in general. There also exist state and federal laws and specific Internal Revenue Code Sections that apply to and control city motor vehicle use. City employees may require business travel for training, conferences, organization meetings, etc. The purpose of this chapter is to give guidance and direction to City of Alachua employees in meeting their obligations of public trust and in complying with state and federal law with regard to use of City motor vehicles and while on business-related travel.

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### **12.02 Policy**

All City of Alachua motor vehicles, whether owned, leased or used for City business by other agreement, shall be operated in accordance with this chapter, the Safety Manual and other applicable policies and procedures set forth in this Manual and, for police vehicles, the policies and procedures of the Alachua Police Department.

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### **12.03 Travel and Other Official Expenditures**

A. Travel to and from an employee’s home and the employee’s regularly assigned workplace will not be counted as business travel and is non-compensable time.

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B. When an employee is in official travel status for which travel expenses are reimbursable, time spent in travel beyond the normal workday on the first and last day of such travel will be counted as hours worked.

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C. Rate of pay does not include allowances for authorized travel or other expenditures incurred in the conduct of City business, or allowances made to employees for the official use of privately owned automobiles. Employees will be reimbursed for such expenses as provided in these rules

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### **12.04 Definitions**

A. A motor vehicle is an automobile, motorcycle, truck, trailer, semitrailer, truck tractor and semitrailer combination, or any other vehicle operated on the roads of this state, used to transport persons or property, and propelled by power other than muscular power, but the term does not include traction engines, road rollers or such vehicles as run only upon a track.

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B. An authorized operator is a holder of appropriate operator’s license issued by the State of Florida authorizing the holder to operate the particular vehicle on the roads of this state and who has been assigned to operate the particular vehicle by the appropriate supervisor.

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C. City Business is any activity conducted on behalf of or for the benefit of the City of Alachua and as directed and authorized by the City Manager in accordance with the Manual and in accordance with law.

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**D.** Assigned Vehicle is any City motor vehicle assigned for the use of an employee to conduct City business, whether that use is for single or multiple tasks. No take home use is authorized.

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**E.** Take Home Vehicle is a City motor vehicle assigned to an employee for daily use in conducting City business and non-compensatory reasons such as commuting to and from home. Additional restrictions are set forth in this chapter and police vehicle take home use is expanded by Section 6 of the APD Manual.

**F.** De Minimis (Minimal) Benefit is any property or service provided to an employee that has so little value that accounting for it would be impracticable, such as stopping for lunch or going a short distance out of the way to handle an errand during a commuting trip or otherwise on City business.

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### 12.05 General Procedures

**A.** Only authorized employees are permitted to operate City motor vehicles.

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**B.** All operation shall be in accordance and compliance with all applicable laws and ordinances.

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**C.** Every operator shall have a valid operator's license of the type required for the vehicle operated.

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**D.** All passengers in City vehicles must be City employees engaged in City business or their presence must have been previously approved by the operator's supervisor or other provisions in this manual or, for police vehicles, as set forth in the APD Manual.

**E.** No City motor vehicle shall be operated except for a lawful City purpose, on City business and with the knowledge and authorization of the operator's supervisor.

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**1.** Travel outside the city and out of Alachua County require specific approval of the operator's supervisor.

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**2.** Travel outside the state in a City motor vehicle is not permitted unless authorized in advance, in writing, by the City Manager.

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#### **F. Operator's License**

**1.** It is the responsibility of each authorized operator to maintain a valid license to operate any vehicle identified in his/her job description or that he/she may be assigned to operate in the course of his/her employment.

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**2.** All authorized operators shall report the status of his/her license (expiration, surrender, suspension, revocation, etc.) to Human Resources.

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**3.** The appropriate and valid license, which must be fully legible with no portion faded, altered, mutilated or defaced, must be in the immediate

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possession of every authorize operator at all times while on duty. The employee must produce same on demand by his/her supervisor, his/her supervisor’s superior or, when operating a City motor vehicle, any law enforcement officer.

### **G. Violations of Law or Ordinances**

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Any employee who, no matter how infrequently, operates a City motor vehicle shall report to his/her supervisor and bear full personal responsibility for any violation, citation, summons or arrest while operating a City or his/her (on or off duty) motor vehicle.

### **H. Safety and Accidents**

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All provisions of the Manual shall apply to the operation of City motor vehicles and particular attention is also directed to the Safety Manual, for operation and the reporting of accidents. Operators of police vehicles are also required to comply with all relevant portions of the APD Manual.

### **I. Use of Tobacco Products**

1. There shall be no use of tobacco products of any kind in any City motor vehicle.

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2. The limited exception to paragraph 1 shall be an employee who is authorized in writing to use his/her personal vehicle for City travel. However, paragraph 1 shall apply if other employees are traveling with the authorized operator.

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The intent of this limited exception is to respect the private property rights of the authorized operator but not at the sacrifice of the right of other employees to a tobacco free workplace.

3. A personally owned vehicle may be rejected for City use by any supervisor if the vehicle fails to meet reasonable smoke free workplace requirements.

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## **12.06 Take Home Vehicles**

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A. The contents and requirements of sections 12.01 through 12.05 and all other parts of this Manual apply to the operation of all take home vehicles. The balance of this section, 12.06 B 1 and 2, does not apply to police vehicles.

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B. The policies and procedures set forth in this chapter are mandated by federal and state law with particular emphasis on compliance with relevant portions of the Internal Revenue Code.

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1. The general rule is that any personal use of a City vehicle is taxable to the employee. The IRS specifically identifies commuting to and from an employee’s home in a City vehicle as personal use. Exceptions to this rule include:

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a. Officially authorized use of police vehicles by law enforcement

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officers.

- b. Any vehicle designed to carry cargo with a loaded gross vehicle weight (gvw) over 14,000 pounds.
- c. Trucks with seating for the driver only or the driver plus a folding jump seat.
- d. Pickup trucks with a gvwt of 14,000 pounds or less ONLY if modified so it is not likely to be used more than minimally for personal purposes. For example, only if the pickup is clearly marked with permanently affixed decals and special City identification AND is equipped with at least one of the following\*:
  - 1) Permanent side boards or panels that materially raise the level of the sides of the truck bed.
  - 2) A hydraulic lift gate.
  - 3) Permanent tanks or drums.
  - 4) Other heavy equipment such as a generator, welder, boom, etc.\*a light bar and radio absent one of (1) thru (4) will not qualify.

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- 2. No City vehicle shall be used for personal use except when it has been determined by a Department Director and approved by the City Manager that the employee requires extensive use of a City vehicle as part of his/her job duties both during and outside normal business hours. In such cases, the City requires the employee to commute to and from his/her home in said vehicle. In such case, the use for commuting shall be limited to one round-trip per day, excepting de minimis side trips. The values of such required commuting use shall be calculated using the “Special Commuting Valuation Rule” as defined by the IRS and included in the employee’s gross pay.

- a. A written request for assignment of a take home vehicle must be submitted by the appropriate Department Director to the City Manager on the appropriate form.
- b. No personal use except as described above is permitted.
- c. The employee’s supervisor must be satisfied and assured the City vehicle will be safely secured and stored at the employee’s residence.
- d. For permanently assigned take home vehicles, the employee must reside within Alachua County.
- e. For temporarily issued take home vehicles (for example: a vehicle issued to an employee on stand-by or during emergency situations), the employee must ensure the vehicle stays within Alachua County or within 15 miles of City Hall.

### 12.07 Emergency Situations

#### A. City Function

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During emergencies, Department Directors are authorized to vary from the policies and procedures set forth in this chapter. Examples include, but are not limited to, dispersing vehicles and equipment in a natural disaster or other threat, providing necessary transportation for storm victims, etc. Good judgment, a sense of humanity and common sense must apply.

### **B. Employee Emergency**

Department Directors may authorize the use of a City vehicle if any employee has no personal vehicle available and a family emergency occurs. The vehicle use is limited to Alachua County and for short duration. The Department Director must explore other options and evaluate the mental state of the employee and be comfortable with the employee’s state of mind before authorizing City vehicle use.

### **12.08 Violations of Chapter Provisions**

Serious consequences may result from failure to comply with the provisions of this chapter, including, but not limited to the following:

- A. Disciplinary action up to termination
- B. Action to recover financial amounts
- C. Criminal prosecution for misuse or appropriation of City property
- D. Adverse action by IRS in the treatment of commuting valuation ~~7.02~~

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## CHAPTER XIII

### Other Personnel Policies and Related Subjects

#### 13.01 Performance Evaluation

An evaluation is a series of observations by a supervisor about the performance of a job by an employee over a set period of time based on procedures, forms and standards as set by the City Manager. It is a tool designed to give employees constructive ~~feed~~ ~~back~~ feedback about their performance in an effort to improve and enhance that performance and to correct deficiencies. It helps familiarize supervisors with information designed to assist him/her in becoming an effective evaluator of employee performance.

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~~A. Schedule of Evaluation~~ The following schedule shall establish the policy for determining when evaluations are due based on specific employee action(s);

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#### ~~A.~~ A. Training Evaluations

~~Full official~~ Performance evaluation done on or before the end of the ~~initial~~ applicable training period. ~~No merit increase is~~ Merit increases may not be granted ~~based on training evaluations.~~ Any employee who receives ~~an overall~~ rating of below expectations or does not meet expectations less than "Meets Expectations" for the training evaluation will ~~be dismissed or will~~ have the training period extended ~~for a period not to exceed~~ more than 90 days, as determined by the Department Director or be terminated.

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#### ~~B.~~ B. Annual Evaluations

~~a. Full official evaluation done on or before each employee's anniversary date.~~ The Annual evaluations will be performed within the first quarter of the fiscal year. The overall rating of the annual evaluation will determine the employee's merit increase, if any.

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#### ~~C.~~ C. Special Evaluations

~~1. Special evaluations may be done at any time. This shall be done to assist employees whose performance is deviating from the expected standards as a tool to correct current and prevent future problems in employee performance.~~

~~b. 2.~~ Any employee who receives ~~an overall~~ rating of less than satisfactory and is not dismissed "Meets Expectations" shall be given a special evaluation at least every thirty (30) days until performance is satisfactory. If performance does not reach satisfactory in a period not to exceed 90 days, the employee will be ~~dismissed~~ terminated.

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#### C. Special Evaluations

Special evaluations may be done at any time.

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~~7.03~~—Such evaluations will be to assist employees whose performance is deviating from the expected standards. Feedback contained therein will be a tool to correct current and prevent future problems in employee performance.

### 13.02 Outside Employment

~~All terms and conditions of~~ As each and every situation is unique and requires individual attention and action employees with outside employment ~~of~~ are subject to the following:

A. Outside employment of a regular full-time City ~~employees shall~~ employee must be reported in writing to the Department Director. ~~Full details such as hours, terms and conditions of employment shall be provided in the report.~~

B. Such outside employment shall in no way conflict with, be detrimental to or create an appearance of impropriety with regard to the employee's City work. ~~Shall~~ If a conflict ~~exist~~ exists as determined by the Department Director, Human Resources Director or the City Manager, immediate action may be taken to protect the City up to and including ~~suspension up to dismissal~~ termination of the employee.

C. The employee may be requested, whether or not a suspension is ordered, to voluntarily resolve the conflict to the satisfaction of the City within seven calendar days. If the conflict is not resolved within that time, the employee shall be subject to suspension and given additional time to resolve the issue or be dismissed. ~~Each and every situation is unique and requires individual attention and action. Each employee shall make all reports concerning outside employment in writing. Full details such as hours and terms and conditions of employment shall be provided in the report.~~ terminated.

D. It must be understood that some outside employment may be considered as a conflict of interest under State law and any such conflict must be reported to the Clerk of the Circuit Court.

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### ~~7.04~~ Group Insurance

~~The City provides comprehensive group insurance for medical, dental and vision, as well as life insurance for employees. The employee's dependents plan is available to all full time employees of the City at a cost to the employee of the difference in the employee coverage and dependent coverage, said cost subject to change from time to time. Carrier and plan coverages are subject to modification at any time. Employees may temporarily extend health coverage at group rates upon separation in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA of 1985). Detailed provisions or current policies may be obtained from the Human Resources Department.~~

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### ~~7.05~~ Political Activity

~~The City of Alachua encourages all employees to be registered to vote and to exercise this privilege at every opportunity. It is City policy that it is in the public interest and a~~

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~~governmental benefit to remove career employees from the arena of partisan political activity. Florida Statutes, 104.31, imposes certain restrictions on the political activities of State, County and Municipal officers and employees. The following prohibitions shall apply to all City officers and employees:~~

~~A. No officer or employee of the City shall, directly or indirectly, attempt to coerce or influence any other person for a political purpose by improper promise or suggestion of special treatment or threat of retaliation based on the officer or employee's position with the City.~~

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~~B. The City of Alachua shall not permit the use of its equipment, property, facilities or supplies for partisan political purposes except for a reasonable fee.~~

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~~C. Employees shall not solicit, during working hours for contributions or any other sort of support or influence for any political party, office or candidate, either from other employees, superiors, elected officials or candidates.~~

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~~D. No employee in the City service shall hold or be a candidate for City public office while in the employment of the city.~~

~~E. Nothing contained in this section or in any other part of the Manual shall be deemed to prohibit any public employee from expressing his or her opinions on any candidate or issue or from participating in any political campaign during the employee's off duty hours, so long as such activities are not in conflict with the provisions of state or federal law.~~

~~Violation of any of these restrictions shall result in disciplinary action including discharge.~~

### ~~7.06 Record Keeping~~

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~~Each administrative area is required to keep an accurate record of all hours worked by each employee as well as complete an accurate record of all leave taken.~~

~~A. Employees who earn compensatory time or use any leave time in an amount less than a full hour will be credited or charged with such leave to the closest quarter of an hour.~~

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~~B.A. All hours worked must be totaled at the end of the workday and the workweek. The totals will be rounded to the nearest quarter of an hour.~~

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~~C. The ultimate responsibility for the accuracy and proper maintenance of all attendance and leave records rests, individually and separately, with the employee and his/her Supervisor.~~

~~D.A. Falsification of any attendance or leave records shall result in disciplinary action up to and including the termination of any or all employees involved.~~

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~~E. Employees are required to sign their time cards and certify the hours worked are true and correct before submitting the records to the Human Resource Department for processing.~~

~~F. Work and compensation records shall be forwarded to the Human Resources Department on the Monday (or the next workday if Monday is a holiday) after the pay period ends.~~

### ~~7.07~~ Department Rules

~~Department Directors are authorized to formulate and disseminate supplemental rules, provided they are not in conflict with these policies and procedures. All such rules shall be subject to approval, amendment and/or revocation by the City Manager.~~

### ~~13.03~~ ~~7.08~~ Personnel Records

~~The Human Resources Director's office shall maintain the personnel records of each employee. Such records shall include a personnel file for each employee containing basic vital statistics, disciplinary actions, employee appeals, official acts involving the employee, any examination records and other employment records. They shall be available for inspection and review insofar as such is permitted under the Public Records Act.~~

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~~The City maintains all electronic communications, including both electronic mail and instant messaging correspondence for an indefinite period of time to fulfill the litigation hold requirements of the Federal Rules of Civil Procedure. All such documents are preserved in the normal course of business and maintained by the City's Information Technology professionals in the event they become necessary for purposes of litigation.~~

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### ~~7.09~~ Personal Conduct

~~A. All persons employed by the City must remain constantly aware of the responsibility to the public and of the fact that they are representatives of the City. It is expected that conduct and appearance shall be commensurate with the position held. Employees will respect, exhibit courtesy and compassion to the citizens of this community and others that they may contact.~~

~~B. City employees are frequently called upon to express opinions and to provide information concerning the City government its operations and its policies. Expressions of opinions shall be carefully weighed in the light of the probable effect and shall be based upon facts within the personal knowledge of the employee. A City employee is not deprived of the rights of citizenship which affords the right of free speech but shall be keenly aware of responsibilities and privileges as an employee of the City and understand that personal opinions will often be interpreted by others as representing the official position of the City.~~

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~~C. Employees shall informed concerning the policies and operations of City government. Such responsibilities increase with the importance of the position held. Admitting lack of knowledge concerning a question is far superior to an incorrect answer, but, if the situation requires it, the employee, under such circumstances, shall refer the questioner to the proper source of information or obtain actual facts and inform the person making the inquiry.~~

~~A. D. Employees are to refrain from repeating rumors and from creating dissension within the organization.~~

### ~~13.04 7.10 Non Smoking Policy and Use of Electronic Cigarettes and Vaporizing/Smoking Apparatuses~~

Under Florida's Clean Indoor Act, smoking is banned in all City owned buildings ~~except in~~. Electronic cigarettes or e-cigarettes, liquid nicotine vaporizers and all other smoking apparatuses are likewise prohibited. The City takes the stance that due to exposure to secondhand nicotine and the highly addictive nature of nicotine the use of all varieties of e-cigarettes, electronic vaporizers and other such smoking apparatuses poses a threat to the health of our employees and the public we serve. Smoking and the use of vaporizers and other such smoking apparatuses is permitted outside in designated smoking areas only.

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### ~~7.11 Dress and Appearance/City Provided Uniforms~~

#### ~~A. General Standard~~

~~City employees are expected to maintain high personal, moral and ethical standards. One of the most noticeable expressions of these personal standards is dress and appearance. Each employee shall present a positive, business like image through a neat and clean professional appearance. Appropriate attire and good grooming habits can assist the City's goals of safe and efficient operations, quality customer service and a positive public image. What is appropriate for employees in one department may not be appropriate for another. Work clothes and uniforms provided for many departments generally set the standard for their functions. Employees who deal with the public shall present a professional appearance and demeanor when dealing with the public. Determination of an employee's specific dress and appearance is a supervisory responsibility and will be treated as such.~~

#### ~~B. City Provided Uniforms~~

~~Employees supplied uniforms by the City are required to wear the full and complete uniform in the performance of their jobs. Each employee shall report for every workday wearing a full and complete uniform in clean and presentable condition. Uniforms showing a sign of wear or damage are unacceptable and shall be turned in to the supplier according to the procedures established by the employee's Department Director.~~

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### ~~C. Department Director Responsibilities~~

#### ~~1. Budget~~

~~Prepare and submit a separate budget item each year for uniform purchase, lease, laundry or cleaning, if applicable. Each Department Director shall also submit a budge request for any funds intended for non uniform clothing items for employees such as shirts or other items to bear the City seal or other identification. Department Directors will be responsible for managing these identified funds.~~

#### ~~2. Department Specific Procedures~~

~~Each Department Director will be responsible for establishing procedures to meet the requirements of the jobs under his/her supervision. Safety, hygiene, public image and personal comfort of employees are the main factors to be considered.~~

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### ~~13.05 7.12 Personal Property~~

To promote security and the safety of all concerned, upon reasonable suspicion, all vehicles, packages, handbags, and other containers brought on City property by employees are subject to inspection or search, as are outer garments (coats, jackets, etc.). Any lockers, equipment and office furniture such as desks, computers and cabinets on City property are also subject to inspection and search at any time with or without notice.

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~~If you choose to bring~~ Employees are responsible for personal items of value brought to work, ~~please lock them up at night.~~ Employees are responsible for proper efforts to safeguard such items such as placement in locked cabinets or ~~take them home with you~~ removal from the workspace each evening. The City cannot assume responsibility for the loss of any ~~items of value you choose to bring to work~~ personal items.

### ~~7.13 No Solicitation/Distribution~~

~~Solicitation on City property causes employees to neglect their own work and interferes with the work of fellow employees. The following rules shall apply to solicitation or distribution of literature by employees on City property:~~

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#### ~~A. There shall be no solicitation during working time.~~

~~B. There shall be no distribution of literature during working time or any other time in any working area.~~

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~~"Working time" means time designated for performing actual job duties, either by the person soliciting or distributing literature or the person being solicited or receiving literature.~~

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~~Examples of "solicitation" include, but are not limited to, solicitations for magazines or periodical subscriptions, political contributions or membership in organizations. Examples of "distribution" include, but are not limited to, distribution of political literature, subscription forms or informational bulletins. Any such violation by an employee is grounds for disciplinary action, up to and including discharge.~~

~~Persons not employed by the City are forbidden from coming on City property to solicit or distribute material for any reason. All employees shall immediately report to their supervisor any solicitation or distribution of literature in violation of this rule by non-employees.~~

~~The City does not permit solicitation or distribution by non-employees at any time on the City's premises. Additionally, the City prohibits solicitation and distribution by any employee or non-employee during work time. This includes all types of distribution and solicitation such as requests for charitable giving, endorsement of political campaigns, the sale of goods for the benefit of children or partners, and all other similar behaviors. Employees in violation of this rule may be disciplined or even terminated.~~

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### 13.06 ~~7.14~~ Security and Protection of City Sites, Property and Personnel

~~It has been more than seven years since the tragedy of 9-11-01 and There is a false sense of security and resulting complacency can be one result. The reality is there are those who continue to wish harm to America and its citizens. Further, there is the continuing~~continued, personal responsibility of all City of Alachua employees to protect public property from damage and/or theft and a personal responsibility for the safety and welfare of each to the other and to every member of the public. The contents of this section are supplemental to all other chapters and sections of the Manual and also apply at all times during the work day.

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#### ~~A.~~ **A.** Site and Property

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~~1. 1. No site vehicle or other property shall be left unattended and unsecured.~~

~~2. Vehicles shall not be left with keys in the ignition, doors unlocked or windows open or unsecured.~~

~~3. All gates, doors and/or other barriers are to be secured/locked and verified as such by the last employee on site.~~

~~4. Each employee is responsible for all tools, equipment, supplies and material in their custody and control. Tools, equipment and supplies shall be monitored or stored in a safe and secure area.~~

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~~2. All gates, doors and/or other barriers are to be checked and secured/locked by the last employee on site.~~

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~~1. 3. Vehicles shall not be left with keys in the ignition, doors unlocked or windows open or unsecured.~~

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~~4. Tools, equipment and supplies shall be monitored or stored in a safe and secure area.~~

### **B. Employee and Public Security/Safety**

- ~~1.~~ **1.** Always be aware of your surroundings with particular attention to your fellow employees and members of the public. The job you are doing and equipment you are operating is often very interesting to others, particularly children.
- ~~2.~~ **2.** Be alert concerning personal safety situations. Always seek support from your supervisor any time you have a concern for yourself or another. Call 911 if any situation so dictates.

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### **13.07 Department Rules**

Department Directors are authorized to formulate and disseminate supplemental rules, provided they are not in conflict with the Manual. All such rules shall be subject to approval, amendment and/or revocation by the City Manager.

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### **13.08 Contagious Illness Policy**

The City owes an obligation to the entire workforce to provide as safe and healthy a workplace as possible. As such employees who have an infectious condition, illness or injury are prohibited from working until the employee produces written verification from a licensed physician that the condition is no longer contagious and he/she may safely return to work. Every precaution will be taken to protect the private health information of the infected employee; however all employees must also recognize the need to alert other employees of infectious conditions that may have impacted others. This especially important for those with sensitive medical conditions including pregnancy, immune deficiency conditions, etc. Records of employee medical examinations shall be kept in a separate, confidential file.

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Employees with contagious conditions that may pose health risks to others agree to report such conditions to Human Resources for appropriate guidance and management immediately upon learning of the condition. An employee who reports for duty with a suspected infectious condition shall be sent home and referred to their personal physician for further evaluation. Following medical evaluation the employee may return to work with a physician's statement specifically indicating the employee is free of an infectious condition.

When reporting for duty after recovering from an infectious condition, the employee shall present the physician's statement to Human Resources that states the employee is free of the infectious condition before being allowed to return to work. No employee shall return to work who has a temperature elevation, draining skin lesions, a communicable rash or any other communicable disease, infection, illness or condition. Such employees pose a direct threat to the health and safety of other employees, citizens and members of the public.

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## CHAPTER XIV

### Harassment

#### **14.01 Statement of Policy**

The City of Alachua, Florida is committed to a collegial work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in an atmosphere that promotes equal opportunities and prohibits discriminatory practices, including sexual and other forms of unlawful harassment. Therefore, the City expects that all relationships among persons in the office be businesslike and free of bias, prejudice and harassment. In keeping with this commitment, the City maintains a strict policy prohibiting harassment of employees based on race, color, sex, religion, national origin, age, handicap, genetic information or other protected status by other employees, vendors, contractors or guests.

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#### **14.02 Definitions**

##### **A. Harassment**

For the purposes of this policy, harassment is defined as by the Equal Employment Opportunity Commission’s Guidelines as:

“Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.”

Harassment includes a range of behaviors that include but are not limited to: offensive jokes, names calling, threats or acts of physical violence, intimidation, display of offensive objects or pictures, slurs, epithets and interference with work performance.

This kind of behavior is unacceptable at the workplace and in any work-related setting outside the workplace such as during business trips and business-related social events.

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##### **B. Sexual Harassment**

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined in the Equal Employment Opportunity Commission’s Guidelines

“sexual harassment” or unwelcome sexual advances, requests for sexual favors, and other verbal or physical

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harassment of a sexual nature. Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person’s sex. For example, it is illegal to harass a woman by making offensive comments about women in general. Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex.”

Sexual harassment may include a range of subtle and not so subtle behaviors if they are unwelcome to any employee exposed to the behavior. Such behavior may include, but is not limited to the following: unwanted sexual advances, subtle or overt pressure for sexual favors; sexual jokes; innuendoes; advances or propositions; verbal abuse of a sexual nature; commentary about an individual’s body, leering, whistling, touching, pinching, assault, coerced sexual acts, suggestive, insulting or obscene comments or gestures; display in the workplace of sexual suggestive objects or pictures; and other physical, verbal, or visual conduct of a sexual nature.

This kind of behavior is unacceptable at the workplace and in any work-related setting outside the workplace such as during business trips and business-related social events.

### **14.03 Consensual Relationships**

It is also essential to understand that consenting romantic and sexual relationships between managers or supervisors in senior or supervisory positions and less-senior or lower-level employees, or between co-workers, may lead to unforeseen complications. The respect and trust accorded a more senior/supervisory person by a lower-level employee, as well as the position of the senior person to evaluate or otherwise supervise the lower-level person, could diminish the extent to which the lower-level employee feels free to choose whether or not to engage in such relationships.

It is not the City's intention to legislate social behavior within the City. However, we do recognize that encouraging and developing close social relationships, including dating, with employees makes any supervisor's job more difficult. Therefore, supervisors must refrain from dating and developing close romantic and/or sexual relationships with employees under their supervision. If a social relationship of this nature does develop the supervisor/subordinate role will be immediately resolved. The resolution may include transfer to another department or another option as deemed most appropriate by the City Manager and Department Director.

### **14.04 Individuals Covered Under the Policy**

This policy applies to all applicants and employees whether related to conduct engaged in by fellow employees, supervisors, managers, or someone not directly connected to the City such as an outside vendor, consultant, client.

### **14.05 Reporting an Incident of Harassment**

The City encourages all employees to report perceived incidents of harassment, regardless of the offender’s identity or position. Any individual that believes he/she has

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been the victim of harassment shall discuss his/her concerns with either their immediate supervisor or Human Resources.

### **14.06 Complaint Procedure**

The City strongly encourages individuals who believe they are victims of harassment to promptly notify the offender that his/her behavior is unwelcome. Notifying the offender, however, is not a required first step. Any person who feels that he/she is being harassed must immediately report the offensive conduct to his/her direct supervisor. However, if the employee’s direct supervisor is in any way involved in the alleged inappropriate behavior or is unavailable, the employee should report the conduct directly to Human Resources. If the employee’s direct supervisor and Human Resources are both involved in the alleged inappropriate conduct or are unavailable, immediately contact the City Manager. If the City Manager is involved in the behavior, immediately contact the Chairman of the City Commission.

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#### **A. Notification of Appropriate Staff**

As noted above, individuals who believe they have been the victim of harassment or believe they have witnessed harassment shall discuss their concerns with either their immediate supervisor or Human Resources. If you receive information regarding sexual harassment in your capacity as a supervisor, you are obligated to report it immediately to Human Resources.

#### **B. Timeliness in Reporting Harassment**

The City encourages the prompt reporting of complaints or concerns so rapid and constructive action can be taken. Therefore, while no fixed reporting period has been established, early reporting and intervention has proven to be the most effective method of resolving actual or perceived incidents of harassment.

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#### **C. Investigatory Process**

Any reported allegations of harassment will be investigated promptly. The investigation may include individual interviews with the reporting employee, the offender(s) and, where necessary, with witnesses to the alleged conduct or who may have relevant knowledge. The complaint and investigation will be handled with sensitivity and, to the extent practical and appropriate under the circumstances, confidentiality will be maintained throughout the investigatory process.

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#### **D. Protection Against Retaliation**

The City will not tolerate retaliation against an individual for reporting harassment or for providing information relevant to a claim of sexual harassment. Retaliation is a serious violation of this policy and will be treated with the same strict discipline, as would the harassment itself. Acts of retaliation shall be reported immediately in accordance with the Complaint Procedure and will be promptly investigated.

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#### **E. Responsive Action**

Misconduct constituting harassment will be handled swiftly and appropriately. Responsive action may include, for example, training, referral to counseling, and

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disciplinary actions such as warnings, reprimands, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, compensation adjustments, or termination, as the City deems appropriate.

### **F. Appeals Process**

If the party to a complaint does not agree with its resolution, that party may file written comments with the City Manager or his/her designee.

### **A.G. False Complaints**

False and malicious complaints of harassment, as opposed to complaints which, even if erroneous, are made in good faith, may result in appropriate disciplinary action.

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## CHAPTER XV Drug Free Workplace Policy

### 15.01 Purpose

The City of Alachua holds the safety and health of its employees and the public in highest regard. Employees are expected to report to work on time and in appropriate mental and physical condition. In addition, public employees are entrusted with public resources and by the nature of their jobs affect the health, safety and welfare of citizens.

Substance abuse results in increased absenteeism, tardiness, on-the-job accidents and is a potential danger to fellow employees and the public. In accordance with the Federal Drug-Free Workplace Act of 1988, unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, illegal drug, or use of alcoholic beverages is prohibited. In order to comply with the Drug-Free Workplace requirements, the City has established a drug free workplace policy. Action will be taken against employees for violation of such policy.

### 15.02 Policy

No City of Alachua employee shall report to work with the presence of illegal drugs or alcohol in his or her body. It is a violation of City policy for any employee to possess, sell, trade, or offer for sale illegal drugs or drug paraphernalia, or otherwise engage in the use of alcohol, intoxicants, and/or illegal drugs on the job, on City property, or in City vehicles. The off-duty manufacture, possession, use, purchase, or distribution of illegal drugs or mind-altering or controlled substances is also prohibited.

Nothing in this policy precludes the appropriate use of legally prescribed medications. However, it is a violation of City policy for any employee to use prescription drugs illegally or to misuse or abuse such drugs. An employee taking prescription or nonprescription drugs which could affect ability to perform his/her job in a safe and efficient manner, must notify his/her supervisor immediately. It is the employee’s responsibility to determine and know the effect of any legal drugs he or she ingests.

This policy is implemented pursuant to the drug-free workplace program requirements under Florida Statute 440.102 and Administrative Rule 59A-24 of the State of Florida Agency for Health Care Administration.

Any employee determined to be in violation of this policy is subject to disciplinary action, up to and including termination, even for the first offense.

### 15.03 Definitions

#### A. Legal Drug

Prescribed drug or over-the-counter drug that has been legally obtained and is used solely for the purpose for which it was manufactured or prescribed.

#### B. Illegal Drug

Any drug which is not legally obtainable, which may be legally obtainable but has not been legally obtained, or which is being used in a manner or for a purpose

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other than as prescribed or manufactured.

### 15.04 Drug Testing

**A. Applicants.** All job applicants will undergo drug testing as a condition for employment. Any applicant with a positive test result will be denied employment for a period of twelve (12) months. Any applicant who refuses drug and alcohol testing will not be considered for employment.

**B. Employees.** City of Alachua will maintain screening practices to identify employees who use illegal drugs or abuse alcohol, either on or off the job. It is a condition of employment for all employees to submit to a drug screen as follows:

**1.** When involved in, causing, or contributing to an accident while at work, while on City property, or while in a City vehicle. “Accident” includes injury to person(s) and/or damage to vehicles, equipment or property.

**2.** When there is reasonable suspicion to believe an employee is using or has used illegal drugs or is abusing or has abused alcohol. Circumstances that are considered reasonably suspicious include:

**a.** Direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug.

**b.** Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.

**c.** A report of drug use provided by a reliable and credible source and independently corroborated.

**d.** Evidence that an employee has tampered with a drug test during his or her employment with City of Alachua.

**e.** Evidence that an employee has used, possessed, sold, solicited or transferred drugs while working or while on City of Alachua premises or while operating a City vehicle, machinery or equipment.

**3.** When returning to work after a leave without pay of two weeks or more.

**4.** As a follow-up to an employee assistance or drug rehabilitation program. Unscheduled testing will be conducted at least twice a year for a two-year period after completion of the program.

**5.** At other times and under such circumstances as deemed appropriate by the City or current state and/or federal standards. Employees will be given adequate notice of any addition/change/deletion in the City’s drug testing requirements.

Any employee who refuses substance testing will be terminated and forfeit workers compensation medical and indemnity benefits.

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Drug testing will be performed in accordance with the then existing practice established by Human Resources. Human Resources will be responsible for determining the local facility to be used as the collection site, and the employee will be provided transportation to the site. Upon notification, the employee must report to the collection site with a valid picture ID. If the collection site staff discovers that the employee has not followed collection procedures or has altered the specimen in any way, the employee is in violation of this policy.

Employees or job applicants may confidentially report to the City’s medical review officer the use of prescription or nonprescription medications both before and after being tested. Additionally, employees and job applicants will receive notice of the most common drugs or medications (by brand name or common name and chemical name) which may alter or affect a drug test.

Employees or job applicants who receive a positive confirmed test result will be notified in writing via a “Notification of Positive Drug Test” form on City letterhead.

The employee may obtain the results of a screen by contacting Human Resources.

### **15.05 Drugs Tested For**

City of Alachua may test for any or all of the following:

<b><u>Drugs</u></b>	<b><u>Trade or Common Name</u></b>
<u>Alcohol</u>	<u>Liquor, Beer, Wine, Booze</u>
<u>Amphetamines</u>	<u>Biphetamine, Desoxyn, Dexedrine</u>
<u>Cannabinoids</u>	<u>Marijuana, Pot, Grass</u>
<u>Cocaine</u>	<u>Coke, Flake, Snow, Crack</u>
<u>Phencyclidine HCl</u>	<u>PCP, Angel Dust</u>
<u>Methaqualone HCl</u>	<u>Quaalude</u>
<u>Opiates</u>	<u>Paregoric, Morphine, Tylenol with Codeine</u>
<u>Barbiturates</u>	<u>Phenobarbital, Amytal, Nembutal, Seconal</u>
<u>Benzodiazepines</u>	<u>Librium, Valium, Halcion, Restoril</u>
<u>Synthetic Narcotics</u>	<u>Methadone-Polophine, Methadose Propoxyphene-Darvocet, Darvon-N, Dolene</u>

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### **15.06 Over-The-Counter and Prescription Drugs Which Could Alter or Affect Drug Test Results**

This information is a notice of the possible influence that prescription drugs, over the counter drugs, and other controlled substances may have on the outcome of a drug test. If necessary, any question about the outcome of a drug test will be addressed by a licensed physician. It is always the responsibility of the employee to know the content and effect of any substance ingested.

Alcohol - All liquid medication containing ethyl alcohol (ethanol). Please read the label for alcohol content. As an example: Vick’s Nyquil is 25% (50 proof) ethyl alcohol.

Amphetamines Obetrol, Biphetamine, Desoxyn, Didrex, Ionamine, Fastin.

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<b>Cannabinoids</b>	<u>Marinol (Dronabinol, THC).</u>
<b>Cocaine</b>	<u>Cocaine HCl topical solution (Roxzone).</u>
<b>Phencyclidine</b>	<u>Not legal by prescription.</u>
<b>Methaqualone</b>	<u>Not legal by prescription.</u>
<b>Opiates</b>	<u>Paregoric, Parapectolin, Donnagel PG, Morphine, Tylenol with Codeine, Emprin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guaiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, Tussi-organidin, etc.</u>
<b>Barbiturates</b>	<u>Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Florinal, Fioricet, Esgic, Butisol, Mebral, Butabarbital, Butalbital, Phenrinin, Triad, etc.</u>
<b>Benzodiazepines</b>	<u>Ativan, Azene, Clonopin, Dalmine, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restoril, Centrax.</u>
<b>Methadone</b>	<u>Dolophine, Metadose.</u>
<b>Propoxyphene</b>	<u>Darvocet, Darvon N, Dolene, etc.</u>

### **15.07 Challenges to Test Results**

Employees or job applicants who receive a positive confirmed test result may contest or explain the result to the City of Alachua medical review officer (MRO) within five (5) working days after receiving written notification of the test result. MRO contact information is available in Human Resources. If the explanation or challenge is unsatisfactory to the MRO, the MRO shall report a positive test result back to City of Alachua.

Within five (5) working days after receiving the notice of a positive test result, an employee or job applicant may also submit information to City of Alachua explaining or contesting the test result including why the result does not constitute a violation of this policy. If the individual's explanation or challenge of the positive test result is unsatisfactory to City of Alachua, a written response as to why, along with the report of positive result, will be provided to the employee or applicant. All such documentation shall be kept confidential pursuant to the confidentiality provisions outlined below, and shall be maintained by City of Alachua for at least one (1) year.

Employees or job applicants also have the right, within 180 days of challenging the drug test result, to have the original specimen retested at another Agency for Health Care Administration certified laboratory. Arrangements and cost will be the individual's responsibility.

An employee or job applicant may undertake an administrative challenge by filing a claim for benefits with a Judge of Compensation Claims pursuant to Chapter 440, Florida Statutes, or, if no workplace injury has occurred, the person may challenge the test result in a court of competent jurisdiction. When an employee undertakes a challenge to the result of a test, it shall be the employee's responsibility to notify the laboratory, and the sample shall be retained by the laboratory until the case is settled.

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### **15.08 Employee Assistance Program**

City of Alachua does maintain an Employee Assistance Program (EAP) for employee use. The EAP is available to employees twenty-four (24) hours per day, seven (7) days per week. The EAP can make referrals for drug and/or alcohol abuse professionals in the area.

It is the employee’s responsibility to seek assistance from a program **before** alcohol and drug problems lead to disciplinary action. An employee may be granted leave with a conditional return to work, depending on successful completion of the agreed upon treatment regimen, including follow-up testing.

### **15.09 Grounds for Termination or Discipline**

The following are considered violations of the City of Alachua drug free workplace policy and are subject to discipline, including termination and loss of Workers Compensation benefits, even for the first offense:

- A. Violation of any aspect of the City drug and alcohol policy;
- B. Refusing to take a City required drug or alcohol test;
- C. A positive test result on a City required drug or alcohol test;
- D. Bringing illegal drugs or alcohol onto City premises or property or in City vehicles;
- E. Possessing illegal drugs or drug paraphernalia;
- F. Using, consuming, transferring, selling or attempting to sell or transfer any form of illegal drug while on City business or at any time during the workday, whether on City property or not;
- G. Being under the influence of alcoholic beverages or illegal drugs at any time while on City business or at any time during the workday. This applies whether on City property or not, including City vehicles.

An employee shall be determined to be under the influence of alcohol if the employee’s normal faculties are impaired due to the consumption of alcohol or if the employee has a blood-alcohol level of .04 or higher.

Additionally, a violation of these policies may be reason for referral for prosecution consistent with local, state or federal criminal law. Disciplinary action against an employee by the City does not preclude the possibility of criminal charges against the individual. The filing of criminal charges similarly does not preclude action by the City.

### **15.10 Other Employee Responsibilities**

Each employee shares responsibility for maintaining a safe work environment and shall encourage co-workers who use alcohol or other drugs in the workplace to seek help.

Employees must, as a condition of employment, abide by the terms of this policy and report any conviction under a criminal drug statute for violations occurring on or off City premises while conducting City business. A report of a conviction must be made within five (5) days following the conviction.

### **15.11 Confidentiality**

City administration will handle all information, interviews, reports, statements,

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memoranda and drug-test results, written or otherwise, received pursuant to our drug-testing program as confidential communications. Under no circumstances will the results of a test be discussed with anyone except for personnel or legal counsel authorized to deal with this confidential information and in accordance with this policy or in determining compensability under chapter 440, F.S. (Workers Compensation).

Should an employee fail a drug test, his/her supervisor will be told the employee did not successfully complete the drug and alcohol test, but will not be told the cause of the failure to pass the test.

The City will provide periodic education workshops and new hire orientation for employees of the Drug Free Workplace Program to assist employees in identifying personal and emotional problems that may result in the misuse of alcohol or drugs and the legal, social, physical and emotional consequences of misuse of alcohol or drugs.

An employee has the right to appeal any disciplinary decisions resulting from a verified positive drug or alcohol test in accordance with Chapter 19 Grievance Policy. Further, if the employee is employed under a collective bargaining contract, the employee may have the right to appeal disciplinary action under that agreement.

### **15.12 Medical Review Officer**

Employees and applicants have the right to consult the City medical review officer (MRO) for technical information regarding prescription and nonprescription medication. Human Resources will be responsible for selecting the MRO.

### **15.13 Employee Acknowledgement and Pledge**

I hereby acknowledge that I have read and agree to abide by the City of Alachua Drug Free Workplace Policy for the entire term of my employment.

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

\_\_\_\_\_  
Date

Please sign and date two duplicate originals, one which is bound in this (your) copy of the Manual and the second which will be made part of your personnel file. Both signed in the presence of:

Witness

~~Our culture seeks to be inclusive and permit all employees to participate in any and all social gatherings that occur within the workplace. Events such as birthday parties, retirement celebrations, and other like events represent opportunities to fellowship and further develop the culture of the organization. As such, no employee is allowed to initiate or organize a social gathering or function without inviting all employees to attend.~~

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~~Simultaneously, no employee should ever feel pressured to participate in such an activity and simply needs to express his or her lack of interest in such participation to those organizing such an event.~~

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## CHAPTER ~~VIII~~ XVI

### Violence in the Workplace and Weapons and Dangerous Materials

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#### 16.01 Statement of Policy

It is the policy of the City of Alachua that employees maintain a working environment that encourages mutual respect, promotes civil and congenial relationships among employees and is free from violence. The City is committed to providing a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, the City will not tolerate any type of workplace violence committed by or against employees.

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#### 16.02 Prohibited Conduct

Employees are prohibited from making threats or engaging in violent activities. The following list of behaviors, while not inclusive, provides examples of prohibited conduct:

- A. Causing physical injury to another person
- B. Making threatening remarks
- C. Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- D. Intentionally damaging employer property or property of another employee
- E. Sabotaging another's work
- F. Making false statements about others with malice that cause harm

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#### 16.03 Reporting Workplace Violence

Any potentially dangerous situations must be reported immediately to a supervisor or Human Resources. Reports can be made anonymously and all reported incidents will be investigated.

#### 16.04 Enforcement

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such an act will be subject to disciplinary action up to and including termination.

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#### 16.05 Guns, Weapons and Dangerous Materials

It is City policy to strictly prohibit any employee, vendor or contractor from carrying any sort of weapon or dangerous device into our offices or workplace areas. Employees are permitted to bring legal weapons in their vehicles into our parking lots if they remain locked and secured within such vehicle and the employee maintains a current and legal permit to carry the weapon. Such legal weapons may not be used for any inappropriate or illegal use. No material, whether liquid, solid, gas or combination, which can or does cause harm to person or property shall be brought on or near City property by any employee.

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Any violation of this policy will result in immediate termination of such employee as well as other legal action, including criminal prosecution, when appropriate.

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# EXHIBIT “A” TO ORDINANCE 16-09

## CHAPTER XVII Domestic or Sexual Violence

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### 17.01 Policy Statement

City of Alachua is committed to promoting the autonomy, safety and health of our employees and to providing leadership in recognizing the impact of domestic and sexual violence on staff and in the workplace. The purpose of this policy is to detail the support available to staff who are victims of domestic or sexual violence, and to detail the disciplinary consequences to staff members who commit, threaten or have been held legally responsible for committing acts of domestic or sexual violence.

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It is the policy of City of Alachua to provide support and assistance to employees who are experiencing domestic or sexual violence. This support includes: confidential means for coming forward for help, resource and referral information, additional security at the workplace, work schedule adjustments and leave necessary to address the impact of domestic or sexual violence. Written resource and referral information is available in languages understood by all employees. Other appropriate assistance will be provided based on individual need.

### 17.02 Confidentiality

City of Alachua will respect the confidentiality and autonomy of the adult experiencing domestic violence to direct his or her own life. However, in accordance with Florida law reporting for certain populations is required. All information relating to leave taken under this policy will be kept confidential.

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### 17.03 Leave Options for Employees Who Experience Domestic or Sexual Violence

A. Any employee may take up to 24 hours of unpaid leave from work in any 12-month period if the employee, or a family or household member of the employee, is the victim of domestic or sexual violence, for the purpose of:

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1. Seeking an injunction for protection against domestic violence, repeat violence, dating violence, or sexual violence.

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2. Obtaining medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the domestic or sexual violence.

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3. Obtaining services from any victim-services organization.

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4. Making the employee's home secure from the perpetrator of the domestic or sexual violence, or seeking new housing.

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5. Seeking legal assistance in addressing issues arising from the act of domestic or sexual violence, or attending and preparing for court-related proceedings arising from the act of domestic or sexual violence.

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B. The employee seeking leave under this paragraph should follow ordinary procedures for leave requests, or, in instances where a request in advance is either

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impracticable or unsafe, the employee should call his/her supervisor as soon as possible to inform the supervisor regarding the reason for his/her absence. Employees are not required to exhaust accrued leave time in advance of seeking leave under this paragraph.

- C. Requests for additional hours of leave, or for other purposes than those recited above, will be considered on an individual basis on consultation with the employee, her/his supervisor, Human Resources, and the City Manager. Additional hours of leave, beyond the 24 hours of leave authorized above, may be taken as unpaid leave or as accrued leave.
- D. The employee, supervisor, Human Resources and the City Manager are encouraged to explore whether any other paid options can be arranged, including schedule accommodations, which will help the employee cope with a domestic or sexual violence situation without having to take an unpaid leave.

### **17.04 Procedures for Employees with Performance Issues Related to Domestic Violence**

- A. City of Alachua recognizes that people experiencing domestic or sexual violence may have performance or conduct problems such as repeated absences from work, or inability to concentrate on work tasks, as a result of abuse. When an employee is subject to disciplinary action discloses that the job performance or conduct problem is caused by domestic or sexual violence, a referral for appropriate assistance should be offered to the employee.
- B. The supervisor, in collaboration with the employee and Department Director, should allow a reasonable time for the employee to obtain assistance regarding the domestic or sexual violence.

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### **17.05 Disciplinary Procedures for Employees Who Commit Acts or Threats of Violence**

- A. City of Alachua is committed to a workplace in which the perpetration of domestic or sexual violence is neither tolerated nor excused. Any physical assault or threat made by an employee while on City of Alachua premises, during work hours or at a City of Alachua sponsored event is a serious violation of City of Alachua policy. This policy applies not only to acts against other employees, but to acts against all other persons, including intimate partners. Employees found to have violated this policy will be subject to disciplinary action, up to and including termination.
- B. Employees who are convicted of a crime as a result of domestic or sexual violence, or who are subject to a Domestic Violence, Dating Violence, Sexual Violence, or Repeat Violence injunction, may be subject to disciplinary action, up to and including termination, depending on the circumstances.
- C. City of Alachua understands that there is the possibility of wrongful conviction of assault in the case of victims of domestic violence, who act in self-defense. City of Alachua will consider the context of the conviction before deciding on disciplinary action or termination.

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## CHAPTER XVIII

### ~~Separations and~~ Disciplinary Actions and Terminations

#### 18.01 Purpose

#### ~~8.01~~ Objective

All employees in the City of Alachua are members of a select group working together for the main purpose of serving the community. Any employee who fails to follow the necessary policies and procedures governing conduct is doing a disservice to all City employees. Policies and procedures are not intended to restrict the individual but are designed to ~~insure~~ensure the rights and safety of all City employees and to provide working guidelines to assure equitable and businesslike deportment to efficiently service the community effectively.

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#### ~~18.02~~ ~~8.02~~ Administration

~~A.~~ ~~A.~~ It is the intent of the City of Alachua to follow a policy of progressive discipline for employees and supervisors that emphasizes personal choice, good decision making and accountability. However, the City recognizes that each instance differs in many respects ~~from somewhat similar situations~~ and retains the right to treat each occurrence as an individual event without creating a precedent for other cases which may arise in the future. While it is the City's general intent to ~~normally~~ follow progressive discipline, some conduct or behavior by its nature or severity may warrant immediate ~~dismissal~~termination.

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~~B.~~ ~~B.~~ Coaching and counseling are the expected methods for supervisors to use in discussing a problem with an employee in the areas of work performance, attendance, conduct, safety or work habits.

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~~C.~~ ~~C.~~ The objective of such counseling and coaching is to help an employee recognize that a problem exists, to develop effective solutions to the problem, while, at the same time, reinforcing and building the employee's commitment to the City.

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~~D.~~ ~~D.~~ When an employee fails to respond to counseling ~~or~~and coaching or a single incident or ~~—~~violation of rules occurs which is serious enough to warrant a formal step of ~~—~~discipline, supervisors will have several options available, depending on all the facts.

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#### ~~8.03~~ ~~Causes for Disciplinary Action:~~

~~A.~~ ~~An employee may be given an oral warning/counseling, written warning, demotion, suspension or termination when the employee's work or misconduct so warrants.~~

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~~E.~~ ~~B.~~ In all cases the employee shall be notified of the action taken and the effective date of ~~—~~the action.

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~~C. Employees may be disciplined for actions including, but not limited to, violations of the Code of Conduct contained in these rules. In addition to the general offenses listed, infraction of departmental rules and regulations will subject the employee to disciplinary action.~~

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~~F. D.~~ Where disciplinary action may result in demotion, reduction in pay, suspension or ~~dismissal~~ termination, the Department Director/Supervisor shall first notify the Human Resources ~~Director~~ before taking action.

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### Causes for Disciplinary Action ~~A. Types of Discipline~~

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#### 18.03

Violation of this manual may subject an employee to disciplinary action. Additionally, infraction of departmental rules and regulations may subject the employee to disciplinary action.

#### 18.04 Notices of Disciplinary Action

The following shall serve as a guide in aiding supervisors and employees in the disciplinary process.

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##### 1. Oral Warning/Counseling

~~Whenever an employee's performance, attitude, work habits, or personal conduct at any time falls below a desirable level, supervisors shall inform the employee promptly and specifically of such lapses and give counsel and assistance. If appropriate and justified, a reasonable period of time for improvement may be allowed before initiating disciplinary measures.~~

~~This type of discipline shall be applied to an infraction of a relatively minor degree or to situations where the employee's performance needs to be discussed. The oral instruction shall be given in private. The employee shall be informed that the supervisor is issuing an oral instruction, that the employee is being given an opportunity to correct the condition and that, if the condition is not corrected, the employee may be subject to more severe disciplinary action. This puts the employee on formal notice that he/she is not meeting standards.~~

##### A. 2. Written Warning

In situations where ~~an oral~~ verbal warning has not resulted in the expected improvement, or the severity of violation justifies a written ~~reprimand~~ warning may be issued defining the nature of the ~~infraction~~ violation under the rules.

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~~This notice will be issued in the event the employee continues to disregard an oral instruction and repeats the offense or for first time violations of a more serious nature. The~~ The corrective action notice shall state the

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nature of the ~~infraction~~ improvement required or policy violation in detail, associated consequences as applicable and ~~what corrective action must be taken by the employee~~ expected performance and plan to ~~avoid further discipline~~ achieve said performance. Written ~~Notices~~ warnings must be issued within a reasonable time ~~after~~ following the occurrence of the violation ~~claimed by the supervisor~~ unless there is a reasonable cause for a ~~reasonable~~ delay due to employee or supervisor unavailability. The written ~~reprimand~~ warning will be given to the employee and a copy shall be placed in the employee's personnel file. ~~The employee's immediate supervisor usually initiates a written warning.~~

~~This is a written reprimand for a violation documenting what employee actions are not acceptable and what changes in performance or demeanor are expected. It is used when a serious problem occurs or a problem is made serious by reoccurrences. The employee will sign this form acknowledging understanding and willingness to comply with the proper policies and procedures. Any failure to sign will be noted and both documents. No grievance may be filed appropriately. A copy of the form will be given to the employee and a copy placed in his/her personnel file. An employee warning or notice is not grievable~~ contesting an employee corrective action notice, however, a rebuttal from the employee may be attached to the employee notice.

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### B. Final Notice

Progressive written disciplinary warnings may be issued for repeated violations of the same policy or lack of expected improvement. If progression or severity warrant an employee may be placed on final notice. A final notice generally precedes demotion or termination.

## 18.05 Types of Disciplinary Action

### A. Probation Period

An employee may be placed on a probationary review period to monitor performance improvement or policy adherence. In cases regarding performance, one or more Special Evaluations may be required to document performance as observed by the Supervisor. In cases of policy violations, additional violations of the policy during the probation period will result in additional disciplinary action as defined in the corrective action notice.

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### B.

### 3Suspension

A Department Director or Human Resources may recommend suspension without pay for an employee for violation of City policy, department rules or other disciplinary reasons. All suspensions must be in writing by the Department Director in accordance with policy. The length of suspension without pay may vary according to the severity of the incident and will be determined by the Department Director in a recommendation to Human Resources based on the facts of the case.

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### C. Demotion

Any Department Director may demote an employee ~~within to a pay-grade position~~ with a decrease in salary and job responsibilities, as appropriate, for such time as is necessary to correct deficiencies in job performance or job qualifications. The duration of such demotion and reduction in pay and responsibilities may be temporary or permanent, as appropriate under the circumstances. A permanently demoted employee is entitled to advance under the pay plan as any other employee based upon job performance.

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### 4. ~~Suspension~~

### C. ~~A Department Director may recommend suspension for an~~ **Involuntary Termination**

~~An employee without pay for offenses may be involuntarily terminated as defined by the Code of Conduct and/or for violation of department rules or other disciplinary reasons. All suspensions must be in writing by the Department Director progression or severity warrant.~~

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~~The length of suspension without pay may vary according to the severity of the incident and will be determined by the Department Director in a recommendation to the City Manager based on the facts of the case. This form shall be signed by the employee acknowledging receipt of a copy. A copy will be placed in his/her personnel file.~~

## 18.06 ~~8.04~~ Terminations

### ~~A. Voluntary Terminations~~

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### ~~A. Voluntary Terminations~~

Employees who wish to depart the City service in good standing shall file with the Department Director a written resignation stating the reasons for voluntarily terminating and giving the date of termination. Employees shall give a minimum of two weeks written notice in order to resign from City service in good standing. Failure to comply with this provision may be cause for denying such employee future employment with the City. ~~Terminal vacation~~ Use of leave time ~~shall not be considered to be a part of this~~ in lieu of working the final notification period: is not permitted.

### B. ~~Involuntary Terminations~~ **Involuntary Terminations**

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~~Employees~~ The Department Director and/or Human Resources shall give employees who are ~~involuntary~~ involuntarily terminated from the City service ~~shall be given~~ written notice of their termination ~~by the Department Director in accordance with administrative policies promulgated by the City Manager.~~

~~Any employee may seek review of termination under this section by proceeding~~

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directly to ~~step~~Step 3 of the ~~grievance procedures (Chapter 9.03)~~Grievance Procedures.

### 18.07 ~~8.05~~ — Layoffs

The City Manager or designated Department Director may lay off any employee in the City service whenever such action becomes necessary by reason of a shortage of work or funds, the abolishment of a position or other changes in organization.

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### 18.08 ~~8.07~~ — Return of City Property

When possible, an employee should relinquish all City property on the last day worked. In the event not all City property is in the employee's possession on the last day he/she is expected to return any outstanding items to City Hall on the next business day following termination. Costs for unreturned City property will be deducted from the final paycheck to the full extent permitted by law.

### 18.09 Exit Interviews

It is the policy of the City to ~~determine why good employees leave the City service. An~~conduct exit ~~interview has been established by the Human Resources Department~~interviews in the case of voluntary terminations. Exit interviews are intended for the purpose of determining the cause and possible solutions to turnover of City personnel. Participation in exit interviews are strictly voluntary.

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## Chapter ~~IX~~XIX

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### Grievance Policy

#### 19.01 Policy Statement

##### ~~9.01~~ Policy

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All employees serve at the will and pleasure of the City throughout the course of their employment and may be terminated at any time, with or without cause. The City, nevertheless, wishes to alleviate employee concern about arbitrary termination or discipline. While recognizing that all employees of the City are at will and can be separated with or without cause, this grievance procedure is nonetheless established to provide full opportunity to an employee to bring any grievance or disciplinary matter that he or she may have to the attention of management. The City will try to resolve problems as they arise. However, it is recognized that there will be grievances but that all will receive a complete review. The submission of a grievance by a current employee shall not adversely affect the employee or ~~that~~ his/her employment with the City. A training employee has no right to file a grievance in connection with a ~~discharge~~termination or other discipline imposed during his or her training period except a name clearing hearing for discipline of a stigmatizing nature. Oral warnings are also not subject to the grievance process. Accordingly, and in the interest of fostering good labor relations, any regular City employee who is ~~discharged~~terminated for misconduct or otherwise subject to discipline may question the ~~discharge~~termination or other disciplinary action through the grievance procedure.

#### 19.02 ~~9.02~~ Definitions of Grievance

An employee may file a grievance to register a complaint, to solve a problem, to redress an alleged wrong, to request information, or to modify or question any disciplinary action including, but not limited to, suspension or ~~dismissal~~termination. Oral warnings are not subject to this process.

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#### 19.03 ~~9.03~~ Procedures in Filing a Grievance

In order to assure every employee a method in which he/she can get a particular grievance considered rapidly, fairly and without reprisal, the following steps are provided:

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**Step 1.** The employee shall orally discuss and explain the grievance with the immediate supervisor who may call higher-level supervision into the discussion in an effort to achieve a prompt and satisfactory resolution. The immediate supervisor will make a decision and notify the employee within one (1) calendar week after the discussion with the employee. The employee must initiate step 1 within one (1) calendar week after the effective date of the action or event being questioned.

**Step 2.** If the employee feels that the matter has not been settled or adjusted

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satisfactorily by the immediate supervisor, the matter may be submitted in writing to the Department Director within two (2) business days of the employee receiving notice of the supervisor’s decision. Within one (1) calendar week after receiving the written grievance, the Department Director must reply to the grievance in writing.

**Step 3.** If the grievance is not resolved to the satisfaction of the employee by the decision of the Department Director, the employee may submit the issue, in writing to the City Manager within two (2) business days after the Step 2 written answer is received or termination pursuant to Chapter 8 Section 4 B. The City Manager may, in his/her discretion, schedule a supplementary meeting with the employee and/or Department Director. The employee will be notified in writing within one (1) calendar week of the decision of the City Manager, unless the time is extended pursuant to 9.04. The City Manager may seek the counsel of any other City official or employee for information, interpretations, comments and guidance in arriving at a fair, equitable and just decision of the issue for both the employee and the City. The decision of the City Manager in this grievance procedure shall be final and binding, unless otherwise provided for in labor agreements.

### **19.04 9.04 — General Provisions of Grievance Procedures —**~~The time limits of this grievance procedure may be extended by the~~

The City Manager due to illness, vacations, business trips, emergency or other reasonable cause may extend the time limits of this grievance procedure. If an extension is required, the employee will be notified.

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Under this grievance procedure, the employee and the City have the opportunity to call a witness (s) and be represented by legal ~~council~~counsel.

If the grieving employee's immediate supervisor is a Department Director, the procedure shall commence at Step 3.

Any grievance not submitted and processed by an employee within the time limits provided above shall be considered abandoned and barred for all purposes. Any grievance not answered by the City within the time limits provided above shall be considered denied at that step and shall automatically proceed to the following step.

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## CHAPTER XIII

### Safety Program

#### ~~15.01~~ ~~13.01~~ Purpose

~~The purpose of the Safety Policies and Procedures is to prevent accidents and create a safe working environment for City employees. Accidents don't just happen. They result from definite causes, the majority of which are controllable. The major causes of accidents are unsafe acts, unsafe conditions, human failures and chance taking. Therefore, it is most important that safe practices and procedures be established, adopted, and understood by all employees.~~

~~The Safety Policies and Procedures are prepared by Risk Management and they are general safety guides for use by City departments and operations. They represent the basic minimum safety rules that have been developed and adopted by the City Commission. Rules cannot be established to cover every situation. Employees and supervisors must work together to develop the safest possible solution to safety hazards.~~

~~These Policies and Procedures shall not supersede any manufacturer's recommendation. Any conflict between a manufacturer's safety recommendation and the City's safety policy shall be brought to the attention of your supervisor and Risk Management.~~

#### ~~17.01~~ ~~13.02~~ Policy Statement

~~The City Commission, City Manager and Department Directors consider the safety of employees of paramount importance. Safety must be an integral part of each and every operation. The City's Safety Programs are designed to accomplish one primary objective, to prevent employee accidents. Preventing accidents results in saving lives, eliminating human suffering, increased efficiency and saving thousands of dollars for both the City and employees. To minimize accidents and injuries, the City has established safety policies, procedures and inservice training programs. Employees will practice safe working habits and Department Directors and supervisors will be responsible for creating and maintaining an acceptable degree of safety in their area. To accomplish the City's primary objectives, the following basic principles will apply:~~

~~A. The City Manager will maintain a Safety Committee to provide knowledgeable assistance for accomplishing safe working conditions~~

- ~~1. The Safety Committee is an advisory committee to management to help reduce accidents by detecting and eliminating unsafe conditions and work practices. The committee membership is voluntary and consists of selected City of Alachua employees with at least one person representing each major department. The Committee shall have approximately nine (9) members. The Safety Committee Chairperson is the Risk Manager or his/her designee.~~

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~~2. The objectives of the Safety Committee include the following:~~

- ~~a. Increase the interest of employees in health and safety issues~~
- ~~b. Advise management of unsafe working conditions and work practices~~
- ~~c. Support all City safety programs~~
- ~~d. Recommend safety programs to management~~
- ~~e. Encourage employees to follow safe work practices~~

~~3. The Safety Committee will:~~

- ~~a. Meet quarterly to discuss related safety items and make recommendations to management~~
- ~~b. Conduct or attend safety meetings and training sessions at the direction of management~~
- ~~c. Maintain written records of safety committee meetings and activities~~
- ~~d. Present a positive safety attitude to City employees~~
- ~~e. Collect information about or investigate accidents as directed by management~~
- ~~f. Review various safety programs and/or equipment at the direction of management~~
- ~~g. Maintain a safety bulleting board(s) for employee information~~

~~B. The Department Directors will encourage and support the overall safety program~~

~~C. Supervisors will develop and implement safety procedures and instructions for every job to be performed~~

~~D. Supervisors will instruct each new employee in the safe manner to perform the job assignment~~

~~E. Supervisors will make every employee conscious of his/her safety responsibilities~~

### ~~13.03 Changes to Safety Policies and Procedures~~

~~Risk Management shall prepare and recommend to the City Manager all changes to City Safety Policies and Procedures as necessary for effective administration of the City safety~~

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~~program. All changes and revisions shall be passed by ordinance of the City Commission. For the safety and well-being of City employees, the City Manager upon recommendation from Risk Management, is authorized to immediately implement changes to safety practices prior to adoption of these changes by City Commission. These practices include, but are not limited to, safety changes required by Federal or State regulatory agencies, product manufacturers or new operating safety procedures. All changes required by this paragraph will be included in future updates requiring City Commission approval. Questions pertaining to changes shall be directed to Risk Management.~~

### ~~13.04~~ Responsibilities

#### ~~Department Directors~~

~~Department Directors are responsible for the fulfillment of department goals and objectives as well as the health and welfare of each employee in their department. In the adopted safety policy, the highest priority is placed on employee safety which is the responsibility of the respective Department Director. He or she is responsible for making sure employees have a safe workplace and are furnished safety devices including personal protective equipment, that all safety devices and safeguards are properly used, and that specific safety requirements to protect the life, health and safety of employees from recognized hazards are met. It is normal practice for supervisors to be delegated the authority to carry out safety policy, but the responsibility for meeting objectives and the protection of employees in performance of assignments cannot be transferred.~~

#### ~~Risk Management~~

~~Risk Management is responsible for the development, organization and coordination of employee safety programs. Responsibilities also include work site inspections, hazard identification and elimination, accident/injury investigation and reporting. Duties further include chairing and directing the Safety Committee and for the development of safety plans and assignments. Advising the City Manager, Department Directors, supervisors and employees of unsafe conditions and reviewing, updating, correcting and recommending all changes to the City Safety Policies and Procedures are also duties.~~

~~Risk Management will not fulfill or relieve Department Directors of the duty to provide a safe work environment, necessary equipment, training or other obligations relative to workplace safety.~~

#### ~~Supervisor~~

~~Supervisors will assume the responsibility of thoroughly instructing employees in safe practices to be observed in their work situations. They will consistently enforce safety standards and requirements. Supervisors will act positively to eliminate any potential hazards within the activities under their direction and control. Supervisors shall report unsafe conditions to Risk Management immediately and take or coordinate protective action.~~

#### ~~Employee~~

~~Each employee, as a part of the comprehensive Safety Program, is expected to place safe~~

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~~work practices and identification of unsafe conditions at the highest priority while performing daily tasks. Each employee's safety commitment must include working with supervisors and fellow employees to create a safe working environment. Employees are responsible for knowing all City safety rules and regulations and complying with these rules and regulations. Also, employees must report all unsafe conditions immediately to their supervisor.~~

### **Safety Committee**

~~The Safety Committee is responsible for monitoring the City Safety Program. The Committee is to develop ideas and suggestions to promote employee safety, communicate with and influence fellow employees to work safely and develop safety incentive programs. The Safety Committee will also conduct safety inspections of City facilities and recommend changes in all hazardous and unsafe conditions. The Committee will review, research and evaluate employee safety suggestions. If a safety suggestion is accepted as valid, the Committee can recommend to the City Manager that the employee be given up to eight hours off with pay. The City Manager can accept, reject or modify the Committee's recommendation. The Committee shall review all investigations of on-the-job accidents involving City employees except those requiring confidentiality by law. The formation of the Safety Committee is outlined in A of 13.02.~~

### **13.05 Safety Suggestion Award Program**

~~All City employees are encouraged to participate in the Employee Workplace Safety Suggestion Award Program. The purpose of this program is to encourage employee participation in developing creative, beneficial ideas which lead to increased job safety and improved City operations. The **Employee** Workplace Safety Suggestion Form should be used to submit safety suggestions to the Committee and the employee's supervisor. If a workplace safety suggestion is selected, an employee may be awarded up to eight hours off with pay as set forth above.~~

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### **13.06 Safety Education and Training**

~~Specialized training and education within the Departments for nonsupervisory employees is the responsibility of the Department Director. Risk Management is responsible for coordinating employee training that is generalized, broad-based and covers more than one area of the City's operations. Each department has the responsibility of providing on-the-job training to each employee on the topics that will enable the employee to do each job safely and efficiently. This training shall include:~~

- ~~A. Distribution and review of the City Safety Rules and Regulations to all employees;~~
- ~~B. Orientation to departmental and overall City safety and health rules;~~
- ~~C. Workers' Compensation claims process;~~
  - ~~1. Procedure for reporting on the job injuries;~~

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~~2. Procedures for processing hospital/medical bills related to job-related injuries;~~

~~D. Requirements for use of vehicles;~~

~~E. Specialized training as required;~~

~~F. The City shall train employees in accordance with the following OSHA guidelines:~~

~~1. EMERGENCY FIRST AID AND CPR~~

~~2. GENERAL EMERGENCY BUILDING EVACUATION~~

~~3. PORTABLE FIRE EXTINGUISHER USE~~

~~4. WALKING AND WORKING SURFACES~~

~~5. MATERIALS HANDLING AND STORAGE (Fork Lift Truck)~~

~~6. MATERIALS HANDLING AND STORAGE~~

~~7. PERMIT REQUIRED CONFINED SPACES~~

~~8. RESPIRATORY PROTECTION~~

~~9. HAZARDOUS MATERIALS (Emergency Response)~~

~~10. HAZARDOUS SUBSTANCES~~

~~11. GENERAL SAFETY PROVISIONS AND HEALTH RECORDS  
(Medical Records)~~

~~12. HAZARDOUS COMMUNICATION "RIGHT TO KNOW"~~

~~13. FIXED FIRE SUPPRESSION EQUIPMENT~~

~~14. MATERIALS HANDLING (Overhead Lift/Crane Usage)~~

~~15. PERSONAL PROTECTIVE EQUIPMENT~~

~~16. ENVIRONMENTAL NOISE CONTROL (Excessive Workplace Noise)~~

~~17. WELDING, CUTTING AND BRAZING~~

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- ~~18. — MACHINERY AND MACHINE GUARDING (Machine Use)~~
- ~~19. — HAND AND PORTABLE POWER TOOL~~
- ~~20. — MACHINERY AND MACHINE GUARDING (Woodworking)~~
- ~~21. — MOTOR VEHICLES, MECHANIZED EQUIPMENT~~
- ~~22. — CONSTRUCTION ——— GENERAL — SAFETY — & — HEALTH  
REQUIREMENTS TRAINING~~
- ~~23. — WARNING SIGNS AND BARRICADES~~
- ~~24. — EXCAVATIONS, TRENCHING AND SHORING~~
- ~~25. — CONCRETE AND MASONRY CONSTRUCTION~~
- ~~26. — WALKING AND WORKING SURFACES (Scaffolding)~~
- ~~27. — LOCKOUT/TAGOUT — CONTROL OF HAZARDOUS ENERGY~~
- ~~28. — GENERAL CONTROL OF ELECTRICAL ENERGY & SYSTEMS~~
- ~~29. — FALL PROTECTION~~

~~All employees are expected to request instruction in those tasks or for any equipment or procedures with which they are not familiar. Department Directors and supervisors shall insure that all new or transferred employees are properly trained in safety regardless of age, classification, seniority or other before an employee is left alone to his job.~~

~~Department Directors shall maintain individual employee training records of all specialized training that he/she receives. Specialized training records shall be provided to Risk Management monthly. Risk Management shall maintain individual training records of all employees, including general and specialized training.~~

### ~~13.07 — General Safety Rules~~

~~It is the responsibility of every employee to know and adhere to the safety rules and regulations which apply to the area in which the employee is working or may be visiting. If there is any question or doubt concerning safety, immediately notify the supervisor.~~

- ~~A. — All new employees shall be given a copy of the Safety Rules and Regulations and required to study it.~~
- ~~B. — Employees unable to read or comprehend the Rules and Regulations will be provided the necessary accommodations.~~
- ~~C. — Report all injuries and property damage to the supervisor immediately.~~

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- ~~D. Report unsafe conditions to the supervisor.~~
- ~~E. Always obey smoking regulations.~~
- ~~F. No person will be permitted to work if their ability or alertness is so impaired through fatigue, illness, medication or other causes as to make it unsafe for the employee or fellow workers.~~
- ~~G. Hair must be groomed or confined to avoid becoming caught in moving machinery which may cause fatal or serious injury. Any employee with hair that exceeds shoulder length shall have it tied back or kept confined under a hat while performing tasks involving moving machinery.~~
- ~~H. Special posted restrictions shall be observed.~~
- ~~I. Unless qualified or authorized, no employee shall repair or work on City equipment.~~

### ~~13.08 Personal Clothing~~

~~The clothes worn are a personal matter if uniforms are not provided. Clothing must adhere to the requirements set forth by the department for the position. The minimum work clothing shall be determined by department standards.~~

~~Clothes can be safety hazards if they are loose or ragged. The material can get caught in moving machinery and cause fatal or serious injury. Neckties, loose clothing or jewelry will not be worn around moving machinery.~~

~~Clothing that is not clean is not only unsightly it is a health hazard, causing skin infections and irritations. Clothing furnished by the City must be kept in a clean and presentable condition.~~

### ~~13.09 Personal Conduct~~

~~Under normal conditions, walk, do not run. Obey all rules, signs and instructions. If in doubt, ASK. Fighting, disorderly conduct, horseplay and practical jokes are prohibited and are cause for disciplinary action. Intoxicants or persons under the influence of alcohol are not permitted on City property. Narcotics, or the use of, are not permitted on City property except as prescribed by a physician. Unauthorized firearms or explosives will not be allowed on City property. Employees must inform their supervisor of any medication they are using that may impair or effect their job performance in any way. See also Chapter XI, Drug Free Workplace Policy.~~

### ~~13.10 Control of Hazards~~

~~Where feasible, workplace hazards shall be prevented by effective design of the job site or job. Where it is not feasible to eliminate such hazards, they must be controlled to~~

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~~prevent unsafe or unhealthy exposure. Once a potential hazard is recognized, elimination or control must be accomplished in a timely manner. Action shall include measures such as the following:~~

- ~~A. Using engineering techniques where feasible and appropriate.~~
- ~~B. Providing for regular equipment maintenance to prevent breakdowns that can create hazards.~~
- ~~C. Planning for emergencies, including fire and natural disasters.~~
- ~~D. Using administrative controls, such as reducing the duration of exposure.~~
- ~~E. Supervisor/foreman maintaining a periodic site inspection program.~~
- ~~F. Informing employees of the emergency medical program that includes first aid on site, as well as nearby physician and emergency medical care to reduce the severity of any injury or illness.~~
- ~~G. Addressing any and all safety hazards whenever one is observed.~~

### **~~13.11 Housekeeping~~**

~~Good housekeeping is critical in maintaining a safe workplace. All places of employment, passageways, storerooms and service rooms shall be kept clean and orderly and in a sanitary condition.~~

- ~~A. All debris shall be kept clear from all work areas.~~
- ~~B. Combustible scrap, debris, trash or garbage shall be removed at regular intervals.~~
- ~~C. Containers shall be provided for collection and separation of all refuse. Covers shall be provided on containers used for flammable or harmful substances.~~
- ~~D. Waste shall be disposed of at frequent intervals.~~
- ~~E. Walkways, aisles and working areas shall be kept clean and free of obstructions.~~
- ~~F. Good housekeeping shall be maintained in all areas.~~
- ~~G. All stored materials stacked in tiers shall be stacked, blocked, interlocked, and limited in height to secure against sliding or collapse.~~
- ~~H. Storage areas shall be kept free from accumulation of materials to avoid tripping, fire, explosion or pest haborage. Vegetation control will be exercised where appropriate.~~



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- ~~I. Where mechanical handling equipment is used, sufficient safe clearance shall be allowed for aisles, at loading docks, through doorways and whenever turns or passage must be made.~~

### ~~13.12 Operations~~

- ~~A. Report all defective equipment, machinery, parts or malfunctions to the supervisor.~~
- ~~B. Do not operate machinery or equipment unless you are qualified and authorized to do so.~~
- ~~C. Always use the right tool for the job.~~
- ~~D. Inspect tools daily for damage and defects.~~
- ~~E. All defective equipment shall be immediately repaired or replaced. Never use or try to repair unfamiliar power equipment. Only properly trained and authorized employees shall attempt any repair.~~
- ~~F. Never use equipment not trained and authorized to use. If needed, request training from your supervisor.~~
- ~~G. Refer to appropriate items in the Safety Policies and Procedures and manufacturers instructions for safe operation of the City's equipment. All City operations shall comply with the FSHS. These standards closely follow Federal OSHA Safety Standards.~~

### ~~13.13 Safety Inspection Program (General)~~

~~To encourage the identification and elimination of unsafe practices and unsafe conditions before they become causes of accidents, Risk Management will initiate a safety inspection program. The Safety Committee will assist Risk Management in inspections of City buildings and structures. This program includes periodic inspections throughout the City using a Safety Inspection Checklist Report. Risk Management will submit to the Department Directors and City Manager all activities and findings. Inspections will include observation of unsafe practices as well as unsafe conditions.~~

### ~~13.14 Inspections~~

~~Risk Management will be responsible for Citywide inspections. At least once each year a complete inspection will be made of all City facilities, parks, construction projects or other field operations. The schedule of inspections will be determined by the size and nature of operations.~~

- ~~A. If necessary, the Building Department will provide a building inspector and the Maintenance Division will provide an inspector for inspections.~~

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~~B. Department Directors are responsible for making sure that all hazards identified during safety inspections are corrected.~~

### ~~13.15 Follow-up Inspections~~

~~Additional follow up inspections will be conducted to ensure corrective action has been taken.~~

### ~~13.16 Daily Inspections~~

~~Supervisors will conduct daily inspections of their departments or areas of operation and are responsible that hazards are kept at a minimum and safe work practices are enforced. All equipment used by employees must be inspected and immediately taken out of service if defective or damaged.~~

### ~~13.17 Special Inspections~~

~~Inspections as required by state and local agencies, insurance carriers, etc. for elevators, boilers, unfired pressure vessels, fire extinguishing equipment, overhead and mobile cranes, etc., will be conducted by outside qualified personnel. Risk Management will coordinate or be informed of all inspections.~~

### ~~13.18 Industrial Health Inspections~~

~~Where health hazards such as noise, toxic gas, fume or dust are suspected, special surveys will be conducted by qualified consulting engineers or industrial hygienists to determine the degree of hazard and the precautions and/or mechanical safeguards needed to provide and maintain safe conditions.~~

~~A report will be prepared on each inspection that reveals an extremely unsafe or hazardous condition. Attention will be given to all reports submitted to assure they are properly brought to a conclusion.~~

### ~~13.19 Office Safety~~

~~A. Good housekeeping is the key to a safe office environment. Report all unsafe conditions immediately to your supervisor. Always obey smoking regulations. Undue haste results in accidents. Do not run on stairs, walkways or in corridors. Enter and leave buildings in an orderly manner. Bulky office supplies and materials must be lifted properly to avoid muscle strains. Use mechanical devices to lift or carry loads that cannot be easily handled by one or two persons. All stairways will be equipped with handrails and non-slip treads, and be well lighted. Worn stair treads will be immediately repaired to prevent falling. Rugs, mats and other types of floor covering shall be securely fastened to the floor.~~

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- ~~B. Only authorized personnel from the City Maintenance Division will be permitted to move heavy office furniture.~~
- ~~C. Chairs, boxes or other objects will not be used as substitutes for ladders. Overloading the top file drawer in file cabinets may unbalance the cabinet and cause it to fall forward when the drawer is pulled out. Put materials in bottom drawers whenever possible. Keep heavy books, equipment and other bulky materials off the top of file cabinets. They may fall or cause muscle strain when lifting them off the cabinet. Rough, splintered, uneven or other floor defects shall be repaired or the hazard suitably marked. Floors will be kept clean and free of dirt and debris. Non skid wax will be used on floors to prevent slipping. Weather may cause mud, sand or water to be tracked onto floors near entrances. Storm mats should be placed at these entrances. Wet floor conditions shall be barricaded then cleaned up immediately.~~
- ~~D. Never tip your chair backward. This can cause an overbalanced condition and result in falling to the floor. This also causes a strain on the chair to the point where it may break and cause injury.~~
- ~~E. Every employee shall be responsible for seeing that his/her own desk and work area is clean and orderly. Pick up items such as pencils or paper clips. All file, desk and table drawers shall be kept closed when not in use. Never leave an open drawer. Never open more than one (1) file drawer at a time. Report all poorly lighted work areas to your supervisor.~~

### ~~13.20 Office Equipment and Machines~~

- ~~A. Objects such as knives, scissors and pens shall be handled carefully to avoid injuries.~~
- ~~B. Only trained, qualified and authorized personnel will operate office machines. Operators will be given instruction in safe work practices and told of the particular hazards involved in the use of different machines. Suitable office equipment will be provided for stamping, sharpening and cutting operations. Makeshift tools, such as unprotected razor blades and pins, will not be used.~~
- ~~C. Electrical fans will be equipped with preferred safety guards when installed less than seven (7) feet above the floor. All fans are required to be electrically grounded (a 3 wire cord and 3 prong plug or double insulated).~~
- ~~D. Electrical appliances used for coffee making and other purposes shall be inspected periodically to ensure that cords are in good condition and plugs are not broken or cracked. A fire resistant base shall be placed under all heat producing appliances to prevent a fire hazard.~~
- ~~E. Only non-combustible waste baskets will be used in offices.~~

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- ~~F. All flammable solvents and similar flammable liquids will be kept in an approved cabinet away from combustible materials. Identify the contents of all containers with clear markings.~~

### ~~13.21 Accident Investigation/Reporting~~

- ~~A. All accidents involving the City are to be documented immediately after the occurrence. Copies of all accident reports are to be sent to Risk Management within 24 hours of occurrence (48 hours in the event the incident occurred over a weekend).~~
- ~~B. Accidents are defined as *unexpected events that damage property or cause bodily injury to persons*. Accidents may involve City employees, City property and/or the general public.~~

### ~~13.22 Mandatory Alcohol and Drug Test~~

~~Each employee involved in an accident (as defined in 13.21) shall submit to a test for drugs and alcohol as soon as can be arranged by a supervisor. If any employee is incapable of refusal by reasons of unconsciousness or other physical or mental condition, he/she shall be deemed to have consented to a blood test the results of which shall be disclosed to the City.~~

- ~~A. A urine test shall be administered at a facility, mobile or otherwise, that is equipped to administer such tests in a reasonable manner to insure the accuracy of the specimen and the privacy of the employee.~~
- ~~B. A blood test shall be performed by a qualified medical person in a reasonable manner.~~
- ~~C. An injured employee that refuses to submit to a test for drugs or alcohol forfeits eligibility for workers compensation medical and indemnity benefits in addition to discipline up to termination by the City.~~
- ~~D. The foregoing is supplemental and in addition to that set forth in Chapter 11 and applicable Florida law.~~

### ~~13.23 Vehicle Accidents~~

~~In the event that a City employee is involved in a vehicle accident while on City business, the following procedures apply:~~

- ~~A. Stop immediately. **DO NOT LEAVE THE ACCIDENT SCENE.**~~
- ~~B. If there are any injuries, including you, CALL 911.~~

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- ~~C. If there are no injuries and you are within City limits, call Alachua Police Department. If you are outside the City limits, call appropriate law enforcement agency.~~
- ~~D. Cooperate with the police investigation and/or paramedics.~~
- ~~E. NOTIFY YOUR SUPERVISOR.~~
- ~~F. Do not discuss the accident with other drivers or witnesses.~~
- ~~G. Obtain names, addresses and phone numbers of witnesses, before they leave the scene.~~
- ~~H. If police are unable to respond, obtain driver's name, address, insurance information, make, model, tag number and vehicle identification number of the vehicle.~~
- ~~I. Make no comments or commitments of any type to anyone.~~

### **13.24 Vehicle Accident Reporting**

~~The Alachua Police Department (APD) will forward a copy of the Motor Vehicle Accident Investigation Report to Risk Management. All necessary documents (registration, insurance card and “Accident Investigation Report”) are in the Vehicle Records Folder in the vehicle glove box. Complete an “Accident Investigation Report” and obtain a copy of the local, state, or county police accident report if accident not investigated by APD and forward to Risk Management.~~

### **13.25 Non-Vehicle Accidents (NVA)**

~~In the event that an employee is involved or party to a NVA that is connected with injury or property damage, the following procedures apply. Accidents can involve employees, residents and others.~~

- ~~A. For property damage, stop immediately and report damage to owners giving basic facts surrounding the accident.~~
- ~~B. If anyone, including you, is injured, call 911 immediately and supply information requested (location, nature of injury, the accident, etc.).~~
- ~~C. NOTIFY YOUR SUPERVISOR. Supervisor to arrive on scene if available.~~
- ~~D. Cooperate with the police investigation and/or paramedics if called to the scene.~~
- ~~E. Do not discuss the accident (except to exchange information) regarding liability, insurance coverage, fault, etc. Refer all inquiries to Risk Management.~~

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- ~~F. Obtain and document all information regarding the accident. This information is recorded on the “Accident Investigation Report.”~~
- ~~G. If the accident is serious, notify the Police and Risk Management from the scene.~~

### ~~13.26 Accident Investigation~~

~~Supervisors are responsible for immediately investigating all accidents involving City employees and/or vehicles. They must observe and report all conditions and obtain complete facts regarding the accident. The reports must contain the following: 1) who was involved; 2) when did the accident occur; 3) where did it happen; 4) what factors contributed to the accident; 5) identify all unsafe practices, acts or conditions; 6) how did the accident occur; 7) identify and record possible safety hazards; and 8) what was the cause of the accident.~~

~~Take pictures of the accident, location, vehicles/equipment, property, etc. as soon as possible after the accident. Write down the facts. Do not rely on memory. Do not assume someone else is recording the facts. Do not comment on any liability, engage in any arguments or attempt to place blame for the accident. Refer all parties to the Risk Management Division for information on insurance or claim procedures.~~

### ~~13.27 Employee Injuries/Workers Compensation Injury Reporting Procedure (Emergency First Aid and CPR)~~

~~In the event an employee is injured on the job, the following procedures apply:~~

- ~~A. First aid should be applied for all minor injuries not requiring professional medical attention.  
Drug screening will be ordered at the supervisor’s discretion as set forth in 11.04.~~
- ~~B. *NOTIFY YOUR SUPERVISOR.* Your supervisor will approve medical treatment. If an injury has not been reported to a supervisor, there may be no coverage by the City’s Workers Compensation insurance program. All treatment must be properly pre authorized except in the case of a life threatening emergency.~~
- ~~C. If medical treatment other than minor first aid treatment is needed, the employee shall be sent immediately to the City’s designated Workers Compensation medical provider. Drug screening required (11.04 supra).~~
- ~~D. Call 911 for all injuries that are serious in nature. When in doubt about seriousness, call 911. Based on the injury, Emergency Medical Service (EMS) will determine where the injured employee should be taken. Employees with serious injuries should be transported immediately for treatment. Drug screening required (11.04 supra).~~
- ~~E. Supervisors must complete a separate Supervisor’s Accident Report Form and forward it along with completed Employee Report of Injury/Accident Form and~~

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### ~~Accident Witness Statement Form to Risk Management.~~

- ~~F. Supervisors or the Department Director must call Human Resources, which will call the Workers Compensation injury report line to notify the City’s insurer of the injury. The insurer will complete a DWC-1 First Notice of Injury form and forward a copy to Human Resources. All inquiries concerning any accident are to courteously be referred to Human Resources.~~
- ~~G. All medical treatment subsequent to the initial treatment must be approved by the City’s insurance carrier. Only approved medical providers can treat employees for on the job injuries. Treatment by an employee’s personal physician is not permitted. Employees must notify their supervisor and Risk Management of all follow up medical appointments.~~

### ~~13.28 Transportation of Injured Employees~~

~~Following are guidelines for deciding where to transport a City employee involved in an on the job injury. Essentially, supervisors and paramedics should use their judgment to determine whether or not the patient will require hospital services or critical care.~~

- ~~A. Cases which should definitely go to hospital include:~~
- ~~1. Unconscious patients~~
  - ~~2. Patients with cardiac or severe respiratory problems~~
  - ~~3. Patients unable to walk or assist in their movement~~
  - ~~4. Displaced long bone fractures and those with a neurovascular deficit~~
  - ~~5. Hypotensive patients with signs and symptoms of shock~~
  - ~~6. Serious medical emergencies such as a stroke~~
- ~~B. Employees with injuries such as minor lacerations, sprains, and non-displaced fractures who can be transported POV (Privately Owned Vehicle) without continued ALS (Advanced Life Support) treatment should be seen at the City’s designated Workers Compensation medical provider.~~
- ~~C. All employees and supervisors are to follow EMS (Emergency Medical Services) personnel directions for transporting injured employees. Rescue personnel adhere to the County’s medical protocol in deciding the destination of cases.~~

### ~~13.29 Light Duty Work Program~~

~~The City, at its sole discretion, retains the right to offer an employee who sustains a work~~

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~~related illness or injury a temporary light duty or modified duty assignment for a period not to exceed 120 days. Such duty shall be in accord with the restrictions set forth by the authorized treating physician. Unless the attending physician specifically documents that the employee cannot perform light duty work, all employees will be required to perform light duty work. While there is no employee entitlement to light or modified duty, an employee who is offered such a temporary duty assignment and declines shall not be compensated for time off. Department Directors will assign all light duty work. The attending physician will document any physical or mental restrictions and when or if the employee can return to his/her regular work.~~

### ~~14.01~~ A. Definitions

- ~~1. Light/Modified Duty Temporary job assignment, if available, within or without the employee's regular department, as more fully described in section C below.~~
- ~~2. Lost Time When an employee is taken off of work by the Authorized Treating Provider or when an assessment by the injured employee's supervisor, the Risk Manager and the Human Resources Director concludes that the employee's work restrictions cannot currently be accommodated.~~

### ~~B. Follow up~~

- ~~1. The injured employee shall attend all scheduled follow up medical appointments. If an injured employee cannot attend an appointment, he/she shall notify the Third Party Administrator (TPA) and the medical provider at least 24 hours before the appointment.~~
- ~~2. The injured employee should schedule appointments after his normal working hours. If this is not possible the employee can attend the medical appointment during work hours. Only the actual time for travel and the appointment will be allowed. The employee must return to work, if the workday has not ended.~~
- ~~3. Following any appointment for treatment of a workplace injury, the employee shall immediately contact his supervisor and provide current work status documentation. The supervisor will send the work status documentation to the Risk Manager.~~

### ~~C. Light/Modified Duty~~

- ~~1. Relates to employees whose illness or injury was job related.~~
- ~~2. Injured employees are often returned to work on light duty with specific restrictions. If an employee is returned to work, the supervisor will not assign duties that are beyond the employee's restrictions. If an injured~~

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~~employee willfully violates his work restrictions, he/she may be subject to progressive discipline that may include termination.~~

- ~~3. Supervisors shall evaluate the restrictions placed on the employee and determine the ability of the employee to perform any needed work. If the supervisor feels that the employee's restrictions cannot be reasonably accommodated, the employee shall be sent home and Risk Management notified. The Risk Manager will schedule an assessment of the employee's work capabilities.~~
  - ~~a. The injured employee's supervisor, the Risk Manager and the Human Resources Director will conduct the assessment.~~
  - ~~b. If it is found that the employee's restrictions cannot be reasonably accommodated, the employee will be placed on Lost Time status pending further assessment of restrictions or another position becomes available.~~
- ~~4. The light duty program requires the participation of all injured employees who are released to perform light duty work by the Authorized Treating Provider. If an injured employee refuses to participate in the program, certain workers compensation benefits may cease.~~
- ~~5. While on light duty, the injured employee will receive the normal hourly rate of pay and benefits. Scheduled hours of work may be reduced.~~
- ~~6. Light duty is temporary and is not considered a permanent accommodation to a workplace injury.~~
- ~~7. A light duty assignment may not extend beyond 120 days. When an employee has been in a light duty assignment for 10 days, an assessment will be made regarding the employee's progress.~~
- ~~8. When an employee has reached Maximum Medical Improvement (MMI) as determined by the Authorized Treating Provider, an assessment will be made regarding the employee's ability to return to regular job duties.~~
  - ~~a. The injured employee's supervisor, the Risk Manager and the Human Resources Director will conduct the assessment.~~
  - ~~b. If it is found the employee cannot perform his/her regular job duties with or without reasonable accommodation, posted jobs will be reviewed to determine the employee's ability to work in other positions. If the employee is qualified and meets the minimum physical requirements for a posted job, he/she will be considered for that job. If selected for the job, salary will be determined according to transfer guidelines.~~

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- ~~1. If an employee refuses to accept an offered job, the employee will be terminated.~~
- ~~2. If a position is not available for the employee, the employee will be terminated.~~

### ~~D. Lost Time~~

- ~~1. The injured employee in lost time status is to contact his supervisor a minimum of once a week (not including weekends and holidays), to update the supervisor on his/her condition.~~
- ~~2. The injured employee in lost time status is required to return all City owned equipment to his/her supervisor.~~
- ~~3. Once the employee has been released to return to work, he/she will notify the supervisor immediately. Failing to do so may subject the employee to progressive discipline.~~
- ~~4. The injured employee will not accumulate leave or sick time while in lost time status.~~
- ~~5. Lost time due to a workplace injury will count toward the employee’s Family and Medical Leave Act (FMLA) entitlement.~~

### ~~13.30 Access to Medical and Exposure Records~~

~~All medical records shall comply with Federal and State law.~~

- ~~A. The City shall permit employees and their designated representatives direct access to employer maintained exposure and medical records. The access applies only to those employees who are, have been (including former employees) or will be exposed to toxic substances or harmful physical agents.~~
- ~~B. The City will preserve and maintain accurate medical and exposure records for each employee. Exposure records and medical records and data analyses based on them will be kept as required by law. Records of employees who have worked for less than one year need not be retained after employment, but the City will provide these records to the employee upon termination of employment. First aid records of one time treatment need not be retained for any specified period.~~

### ~~13.31 Emergency Building Evacuation~~

- ~~A. An emergency action plan has been developed to ensure employee safety in the event of a building fire or other emergency.~~

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~~B. Refer to Department procedures.~~

~~C. All building evacuation shall comply with OSHA Regulations GENERAL EMERGENCY BUILDING EVACUATION.~~

### 13.32 Personal Protective Equipment (PPE)

~~A. General~~

~~Proper personal protective equipment, shall be provided, used, and maintained in a sanitary and reliable condition where there is a hazard from processes or environment that may cause injury or illness to the employee.~~

- ~~1. All fire safety equipment such as fire extinguishers, hose racks, hose reels, detectors, fire alarms and fire lanes (although not technically PPE) shall be kept clear of obstructions.~~
- ~~2. Report all defects in personal protective equipment immediately to your supervisor.~~
- ~~3. All personal protective equipment that is worn or damaged shall be repaired or replaced immediately.~~
- ~~4. It is every employee's responsibility to wear all protective clothing and equipment as required by safety rules and procedures contained in this handbook or as directed by your supervisor.~~
- ~~5. All Personal Protective Equipment (PPE) shall comply with OSHA Regulation PERSONAL PROTECTIVE EQUIPMENT.~~

~~B. Gloves Hand Protection~~

- ~~1. On operations where gloves are necessary, wear the proper type as specified by the supervisor.~~
- ~~2. All work requiring hand protection shall comply with OSHA Regulation PERSONAL PROTECTIVE EQUIPMENT.~~

~~C. Safety Vests~~

- ~~1. Safety vests are to be worn by any employee working in the roadway or an area within six feet of the edge of a roadway.~~
- ~~2. Employees working over or near water, where the danger of drowning exists, shall be provided with U.S. Coast Guard approved life jackets or buoyant work vests. Also employees must comply with OSHA Regulation PERSONAL PROTECTIVE EQUIPMENT.~~

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### ~~13.33 Hearing Protection~~

- ~~A. Exposure to high noise levels can cause hearing loss or impairment. It can also create physical and physiological stress. Specifically designed protection is required, depending on the type of noise encountered and the auditory condition of the employee.~~
- ~~B. Employees are required to use hearing protection devices when noise levels exceed the action level as determined by their department's procedures.~~
- ~~1. Pre formed or molded ear plugs should be individually fitted by a professional. Waxed cotton, foam, or fiberglass wool earplugs are self-forming.~~
  - ~~2. Ear muffs need to make a perfect seal around the ears to be effective.~~
  - ~~3. Plain cotton is ineffective as protection against hazardous noise and shall not be used.~~
- ~~C. Noise level exposure, auditory testing and training are required for all job applications. All ear protection shall comply with OSHA Regulation ENVIRONMENTAL NOISE CONTROL.~~

### ~~13.34 Respiratory Protection~~

- ~~A. Employees exposed to occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smoke, sprays, vapors or oxygen deficient environments shall be provided with respirators and proper training on their use.~~
- ~~1. Respiratory equipment shall be inspected regularly and maintained in good condition.~~
  - ~~2. All work with respiratory protection shall comply with OSHA Regulation RESPIRATORY PROTECTION.~~

### ~~13.35 Hard Hats~~

- ~~A. Head protection or "Hard Hats" as defined by OSHA is to provide "for protection of heads of occupational workers from impact and penetration from falling and flying objects and from limited electric shock and burn." This section defines the equipment, City operations and City building locations where all employees and visitors are required to wear hard hats. Any elimination or additions should be directed to Risk Management for review and possible updating.~~
- ~~B. When required, hard hats are provided by the City to protect employees against~~

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~~the danger of head injury from falling or flying objects, or from electrical shock and burns. Hard hats are to be in good condition at all times. Employee owned hard hats are not permitted. All employees required to wear a hard hat for operating equipment or conducting City operations will be issued hard hats of the proper type, as specified herein. They should be with the employee at all times.~~

### ~~13.36 Use of Hard Hats~~

~~A. Hard hats will be worn at all times by all personnel and visitors in the following situations:~~

~~1. When designated "Hard Hat Required" equipment is on a designated job site and in operation;~~

~~— The equipment will be posted with permanent visible signs indicating **HARD HAT REQUIRED**~~

~~2. During the following operations:~~

~~a. In any situation or operation where workers or visitors are below other workers (3 feet or more) and could reasonably expect tools, equipment or other apparatus could drop or fall (ladders, scaffolding, trenches, roofs of buildings, etc.);~~

~~b. When working with or about equipment or tools more than six feet in height that could reasonably be expected to topple, drop or fall, such as fence, trees or structures under construction.~~

~~c. When working in all below ground situations (manholes, submersible stations, trenches, lift stations, etc.);~~

~~d. When any overhead crane or boom is in operation.~~

~~e. When any boom is being operated from fixed or mobile equipment.~~

~~f. When raising and lowering a flashing traffic arrow mounted on a trailer.~~

~~g. When operating the spring loaded crank overhead tarp on dump trucks.~~

~~h. When called upon to perform maintenance, clean up, field operations and/or inspections during disaster.~~

~~i. In building locations damaged by disaster, fire, flood or other cause which could result in structural damage or falling material.~~

~~j. Persons working near high voltage (220 volts or higher) electrical hazards.~~

~~k. When going onto or into a construction site.~~

~~3. The above operations/sites are to be posted with temporary visible signs indicating **"HARD HAT AREA"**~~

~~4. In the following City buildings designated as "HARD HAT AREA":~~

~~a. Purchasing warehouse storage area when a fork lift is in operation.~~

~~b. In all sanitary sewer lift stations when a pump is being pulled and lifted.~~

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~~e. In all submersible stations where you go into stations.~~

~~5. The above areas are to be posted with permanent visible signs indicating  
"HARD HAT AREA"~~

~~B. Helmets for the protection of persons against impact and penetration of falling and flying objects shall meet the specifications contained in American National Standards Institute, Safety Requirements for Industrial Head Protection.~~

~~C. Helmets for the head protection of persons exposed to high voltage electrical shock and burns shall meet ANSI specifications.~~

~~D. HARD HATS ARE NOT REQUIRED WHEN EMPLOYEES ARE OPERATING EQUIPMENT THAT HAVE TOTALLY ENCLOSED CABS.~~

~~E. If any area is designated as "HARD HAT AREA" all persons entering will be required to wear a hard hat at all times. Department Directors and supervisors are responsible for designating the above areas and special temporary situations as "HARD HAT AREAS" not previously defined or where there is a real and present danger of falling and flying objects such as construction areas and any underground excavations where personnel are working above other workers.~~

~~F. All work requiring head protection shall comply with OSHA Regulation PERSONAL PROTECTIVE EQUIPMENT.~~

### ~~13.37 Foot and Toe Protection~~

~~A. Foot protection equipment shall be worn when there is reasonable probability that injury can be prevented by such equipment.~~

~~B. The wearing of sandals or tennis shoes is not allowed. Exceptions would be for those employees whose duties would require them to wear shoes used for sports activities and lifeguards who do not wear shoes when performing duties.~~

~~C. Protective foot wear (Safety Shoes) is to be worn by any employee who in the course of his/her duties is required to visit a work site where hazardous conditions exist that could injure feet.~~

~~D. Safety toe footwear shall meet the requirements of American National Standards for Personal Protection Protective Footwear.~~

~~E. All work required foot protection shall comply with OSHA Regulation PERSONAL PROTECTIVE EQUIPMENT.~~

### ~~13.38 Safety Glasses, Goggles, and Face Shields~~

~~A. Protective eye and face equipment shall be required, used and maintained in~~

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~~sanitary and reliable condition, as necessary to protect employees from workplace hazards.~~

- ~~B. Goggles or face shields shall be worn by all employees performing work that exposes them to eye injury. Employees not performing work, but who are in the area of exposure such as helpers and visitors, shall also wear eye protection. Hazard areas will be identified with visible signs. Eye protection will be required in these areas. Sufficient visitor goggles or face shields will be available for protection of persons entering these areas and will be of the type required to guard against the hazard existing.~~
- ~~C. Appropriate goggles with filter lenses shall be used for such operations as oxyacetylene welding, cutting, lead burning and brazing. Where eye injury is increased by grinding, buffing, sandblasting, etc. additional precautions such as side shields for safety glasses must also be employed.~~
- ~~D. Do not take chances with eye injuries—contact the supervisor or first aid person immediately upon injury. Do not rub your eye when a foreign object is in it.~~
- ~~E. Eye and face protection equipment shall be in compliance with Practice for Occupational & Educational Eye & Face Protection.~~
- ~~F. All eye and face protection will comply with OSHA Regulation PERSONAL PROTECTIVE EQUIPMENT.~~

### ~~13.39 Buildings and Grounds Maintenance~~

#### ~~A. Floors and Building Areas~~

~~Report all unsafe conditions immediately to your supervisor. Check for tripping hazards, broken walks, holes, exposed pipes, wires, debris, etc.~~

- ~~1. All floors shall be kept clean at all times of all dust, dirt, grease or other debris. Building floors should be clear of obstructions or slippery materials. Floors shall not be cleaned with flammable liquids. Dust, which can explode under certain conditions, shall be kept down during sweeping by spreading an approved sweeping compound over the floor. Extreme care shall be taken to avoid excessive washing or polishing of floors. Use only non-skid wax.~~
- ~~2. Ceilings will be kept in good repair and free of loose plaster and paint or other material that could fall and injure persons below. Materials will not be stored under or piled against buildings, against doors, exits, or under stairways. Roofs will be kept free of all debris.~~
- ~~3. Floor openings shall be guarded by a standard railing and toe boards or cover. In general, the railing shall be provided on all exposed sides, except~~

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~~at entrances to stairways.~~

- ~~4. Every open-sided floor or platform, six feet or more above adjacent floor or ground level, shall be guarded by a standard railing, or the equivalent, on all open sides except where there is entrance to a ramp, stairway or fixed ladder.~~
- ~~5. Each employee on ramps, runways, and other walkways shall be protected from falling six feet or more to lower levels by guardrail systems.~~
- ~~6. All floors and openings shall comply with OSHA Regulation WALKING AND WORKING SURFACES.~~

### ~~B. Exits~~

- ~~1. Every building designed for human occupancy shall be provided with exits sufficient to permit the prompt escape of occupants in case of an emergency.~~
- ~~2. Exits and the way of approach and travel from exits shall be maintained so that they are unobstructed and are accessible at all times.~~
- ~~3. All exits shall discharge directly to the street or other open space that gives safe access to a public way.~~
- ~~4. Exit doors serving more than 50 people, or at high hazard areas, shall swing in the direction of exit travel.~~
- ~~5. Exits shall be marked by readily visible, suitably illuminated exit signs. Exit signs shall be distinctive in color and provide contrast with surroundings. The word "EXIT" shall be of plainly legible letters, not less than six inches high.~~
- ~~6. Any door, passage, or stairway which is neither an exit nor a way of exit nor a way of exit access, and which is so located or arranged as to be likely to be mistaken for an exit, shall be identified by a sign reading "Not an Exit" or similar designation.~~

### ~~C. Aisles and Passageways~~

- ~~1. Where mechanical handling equipment is used, sufficient safe clearance shall be allowed for aisles, at loading docks, through doorways and whenever turns or passage must be made.~~
- ~~2. Aisles and passageways used by mechanical equipment shall be kept clear and in good repair with no obstruction across or in aisles that could create hazards.~~



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- ~~3. Permanent aisles and passageways shall be appropriately marked.~~
- ~~4. Covers and/or guard rails shall be provided to protect personnel from the hazards of open pits, tanks, vats, ditches, etc.~~

### ~~13.40 Construction~~

#### ~~A. Ladders~~

- ~~1. Portable and fixed ladders with structural defects such as broken or missing rungs, cleats or steps, broken or split rails, or corroded components shall be withdrawn from service by immediately tagging DO NOT USE or marking in a manner that identifies them as defective.~~
- ~~2. All ladders shall comply with OSHA Requirement WALKING AND WORKING SURFACES Fixed ladders, Portable wood ladders, Portable metal ladders and Training Requirements.~~

#### ~~B. Scaffolds and Platforms~~

- ~~1. Report all defective equipment, machinery, parts or malfunctions immediately to your supervisor.~~
- ~~2. All scaffolds shall comply with OSHA Regulation WALKING AND WORKING SURFACES Safety requirements for scaffolding, Scaffolding, Guardrails, handrails and covers.~~

#### ~~C. Excavations and Trenching~~

- ~~1. Report all defective equipment, machinery, parts or malfunctions immediately to your supervisor.~~
- ~~2. Daily inspections of each excavation and trench shall be made by a competent person.~~
- ~~3. All trenching and shoring shall comply with OSHA Regulation EXCAVATIONS, TRENCHING AND SHORING and requirements for protective systems.~~

#### ~~D. Concrete and Masonry Construction~~

- ~~1. No construction loads shall be placed on a concrete structure or portion of a concrete structure unless based on information received from a person who is qualified in structural design that the structure or portion of the structure is capable of supporting the loads.~~
- ~~2. All protruding reinforced steel onto and into which employees could fall~~

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~~shall be guarded to eliminate the hazard of impalement.~~

- ~~3. No employee shall be permitted to work under concrete buckets while buckets are being elevated or lowered into position.~~
- ~~4. A limited access zone shall be established whenever a masonry wall is being constructed.~~
- ~~5. All concrete and masonry construction shall comply with OSHA Regulation CONCRETE AND MASONRY CONSTRUCTION and requirements for equipment and tools.~~

### ~~E. Construction Hazard Identification Barricades/Signs~~

- ~~1. All construction work will be clearly identified by signs. The protective barriers will be suitably marked with reflective and illumination materials for easy sighting after dark. Traffic channeling devices shall be used where applicable.~~
- ~~2. When signs, signals and barricades do not provide necessary protection or when construction is on or adjacent to a highway or street, flagmen or other appropriate traffic controls shall be provided.~~
- ~~3. Flagmen shall be provided with and shall wear a red or orange warning garment while flagging. Warning garments worn at night or in inclement weather shall be of reflectionized material.~~
- ~~4. All barricading, traffic channeling or signage shall comply with the Federal Highway Administration, Manual on Uniform Traffic Devices and OSHA Regulations.~~

### ~~13.41 Confined Spaces~~

- ~~1. All employees required to enter into confined or enclosed spaces must be instructed as to the nature of the hazards involved, the necessary precautions to be taken and in the use of required protective and emergency equipment. Confined or enclosed spaces, include but are not limited to, storage tanks, process vessels, bins, boilers, ventilation or exhaust ducts, sewers, underground utility vaults, tunnels, pipelines and open top spaces more than four feet deep such as pits, tubs, vaults and vessels.~~
- ~~2. All entry into confined spaces shall comply with OSHA Regulation PERMIT REQUIRED CONFINED SPACE Safety Training and Education, Gases, vapors, fumes, dusts, and mists, and Underground construction.~~

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### ~~13.42 Grass Cutting~~

- ~~A. Mower operators will wear eye protection, hearing protection and sturdy work shoes at all times. No adjustments will be made by the operator or maintenance person while the machine is running.~~
- ~~B. Gasoline for lawn mowers and other lawn care equipment will be kept in safety cans plainly lettered "GASOLINE." All sources of ignition will be kept clear when fueling. Fueling will not be done while the engine is running. Smoking is not allowed when fueling or near exposed fuel.~~
- ~~C. All equipment will be operated in accordance with manufacturers instructions.~~

### ~~13.43 Wire Ropes, Chains, and Ropes~~

~~Wire ropes, chains, ropes and other rigging equipment shall be inspected prior to use and as necessary during use to ensure their safety. Defective gear shall be immediately removed from service.~~

### ~~13.44 Operational Safety~~

~~All employees shall be trained in Department procedures before operating any toll machine or equipment.~~

### ~~13.45 Supplies and Materials Handling~~

#### ~~A. Lifting, Carrying and Moving Materials~~

~~All employees are required to do some lifting, moving and handling of materials and equipment as part of their regular assigned duties. *Avoid accidents—learn the right way to handle materials.* Know your physical capacity and limitations. Get help if needed to lift, carry or move material. Weight is only one criterion to consider when lifting objects. You must also consider the size, shape, packaging material, etc. If an object is large, bulky or feels too heavy to lift, get help and/or place the object on a dolly for easy transport. The proper steps in lifting safely are the following:~~

- ~~1. Consider the size, weight and shape of the object to be carried. Do not lift more than can be handled comfortably. If necessary, get help.~~
- ~~2. Set feet solidly, with one foot slightly ahead of the other for increased effectiveness. Feet should be far enough apart to give good balance and stability.~~
- ~~3. Get as close to the load as possible. Bend legs about 90 degrees at the knees. Crouch, do not squat. It takes about twice as much effort to get up~~

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~~from a squat.~~

- ~~4. Keep the back as straight as possible. It may be far from being vertical, but it should not be arched. Tuck in the chin so the head is in line with the back. Bend at the hips, not the middle of the back.~~
- ~~5. Grip the object firmly. Maintain that grip while lifting and carrying. Before changing the grip, set the object down again.~~
- ~~6. Straighten the legs to lift the object and at the same time bring the back to a vertical position.~~
- ~~7. Never carry a load that you cannot see over or around. Make sure the path of travel is clear.~~

### ~~B. Bags and Sacks~~

~~Bags and sacks may be lifted by stooping down as far as possible and rolling the bag or sack up to the knees, chest and shoulder before straightening the legs and carrying with the back vertical. Place hand on hip so the bag or sack rests partly on the shoulder, arms and back. Be sure of your grip and footing.~~

### ~~C. Barrels and Drums~~

~~Barrels and drums may be upended by grasping both ends, press down with one hand and lift the other in a rocking fashion until the drum is balanced on the bottom chime. The lower grip may then be released and the drum placed on end. Keep feet in the clear. Do not drop the drum or barrels.~~

### ~~D. Long Objects~~

~~Long objects should be carried on the same shoulders (left or right) of all persons making the carry.~~

### ~~E. Boxes, Cartons, Packages and Other Material~~

- ~~1. A box, carton, or package should never be handled by the steel strapping bands. A hand truck or fork lift should be utilized when required. When two or more persons are required to handle an object, one person should be in charge and give signals for lifting, moving, lowering and dropping in unison.~~
- ~~2. Before cutting metal strapping, make sure no one is standing where he/she might be hit by loose ends of straps. (Eye protection shall be worn during these operations). To cut bands, place a gloved hand on the strap to prevent injury from springing back. Before handling containers, inspect them for protruding nails, wire ends, splinters and sharp ends of metal~~

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~~bands.~~

- ~~3. Package or box all loose items before moving. Wipe off oil, grease, dirt or other foreign matter before lifting. Wear gloves when moving rough, burned or jagged objects and those with sharp corners. Hooks, crowbars, rollers and skids should be used when provided. Be sure the path of travel is clear of obstructions and well lighted, when inside. Stay at all times within the prescribed safety aisles in warehouses and storage areas.~~
- ~~4. Never attempt to catch a heavy falling object. Do not stand on a box or truck when placing materials on a high pile or when reaching for an object above the head.~~

### **13.46 – Storage of Materials**

- ~~A. Materials shall be stored according to fire characteristics.~~
- ~~B. Inside and outside storage facilities and areas are used by the City. Warehouse space and storage yards are part of the storage operation. All sources of ignition are prohibited in all storage buildings and areas. Signs will be posted to this effect.~~
- ~~C. Smoking is not permitted in or around any storage area. Signs will be posted where smoking is prohibited.~~
- ~~D. Materials will not be stored under or piled against buildings, against doors, exits or under stairways. Stored materials shall be kept at least 18 inches from automatic sprinkler heads. Sprinkler systems, valves, fire extinguishers, exits and fire doors will be provided sufficient clearance as to allow use. In no case will materials be piled, stacked or placed to block access to emergency equipment and exits. Large, bulky or unusually heavy materials will be stored near entrances to minimize the amount of handling needed and make movement easier. Do not store glass bottles and heavy items on the top of shelves; place on the floor or in lowest bin. All scrap lumber, waste material and rubbish shall be collected and stored in piles or containers for regular removal. Protruding nails in boards, planks and timbers shall be removed, hammered in or bent over flush with the wood.~~
- ~~E. Storage areas will be kept clean of debris at all times.~~
- ~~F. Fire lanes and access roads shall be kept clear at all times. Aisles, as far as practical, shall be straight and lead directly to exits. There should be as few aisle intersections as possible. Aisle widths shall allow for safe movement and clearance. Exit routes for personnel will be kept clear of obstructions. Aisles will be kept clear of stock, materials and protruding objects.~~
- ~~G. Always keep to the right and operate equipment at safe authorized speeds.~~

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### ~~H. Clothing Storage~~

~~Personal clothing shall be kept clean. Clothing that is contaminated with flammable substances will not be placed in enclosed areas in order to avoid combustion.~~

### ~~I. Piling and Stacking Materials~~

~~Materials shall be piled in neat stacks, stabilized if necessary. Leaning or unbalanced stacks will be restacked immediately to prevent their falling. Stacked material will be kept at least 18 inches away from electric light fixtures. Fire extinguishers shall not be obstructed or blocked.~~

### ~~J. Oily Rags and Waste Material~~

~~Oily rags and other waste will be placed in fire resistant enclosed containers provided. All containers shall be emptied daily.~~

### ~~K. Lumber Storage~~

~~Lumber will be stacked level, stable and shall be self supporting. Used lumber will have all nails and splinters removed before it is stacked for storage. New lumber will also have the splinters removed before it is stacked for storage. Always wear gloves when stacking or moving lumber.~~

### ~~L. Cement and Lime Bags~~

~~Bags of cement and lime will not be stacked more than ten (10) bags high without setbacks, except when restrained by walls of appropriate strength. The bags around the outside of stacks shall be placed with the mouths of the bags facing the center of the stack. During unstacking, the entire top of the stack shall be kept nearly level and the necessary setback maintained.~~

### ~~M. Bricks and Blocks~~

~~Bricks shall be stacked on an even, solid surface and shall not be stored on scaffolds or runways in excess of normal supplies for immediate brick laying operations or in excess of a safe load limit of scaffold or runway. Floor, wall and partition blocks shall be stacked in tiers on solid, level surfaces. When required, the stack shall be stepped back and secured to prevent toppling. Stacking shall be no more than three (3) feet high.~~

### ~~N. Steel~~

~~Reinforcing, sheet, and structural steel shall be stored as follows: Reinforcing steel will be stored in orderly piles away from walkways and roadways; structural~~

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~~steel will be securely piled to prevent members sliding off or piles toppling over.  
All storage and piling of steel will be neat, orderly and secure.~~

### ~~O. Pipe~~

~~Pipe shall be stacked and blocked so as to prevent spreading or rolling. Separate stacks will be made for each size.~~

### ~~P. Round Piling or Poles~~

~~Round piling or poles shall be stored in an orderly manner on a solid, level surface. Either a pyramid shaped stack or battened stack shall be used. The lower tier of stacks shall have all piles or poles securely chocked to prevent lateral spread. When a battened type of stack is used, the outside pile or pole shall be securely chocked and shall be tapered back at least one pile or pole in each tier. Unloading of round piling, poles or pipe shall be done so that no person is to be required to be on the unloading side of the carrier after the tie wires have been cut or during the removal of stakes.~~

### ~~Q. Sand, Gravel, Crushed Stone, Dirt and Stockpiled Material~~

- ~~1. When this material is withdrawn from stockpiles using equipment, the operator shall ensure that no overhanging or vertical face exists. No operator will load from any pile that overhangs equipment.~~
- ~~2. All material handling shall comply with OSHA Regulation MATERIALS HANDLING AND STORAGE.~~

### ~~R. Hazardous Materials~~

~~Refer to HAZARDOUS MATERIAL & FIRE PREVENTION sections for proper handling.~~

## 13.47 Hoisting and Lifting Equipment

- ~~A. Never overload hand operated or electric hoists. The rated load will be legibly and permanently marked in a prominent location on all hoist and lifting equipment including jacks. (Jacks supplied with vehicles are excluded). Rated load limits shall not be exceeded.~~

### ~~B. Cranes and Derricks~~

~~Rated load capacities, recommended operating speeds and special hazard warnings or instructions shall be conspicuously posted on all equipment. Instructions or warnings shall be visible from the operator's station.~~

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- ~~C. Equipment shall be inspected by a competent person before each use and during use, and all deficiencies corrected before further use.~~
- ~~D. The use of a crane or derrick to hoist employees on a personnel platform is prohibited.~~
- ~~E. All hoisting and lifting equipment shall comply with OSHA Requirement MATERIALS HANDLING.~~

### ~~13.48 Powered Industrial Trucks, Including Fork Lifts and Hand Trucks~~

#### ~~A. General~~

~~Report all defective equipment, machinery, parts or malfunctions immediately to your supervisor. Shut down and await authorization from a supervisor.~~

#### ~~B. Fork Lift Trucks~~

- ~~1. Only qualified personnel trained in the operation of fork lifts and other powered industrial trucks are authorized to operate this equipment.~~
- ~~2. Prior to operation of powered industrial trucks, the operator shall examine the vehicle and if any item is found to be defective or in need of repair, the items shall be corrected prior to use.~~
- ~~3. When using fork lifts, do not operate in excess of speeds that allow full control of the equipment and safety of the load. Do not permit any part of a load to obstruct vision while driving. If your vision is obstructed, drive in reverse. Only the driver shall ride on the fork lift. Passengers on forks are strictly prohibited. Watch out for pedestrians. Sound horn at blind corners.~~
- ~~4. Lift and lower loads smoothly, never carry loads in an elevated position.~~
- ~~5. Power trucks shall not be left unattended without lowering the platform or forks, shutting off power, neutralizing controls, setting brakes and removing the ignition key. When entering other vehicles or loading a trailer with a fork lift truck, the wheels of the trailer or vehicle shall be chocked to prevent any movement.~~

#### ~~C. Hand Trucks~~

~~Do not overload. Make sure the load is stable so the weight is on the axle not the handle. The same warning against overloading applies to the four wheel hand truck. Never pile a load so high that it might fall or prevent from seeing ahead. Hand trucks are meant to be pushed not pulled. The exception is the four wheel truck with swivel axle and tongue which is designed for pulling. The motorized~~



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~~hand truck can be run either way. Never pull a four wheel truck down an incline.~~

~~All fork lift trucks shall comply with OSHA Requirement MATERIALS HANDLING AND STORAGE.~~

### ~~13.49 Woodworking Shop Operations~~

- ~~A. Report all defective equipment, machinery, parts or malfunctions immediately to your supervisor.~~
- ~~B. Only qualified and authorized personnel will operate woodworking machines.~~
- ~~C. All fixed power driven woodworking tools shall be provided with a disconnect switch that can be either locked or tagged in the off position.~~
- ~~D. All woodworking tools and machinery shall meet applicable requirements of the ANSI, Safety Code for Woodworking Machinery.~~
- ~~E. Never wear neckties, loose sleeves, gloves or jewelry around moving machinery.~~
- ~~F. Personal Protective Equipment (PPE)~~
  - ~~1. PPE, as required, shall be worn at all times when operating woodworking equipment.~~
  - ~~2. Eye protection shall be worn during sanding and grinding operations and when working on wood lathes and power saws or any other device presenting eye hazards.~~

### ~~G. Machine Lockout Procedures~~

~~When working on a piece of equipment, lock out all of the power sources. Follow these lockout rules:~~

- ~~1. Provide a safety lock for everyone working on a machine.~~
- ~~2. Issue only one key per safety lock, and make sure it is used only on machines and equipment. Do not use safety locks on tool boxes, lockers, carts or desks.~~
- ~~3. Make sure switches and valves do not operate after lock is in place. Do not work on machines that cannot be locked out.~~
- ~~4. Do not pull fuses or use a safety tag as a substitute for the use of a safety lock.~~
- ~~5. Each employee is responsible for the removal of the lock when the work is~~

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~~completed.~~

### ~~H. Guarding~~

- ~~1. Never operate machinery with guards removed.~~
- ~~2. All woodworking machinery such as table saws, swing saws, radial saws, band saws, jointers, tenoning machines, boring and mortising machines, shapers, planers, lathes, sanders, veneer cutters and other miscellaneous woodworking machinery shall be effectively guarded to protect the operator and other employees from hazards inherent in their operation.~~
- ~~3. A power control device shall be provided on each machine to make it possible for the operator to cut off the power to the machine without leaving his position at the point of operation.~~
- ~~4. Power controls and operating controls should be located within easy reach of the operator while at his/her regular work location, making it unnecessary for the operator to reach over the cutter to make adjustments. This does not apply to constant pressure controls used only for setup purposes.~~
- ~~5. Each operating treadle shall be protected against unexpected or accidental tripping. On applications where injury to the operator might result if motors were to restart after power failures, provision shall be made to prevent machines from automatically restarting upon restoration of power.~~
- ~~6. All woodworking machinery shall comply with OSHA Regulation MACHINERY AND MACHINE GUARDING.~~

### ~~I. Floors~~

~~Shop floors shall be kept in good repair. Sawdust, wood scraps or other objects which could cause employees to slip or stumble shall not be allowed to collect on floors. Adequate working space shall be provided.~~

### ~~J. Cutting Tools~~

~~All cutting tools will be kept sharp and in good condition at all times. All woodworking tools will be stored in a place provided for that purpose.~~

### ~~K. Machine Layout~~

~~Machines will be positioned to afford efficient and safe operation and provide ease of stock handling. Aisles throughout the shop will be plainly marked and kept free of material and debris.~~

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### ~~L. Waste Removal~~

~~Chips or dust will never be removed from machinery by hand. Brushes will be used to safely clean woodworking machinery. Waste materials will immediately be cleared and disposed of after each operation is completed.~~

### ~~M. Exhaust Systems~~

~~Woodworking machines are required to be equipped with effective suction hoods, connected to an exhaust system designed to efficiently remove and prevent the accumulation of flammable wood dust. Any sawdust collecting on rafters, beams, overhead pipes and machinery will be cleaned at regular intervals. Blowing materials down with compressed air is prohibited.~~

### ~~N. Lighting~~

~~Adequate illumination will be provided. Suitable fixtures will be provided for machine illumination at points of operation.~~

### ~~O. Compressed Air, Use of~~

~~Compressed air used for cleaning purposes shall not exceed 30 psi when the nozzle end is obstructed or dead ended and then only with effective chip guarding and personal protective equipment.~~

### ~~P. Saws - General~~

- ~~1. Before usage, all saw blades will be checked for cracks or defects. Cracked or defective blades will be replaced immediately. Before usage, check that all saw guards are in good working order, if not, immediately repair or replace. Be sure the saw blade is firmly tightened on the arbor.~~
- ~~2. The saw fence should be correctly adjusted at a right angle to the cutting head and securely fastened in place. If it is properly set, the stock will not bind. If not properly set, the stock is likely to bind and a kickback may result.~~
- ~~3. Do not push two or more pieces side-by-side through a planer, because one of them may be thrown back by the planer blades. When a saw binds in a cut, shut off the machine before trying to release the material.~~
- ~~4. Never use a rip saw for cutoff work and a crosscutting saw for ripping. Never cross feed a cutoff saw. Do not stop a saw by forcing a piece of wood against it. Cutter blades should be kept well sharpened, evenly ground, balanced and properly and securely fastened at all times. Never use saw blades larger in diameter than recommended by the manufacturer.~~

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~~5. Proper eye protection shall be worn at all times.~~

~~6. Pusher Sticks~~

~~Pusher sticks will be used when sawing short or narrow pieces of work.  
Guards will be securely in place when pusher sticks are used.~~

~~Q. Training~~

~~All employees shall be trained in Department procedures before being authorized to operate any tool, equipment or machinery.~~

~~R. All use of power tools shall comply with OSHA Regulations.~~

### **13.50 Machine Shop Operations**

~~A. General~~

- ~~1. Report all defective equipment, machinery, parts or malfunctions immediately to the supervisor.~~
- ~~2. Only qualified and authorized personnel will operate machines.~~
- ~~3. Wear eye protection at all times where eye hazards exist. Before turning on a machine, make sure everyone is clear.~~
- ~~4. Do not leave a machine running unattended. Machines must be stopped and power turned off before changing chucks or loading heavy items into the chucks. Make sure the chuck is tight and the chuck key is removed before restarting the machine. Never brake or slow down a machine with your hands. Turn off the power and wait for it to stop.~~
- ~~5. Keep your machine clean. Remove chips with a brush or stick not your hands. Floors shall be clean of oil, solvents and coolants and if there is an accidental spill, it must be cleaned immediately. Use approved cleaning material.~~
- ~~6. Do not wear neckties, loose or ragged clothing, long sleeves, gloves or jewelry near machinery. Hair must be groomed or confined to avoid becoming caught in moving machinery which may cause fatal or serious injury. Any employee with hair that exceeds shoulder length shall have it tied back or kept confined under a hat while performing tasks involving moving machinery.~~
- ~~7. Personal Protective Equipment (PPE)~~  
~~PPE, as required, shall be worn at all times when operating machinery.~~

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### ~~Machine Lockout Procedures~~

~~If you have to work on a piece of equipment, lock out all of the power sources. Follow these lockout rules:~~

- ~~1. Provide a safety lock for everyone working on a machine.~~
- ~~2. Issue only one key per safety lock, and make sure it is used only on machines and equipment. Do not use safety locks on tool boxes, lockers, carts or desks.~~
- ~~3. Make sure switches and valves do not operate after lock is in place. Do not work on machines that cannot be locked out.~~
- ~~4. Do not pull fuses or use a safety tag as a substitute for the use of a safety lock.~~
- ~~5. Each employee is responsible for the removal of the lock when the work is completed.~~

### ~~B. Machinery, Fixed~~

~~Machines designed for a fixed location shall be securely anchored to prevent walking or moving, or designed in such a manner that they will not move in normal operation.~~

### ~~C. Machine Guarding~~

~~Never operate machinery with guards removed.~~

- ~~a. Portable, power driven circular saws shall be equipped with guards above and below the base plate or shoe.~~
- ~~b. All guards and safety devices must be in place and properly adjusted before operating a machine.~~
  - ~~1. Machine guarding shall be provided to protect employees in the machine area from hazards such as those created by point of operation, nip points, rotation parts, flying chips and sparks. The guard shall be such that it does not present an accident hazard in itself.~~
  - ~~2. The point of operation guarding device shall be so designed as to prevent the operator from having any part of the body in the danger zone during the operating cycle.~~
  - ~~3. Special supplemental hand tools for placing and removing material shall permit handling of material without the operator placing a hand in the danger zone.~~
  - ~~4. Some of the machines that usually require point of operation~~

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~~guarding are guillotine cutters, shears, alligator shears, power presses, milling machines, power saws, jointers, portable power tools and forming rolls and calendars.~~

~~5. All machine guarding shall comply with OSHA Requirement MACHINERY AND MACHINE GUARDING.~~

~~D. All employees shall be trained in Department procedures before operation any tool, equipment or machinery.~~

### ~~13.51 Electrical Safety~~

#### ~~A. Electrical Wires and Extension Cords~~

~~Treat all electric wires as **LIVE WIRES**. Do not drag cords over sharp edges or run cables across aisles where trucks can damage them or a person may be tripped. Pull the plug instead of yanking the cord. Never remove a cord if it is in use. Electricity can jump across exposed prongs. Keep electric cables away from steam lines and hot water lines which carry insulation. Keep cords clean. Never allow an extension cord to lie in water, oil, grease or other solvent. Wipe clean before using. Excessive scraping, kinking and stretching will cause damage to power cables and cause premature failures and possible shock or burn. Worn, cracked or defective extension cords shall be discarded.~~

#### ~~B. Lockout/Tagout~~

~~When making electrical repairs all employees will comply with OSHA Requirement LOCKOUT/TAGOUT CONTROL OF HAZARDOUS ENERGY.~~

#### ~~C. Electrical Equipment~~

- ~~1. Grounds provided on electrical apparatus shall not be disconnected or broken. Shock, no matter how slight, is a warning something is wrong. Tag the equipment and have it checked before reusing.~~
- ~~2. Never use a portable electrical tool unless you know it is in good condition. Portable electrical tools are required to be grounded at the case or frame, grounded by use of a three wire conductor and plug and, if not, double insulated. If an extension cord is to be used with the tool, it must also be of the three wire grounded type.~~
- ~~3. Double insulated portable electrical tools are internally grounded by incorporating insulation in case or frame when designed. The wire containing male plug will have two prongs in the place of three. Check the plate on the tool to ensure that it states that the tool is "double insulated" and will not require prescribed ground wire and plug.~~
- ~~4. In wet locations wear insulated boots and gloves, which are regularly inspected, or stand on a good insulated mat or platform. Use only low~~

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~~voltage equipment in such locations, if possible. (See E below)~~

~~5. Never use or try to repair unfamiliar power equipment.~~

### ~~D. Electrical Repairs~~

- ~~1. Only qualified and authorized employees or contractors will install and/or maintain electrical facilities and power lines. Two qualified employees will work together when high voltage circuits or energized circuits of any voltage are involved. Exercise care in removing or replacing light or power fuses—use fuse pullers. Live wire work is defined as work on wires, switches, starters, panels or other electrical equipment while the potential of 25 volts or more of electricity is present.~~
- ~~2. All electrical installations will be installed and maintained in accordance with provisions of the National Electrical Code, National Fire Protection Agency (NFPA).~~
- ~~3. Persons working around electrical circuits will not wear watches, rings, or other metallic objects which could act as conductors of electricity.~~
- ~~4. Personnel will treat low voltage systems with the same respect as high voltage circuits. Care will be taken to avoid contacting low voltage lines when working on poles, ladders or in other high places; the shock may be sufficient to cause the workers to lose footing and fall.~~
- ~~5. High Voltage power lines as defined in Chapter 185S-4, Florida State Regulation, "Shall mean overhead electrical conductors carrying a voltage in excess of 400 volts between conductors, or from any conduction to ground. No equipment will be operated, erected, installed or stored, or any part thereof, within close proximity (10 feet) of any high voltage power lines, unless danger from accidental contact has been effectively guarded against by: deenergizing and grounding high voltage lines; erection of mechanical barriers to prevent physical contact with high voltage conductors, or installing an insulated cage type guard or protective device about the boom or arm of the equipment. All mechanical barriers and all insulated protective devices and links shall be of approved types.~~

### ~~E. Personal Protective Equipment (PPE)~~

- ~~1. PPE, as required, will be worn at all times during electrical repairs.~~
- ~~2. No live wire work will be performed unless necessary and then with electrical gloves. When it is necessary to wear safety gloves, only those designed for electrical work will be used. Gloves will be inspected for cuts, punctures or signs of wear. All rubber goods used in electrical work will be given a voltage test annually, except that rubber gloves in active~~

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~~use will be tested every three months.~~

- ~~3. Report to your supervisor any leaking steam or water joints which are near any motors or other electrical apparatus. If you find sparking or smoking motors or other electrical equipment, turn off the power and report the condition at once.~~
- ~~4. All work on electrical energy and systems shall comply with OSHA Requirement CONTROL OF ELECTRICAL ENERGY AND SYSTEMS.~~

### ~~13.52 Painting, Paint, and Solvent Storage~~

~~A. Clean up spilled paint, solvents, grease, oil or other materials at once. Watch where you are going, make sure you have a clear working space.~~

~~B. Use tools to loosen stuck windows. Don't attempt to do it by hand, unless you are standing on a firm support and can use both hands.~~

#### ~~C. Paint Mixing~~

~~Paint mixing will be done outdoors whenever possible, or if done inside, it will be conducted in an adequately ventilated area. All sources of ignition shall be prohibited in all mixing areas and electrical facilities used near paint preparation spaces will be of the approved explosion proof type.~~

#### ~~D. Storage Flammable and Combustible Material~~

- ~~1. Refer to "Fire Prevention and Protection" and "Hazardous Materials" for proper storage, handling and fire protection of flammable and combustible material.~~
- ~~2. Do not soak paint brushes in open containers of solvent and place them in paint storage buildings or lockers.~~
- ~~3. A suitable fire extinguisher shall be available immediately adjacent to any storage area.~~

#### ~~E. Protective Clothing and Equipment~~

- ~~1. Painters preparing surfaces for painting shall wear eye protection to protect their eyes from chips and flying particles. Proper clothing shall be worn to completely cover the body to avoid skin irritation, weather and temperature permitting. Hands will be washed before eating. Respirators shall be worn when spray painting or working with paints which contain toxic materials, when adequate ventilation cannot be provided. The proper respirator shall be selected for the hazards present. Manufacturer's recommendations shall be followed.~~



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- ~~2. Gloves and eye protection will be worn when handling acids, lye or other cleaning materials that affect the skin.~~
- ~~3. Suitable special safety equipment shall be worn when painting towers, elevated structures and other high places.~~

### ~~F. Scaffolds~~

- ~~1. Report all defective equipment, machinery, parts or malfunctions immediately to your supervisor.~~
- ~~2. Use of a makeshift scaffold is prohibited.~~
- ~~3. All scaffolds shall comply with OSHA Regulation WALKING AND WORKING SURFACES.~~

### ~~13.53 Welding Safety~~

#### ~~A. Welding and Cutting Operations~~

- ~~1. Only qualified employees, trained and familiar with safety practices, will be authorized to perform welding operations.~~
- ~~2. Personal Protective Equipment (PPE)  
PPE, as required, shall be worn at all times during welding or cutting operations.~~
- ~~3. Welders will wear necessary protection including long sleeve shirts and ankle length trousers. When are welding, a welder must wear a welder's helmet, gloves and other protective required equipment. A welder's helper must also wear eye protection and other equipment as required.~~
- ~~4. It is the welder's responsibility to obtain and work behind screens, especially when not working in an enclosed welding shop or when working outside where property and others are exposed to flying particles, flash burns to the eyes, fire and explosion hazards.~~
- ~~5. All welding or cutting operations shall comply with all OSHA Regulations.~~

#### ~~B. Cylinders, Hoses and Regulators~~

- ~~1. Always secure cylinders in an upright position. The valve protection cap shall not be removed until the cylinder is secured and about to be used. Always attach an oxygen pressure reducing regulator before using oxygen from the cylinder.~~

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- ~~2. Valve protection caps shall be in place and secure when compressed gas cylinders are transported, moved or stored. Cylinder valves shall be closed when work is finished and when cylinders are empty or are moved.~~
- ~~3. Cylinders shall be kept far enough away from the actual welding or cutting operations so that sparks, hot slag or flames will not reach them. When this is impractical, fire resistant shields shall be provided and in place. Cylinders shall be placed where they cannot become part of an electrical circuit.~~
- ~~4. Oxygen and fuel gas regulators shall be in proper working order when in use.~~
- ~~5. When "cracking" the oxygen cylinder valve, stand at the side or rear of the cylinder outlet. Open the oxygen cylinder valve, slightly for an instant, then close it. This will clear the valve of dust or dirt then open the valve slightly at first then all the way. It is important that the pressure reducing regulator be tightly screwed or bolted to the oxygen cylinder. Always use a regulator wrench or "key." Test connections for leaks around the oxygen cylinder valve stem, oxygen regulator inlet connections at the cylinder valve, all hose connections and blowpipe oxygen valves. Use nothing except soapy water for testing.~~
- ~~6. Do not use compressed air to blow out the tale in a new hose. It may contain oil, moisture or scale. Blow it out with oxygen.~~
- ~~7. Compressed gas cylinders shall be kept away from excessive heat, shall not be stored where they might be damaged or knocked over by passing or falling objects and shall be stored at least 20 feet away from highly combustible materials.~~
- ~~8. Acetylene cylinders shall be stored and used in a vertical, valve end up position only.~~
- ~~9. Oxygen cylinders in storage shall be separated from fuel gas cylinders or combustible materials (especially oil or grease) a minimum distance of 20 feet.~~
- ~~10. After shutting off a cylinder, make sure all pressure is released from both gauge diaphragms. Be sure gases are shut off before you put down a torch. Never completely empty cylinders. Leave five pounds pressure to prevent contamination flow back.~~
- ~~11. Do not expose cylinders to damage from heat or electrical arcs.~~
- ~~12. All work with compressed gasses shall comply with OSHA Regulations.~~

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### ~~C. Operational Hazards~~

- ~~1. When an electrode holder is not in use, it must be placed where neither the holder nor the electrode can cause an arc.~~
- ~~2. Use an ignitor or pilot light torch. Do not use matches. Do not light the torch with both valves open; it may cause a backfire.~~
- ~~3. Gasoline tanks and other containers of flammable or combustible liquids shall be drained, flushed and steamed (if steam is available). If this is not practical (to use steam), fill completely with water before any welding is done. Be sure the container is vented. Sealed containers will not be welded under any circumstances.~~
- ~~4. Fumes and dust accumulating in the air during welding of cadmium plated metals is a major health hazard. Welding or cutting indoors or in confined spaces involving cadmium bearing or cadmium coated base metals shall be done using local exhaust ventilation or airline respirators.~~
- ~~5. Where exhaust ventilation is used, outlets to such systems shall be as far removed from the workplace as is practical. Respirators shall be used by the welder for protection against fumes and dust if the ventilation provided is insufficient. Outdoor operations shall be done using respiratory protective equipment such as fume respirators approved by the U.S. Bureau of Mines.~~
- ~~6. If required to weld the following types of materials, contact the supervisor for further instructions:~~
  - ~~a. Fluorine compounds~~
  - ~~b. Zinc~~
  - ~~c. Beryllium~~
  - ~~d. Lead~~
  - ~~e. Cadmium~~
  - ~~f. Mercury~~
  - ~~g. Cleaning Compounds~~
  - ~~h. Stainless Steel~~
- ~~7. Do not attempt to repair a leaking cylinder. Remove it immediately.~~

### ~~13.54 Heavy Vehicle and Equipment Operation~~

#### ~~A. General~~

- ~~1. Report all defective equipment, machinery, parts or functions immediately~~

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~~to your supervisor.~~

- ~~2. Only properly trained and qualified personnel will be authorized to operate and maintain heavy vehicles and equipment.~~
- ~~3. All mechanized equipment will be inspected prior to use and at frequent intervals to ensure that safe operating conditions are maintained. Mobile equipment operators shall conform to all laws and regulations governing motor vehicles when operating on state, county and city roads and highways.~~
- ~~4. When City equipment proves hazardous to highway users, traffic will be controlled or warned by flagmen, signs, temporary barricades or other approved methods.~~
- ~~5. Operators will never leave equipment unattended with the engine running.~~
- ~~6. Machinery left overnight will be parked in accordance with department regulations.~~
- ~~7. Protection will be provided on all equipment to guard operators against falling objects or swinging loads. No one will attempt to get off or on moving equipment. Unauthorized personnel will not be permitted to ride on equipment at any time.~~
- ~~8. Equipment will not be oiled or greased when it is in operation, nor will it be fueled while the engine is running.~~
- ~~9. Accumulations of dirt, grease and oily rags will not be permitted on any equipment. Job conditions will determine safe operating speeds. Care will be taken when starting, turning, stopping and backing. Operators will be careful to avoid contacting high voltage electrical lines when working cranes, cherry pickers and like equipment.~~
- ~~10. Stationary equipment will be placed on firm foundations, located so weight and vibration will not cause the earth to cave in or create hazards.~~
- ~~11. Operators will wear eye protection when dust or other eye hazards are present. When deemed necessary because of dust, blowing sand, etc., respiratory protection will be provided and worn.~~
- ~~12. When an engine must be cranked, the equipment must first be taken out of gear.~~
- ~~13. When equipment is to be towed, safety chains will be used in addition to regular towing hooks. If equipment is towed after dark, lights will be placed at the rear of the tow. Personnel shall not ride on the tow bars~~

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~~between equipment. When equipment is moved by trailer, care will be taken in loading and unloading to prevent machinery from tipping over; articles on the truck boxes or beds shall be secure from movement. Clearance heights all along the proposed route of travel will be checked and operators will keep a close watch to avoid striking low hanging objects. When moving equipment on roads and highways, state, county and city laws shall be observed. Overhanging portions of loaded equipment will be marked by warning flags or lights.~~

~~14. No one will be permitted to ride buckets, hooks or loads of shovels or cranes at any time.~~

~~15. Before moving tractors, dozers, etc., operators will walk all the way around their machines to make sure there are no obstructions and the way is clear. Operators will not allow passengers to ride on the equipment.~~

### ~~B. Operational Safety~~

~~All employees shall be trained in Department procedures before operating any tool, equipment or machinery.~~

## **13.55 Water and Wastewater Distribution And Collection Systems**

### ~~A. General~~

~~1. Good housekeeping is a must for healthy water and the health of wastewater employees. Floors, sidewalks, catwalks and stairways shall be kept clean and free of obstructions. Smoking will not be permitted and signs will be posted where explosive and/or flammable gases may be generated or present.~~

~~2. Immediately after work, and always before eating, wastewater employees will wash their faces and hands thoroughly with soap and water. When persons come in direct contact with sewage or sludge, they will wash immediately. All cuts and scratches will be treated immediately. Should any contact be made with chlorine in the eyes or on skin, the area shall be flushed immediately with running water and the immediate attention of a physician obtained.~~

### ~~B. Personal Protective Equipment (PPE) and Testing Devices~~

~~1. Protective clothing, equipment and devices such as breathing apparatus, respirators, safety belts, safety harnesses and testing devices for the detection of combustible gas, oxygen deficiency and hydrogen sulfide will be made available as needed. All sewers, pits and settling tanks shall be tested for explosive gases and oxygen deficiencies before workers are permitted to enter. When either of these hazards are found, forced~~

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~~ventilation will be provided and employees shall wear appropriate breathing apparatus as directed by their Supervisors and department policies.~~

- ~~2. Workers entering deep sewers or manholes shall wear safety belts, safety harnesses and lifelines. One employee, or preferably two, will remain outside the sewer or manhole to tend the line and provide emergency assistance if needed. This employee will wear a safety belt or harness and have rescue equipment immediately at hand in the event entering the sewer or manhole is required.~~
- ~~3. Protective specialized clothing shall be worn when needed to avoid direct contact with sewage or sludge.~~
- ~~4. Wastewater and water plant workers will be trained in the use, and know the limitations of, all breathing apparatus provided for their protection. Only trained and qualified persons will use testing equipment. All breathing apparatus will be inspected regularly to ensure it is in proper working order. Defective apparatus will be immediately repaired or replaced. A record of inspections will be kept on each piece of equipment, preferably in the form of a checklist located in the equipment container.~~
- ~~5. All work with respiratory protection shall comply with OSHA Regulations.~~

### ~~C. Operational Safety~~

- ~~1. Adequate ventilation will be provided in pump pits, digester areas and all other locations where hazardous gases may accumulate. Good lighting will be available for safe plant operations, particularly around pits, settling tanks and on stairways and fixed ladders.~~
- ~~2. Fences and railings will be installed to prevent plant personnel from falling into manholes, scum chambers and open tanks. All stairways will be equipped with safety rails. Toe boards will be placed on walkways where there is a danger of tools or equipment being accidentally kicked into tanks or pits and in areas where other persons pass beneath.~~
- ~~3. Never work alone in sedimentation areas if no guard rails are provided and wear an anchored lifeline.~~
- ~~4. Never enter a manhole or sewer until a check is made to be sure there are no explosive or poisonous gases and that adequate oxygen is present. Barriers and warning signs shall be placed far enough from open manholes to give oncoming traffic sufficient warning of the hazards ahead.~~
- ~~5. When gasoline, oil or any other hazardous substance is detected in sewer~~

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~~or water systems, plant personnel shall immediately leave the danger area and notify their supervisor. When working near water, watch your footing carefully. Be sure you have a rope or life ring nearby. Avoid working alone in such areas; work in pairs, whenever possible.~~

- ~~6. Pumps and other equipment present electrical shock hazards because of wet conditions. Make sure all equipment in use is effectively grounded and kept in good repair. This also applies to portable electrical equipment and tools.~~
- ~~7. Cleaning solvents with a flash point below 140 degrees F. will not be used in sewage and water plants.~~

### ~~D. Chlorine Handling Procedure~~

- ~~1. Chlorine is extremely dangerous and can be harmful or fatal. Therefore, good working practices must be followed to minimize the dangers of accidental chlorine exposure. In addition to ventilation, respiratory protection equipment and other applicable requirements of the National Chlorine Institute, these requirements shall also apply:~~
  - ~~a. No less than two employees, thoroughly trained and aware of chlorine's hazardous properties, shall be assigned to investigate and repair all leaks and to maintain equipment. One of the employees shall remain outside the space immediately available for assistance during the investigation/repair operation and shall follow procedures outlined in "Protective Equipment and Testing Devices" of this Section.~~
  - ~~b. A self-contained air breathing unit, shall be worn at all times when it is necessary to locate or repair any leak in piping or when making repairs or adjustments on any leaking equipment. Safety belts, safety harnesses and lifelines shall also be worn into any chlorine area which is contaminated or may become contaminated because of the repair work or change of chlorine cylinders. Should any contact be made with chlorine in the eyes or skin, the area shall be flushed immediately with running water.~~
  - ~~c. The Chlorine Emergency Response Plan shall be followed in the event of a chlorine leak at the water treatment plants. All employees shall be trained on the Chlorine Emergency Response Plan.~~
- ~~2. All work with respiratory protection shall comply with OSHA Regulation RESPIRATORY PROTECTION.~~

### ~~13.56 Use and Handling of Pesticides~~

#### ~~A. General~~

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- ~~1. When mixing, applying or handling pesticides, avoid contaminating your clothes with the materials, breathing the vapors and touching substances to your mouth, eyes or skin. During handling and using pesticides, wear protective clothing. If clothes become contaminated through splashes or spills, change clothing. Shower, change clothing as often as necessary to keep chemicals from seeping through the skin. Be completely familiar with the characteristics of the materials being used and read all pesticide container labels carefully, making sure you comply with the directions.~~
- ~~2. Keep hose and pipe connections of pesticide applicators tight to prevent leaks and spills. Do not use pesticides near drinking water, food, open flames or in the vicinity of equipment producing high temperatures. All waste materials soaked with pesticides shall be discarded in covered metal containers and all fire prevention practices will be observed at all times.~~
- ~~3. If a person accidentally swallows a toxic pesticide, administer the antidote recommended on the container label and immediately transport the victim to a hospital emergency facility. When a person accidentally spills any pesticides on the skin, remove all clothing and flood the contaminated area with water. Follow flooding with a thorough soap and water wash. The employee must notify his/her supervisor of any incident.~~
- ~~4. The supervisor shall call the Florida Poison Control Information Center 1-800-222-1222 (found on Emergency Numbers Page of telephone book) to confirm action if employee not sent to hospital.~~

### ~~B. Storage and Mixing~~

- ~~1. All pesticide containers will be labeled and stored in a safe and orderly manner in a controlled area. Areas in which "ON HAND" supplies of toxic pesticides are stored and mixed will be completely enclosed and locked to prevent the materials from falling into the hands of unauthorized persons. Storage spaces will be located where the toxic contents will not contaminate food supplies, water or create a fire hazard.~~
- ~~2. Containers labeled "**POISON**" shall be locked in approved storage areas.~~
- ~~3. Do not store pesticides near open flames or strong oxidizing materials. Never store or transport pesticides with food supplies. Storing and mixing facilities will be equipped with running water, soap and showers to enable personnel to quickly remove any spilled pesticides that come in contact with the skin.~~

### ~~C. Safe Practices~~

~~Employees should not work alone. Two employees shall be present at all times~~



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~~when injurious materials are applied. Cabs of vehicles and other mobile equipment shall be of such design as to enable employees to perform duties without harmful exposure, and provisions made to provide cooling and ventilation.~~

### ~~D. Personal Protective Clothing and Equipment (PPE)~~

- ~~1. Protective respirators and breathing apparatus and clothing recommended by the manufacturer and approved by the department shall be used. All work with respiratory protection shall comply with OSHA Regulation RESPIRATORY PROTECTION.~~
- ~~2. All work with pesticides shall also comply with OSHA Regulations HAZARDOUS SUBSTANCES, Hazardous communications; Florida Statutes, Chapter 442, Rule Chapter 301.41, Toxic Substances in the Workplace; and Florida Statutes, Chapter 487, Pesticides "Florida Pesticide Law."~~

### ~~13.57 Motor Vehicle Operation~~

#### ~~A. General (See Chapter 12 for Take Home Vehicle Use)~~

- ~~1. Any and all accidents involving City vehicles will be investigated as set forth in 12.21, 12.22, 12.23 and 12.24.~~
- ~~When a vehicle breaks down, the operator shall immediately notify his supervisor. All defective equipment shall be immediately repaired or replaced.~~
- ~~2. The driver of any City vehicle is solely responsible for operating it in a safe manner and is charged with complying with all state, county and local city driving laws, rules and regulations.~~
- ~~3. All use of City motor vehicles must be in compliance with Chapter XII of this Manual.~~

#### ~~B. Safety Belts~~

~~Employees using City vehicles will comply with City policies and procedures and State law relative to the use of seat belts.~~

- ~~1. Any employee driving a City vehicle or a vehicle used in the course of City business will use a seat belt.~~
- ~~2. All passengers riding in the front and rear seat of a City vehicle or a vehicle used in the course of City business are required to use a seat belt.~~

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- ~~3. The driver is responsible for making sure all seat belts are in use prior to the vehicle being engaged in a moving gear.~~
- ~~4. The above apply when a vehicle is operated on a street or highway as defined in Florida Statute 316.~~
- ~~5. Any difficulty with a seat belt shall be reported immediately to a supervisor in order that it be corrected at once. No vehicle is to be driven unless the seat belts are in good working condition.~~

### ~~C. Vehicle Inspection by Operators~~

~~All vehicles shall be inspected by the operator prior to its use to assure all parts, equipment, and accessories are in safe and proper operating condition and free of any apparent damage or defect.~~

#### ~~1. DAILY SYSTEMS CHECK~~

- ~~a. Service brakes, including trailer brake connections. Test brakes after driving through water or puddles and while driving during heavy rain~~
- ~~b. Parking system (hand or foot lever operated)~~
- ~~c. Emergency stopping system (brakes)~~
- ~~d. Check coupling devices~~
- ~~e. Seat belts~~
- ~~f. Operating controls (oil pressure gauges, etc.)~~
- ~~g. Safety devices including horn, tires, steering mechanism, and windshield wipers~~

#### ~~2. DAILY VISUAL INSPECTION~~

- ~~a. Does the vehicle sit level?~~
- ~~b. Are there any fresh oil spots underneath?~~
- ~~c. Is there broken glass or lens?~~
- ~~d. Are there wet spots where water has been leaking?~~
- ~~e. Look for any damage or change in appearance of the vehicle since you last saw it.~~

#### ~~3. WEEKLY CHECK~~

- ~~a. Check oil in engine crankcase and see that it is filled as necessary~~
- ~~b. Check radiator level and see that it is filled as necessary~~
- ~~c. Raise hood or cab if necessary to check all belts for slippage or excessive wear, or both~~
- ~~d. Lower and secure hood or cab~~

#### ~~4. GENERAL CHECK~~

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- ~~a. Check equipment such as lights, reflectors, defrosters, fire extinguishers, tire jack, etc., where such equipment is necessary.~~
- ~~b. Drivers will also wipe off windshields, side and back glass, lights and reflectors when conditions warrant.~~
- ~~c. No vehicle or equipment shall be put into service until any defect or safety violation likely to cause an accident or breakdown has been corrected.~~
- ~~d. No vehicle shall be operated until all loose equipment or material is properly tied down or stored in a closed area such as a trunk.~~

### ~~D. Safe Driving Practices~~

- ~~1. Concentrate on driving. A good driver dismisses worries or anger when entering the vehicle. Never press for the right of way. Always limit vehicle speed so that there is a clear space and time for any emergency stop. Slow down in dense traffic or thickly settled areas. Adjust speed for poor visibility and weather conditions. Slow down at intersections or curves. Use appropriate signals well in advance of any action. Signal early and slow down gradually.~~
- ~~2. The use of narcotics and habit-forming drugs is strictly forbidden. If prescribed medication is to be used, it must be authorized by a medical doctor and if any medications might impair your ability in any way, you will not drive, and must notify your supervisor immediately.~~
- ~~3. Driving while under the influence of drugs, even if prescribed by a physician, or alcoholic beverages shall be grounds for disciplinary action, including dismissal.~~
- ~~4. The use of cell phones and other electronic devices are discouraged while operating a motor vehicle. Use shall be brief and only for City business. Any use requiring the transmission of data or detail requires that the motor vehicle operator make a safe stop out of all traffic lanes before receiving or sending the information. No text messaging shall be entered, sent or read unless the vehicle is parked as described. This policy shall automatically comport with any change in state or local law.~~

### ~~E. Parking~~

- ~~1. Vehicles shall be parked off the traveled way where they will not interfere with the normal flow of traffic and will not obstruct the view of other drivers.~~
- ~~2. City vehicles are not to park in "NO PARKING" zones except in emergency situations or in required performance of official duties. At those times a vehicle is parked in a "NO PARKING" zone, emergency~~

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~~flashers will be turned on.~~

- ~~3. No City vehicle is to be left unattended with key left in the ignition. All City vehicles shall be locked when parked or not in use. When parked, remove the ignition key, put the transmission in park or the lowest gear (if manual transmission), set the parking brake firmly, turn the front wheels toward the curb, secure loose items in the trunk and lock the vehicle upon exiting.~~

### ~~F. Backing~~

- ~~1. Many vehicle accidents occur when backing out of parking areas. Never back unless necessary. Plan ahead to avoid backing. Look behind and about a vehicle before entering to determine driving path is clear.~~
- ~~2. Truck drivers and drivers of other types of heavy equipment where backing is difficult due to size and design will always check the rear and sides of the vehicle by walking around the vehicle and observing if proper clearance is sufficient to back safely. If you are in the cab and cannot ensure that you have proper clearance, dismount the cab and physically check the rear and sides of the vehicle. If you have a passenger, have him/her direct you. Never back a vehicle unless sure you are clear to do so.~~
- ~~3. Back as carefully as possible *slowly*.~~
- ~~4. Back to the left and away from traffic whenever possible.~~
- ~~5. When parallel parking, attempt to leave sufficient space to leave without backing.~~

### ~~G. Drive Defensively and With Courtesy~~

~~Keep alert at railroad crossings. Make sure you have a clear view of the tracks. Do not have a “one track” mind. When driving in heavy traffic, be alert for mistakes or unexpected actions of others. Drive more slowly and keep alert for pedestrian and cross traffic. Drive at speeds which permit stopping within the visibility range of your headlights. Keep headlight beams depressed to reduce reflected glares caused by fog, rain or wet pavement. Always consider proper loading and proper load distribution as factors in safe driving. Courtesy while driving is a great contribution to the reduction and even elimination of accidents and is required of all City employees.~~

### ~~H. Motor Vehicle Crash Review Panel~~

~~All motor vehicle crashes which involve City vehicles or City employees while driving personal motor vehicles on City business are subject to review by the~~

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~~Safety Committee sitting as a crash review panel. The emphasis of this panel is to determine the root cause of vehicle crashes, learn the facts surrounding the crash and to identify and report any training, work practice or equipment changes to reduce or eliminate future crashes.~~

### **13.58 Fire Prevention and Protection**

#### **A. General**

- ~~1. Prevention and protection against hazards of fire are a very important part of the City safety program. Fires must be detected, stopped from spreading and extinguished within minutes after they start. Fire extinguishers and other fire equipment are available in all work areas and vehicles. Learn the location of fire extinguishers and fire equipment and know how to use them.~~
- ~~2. All employees are required to attend Fire Safety Training classes.~~
- ~~3. No fire extinguisher, fire hose or other emergency equipment is to be removed or used except for its intended purpose.~~
- ~~4. In the event of fire, the person discovering the fire shall first call **911**, then inform all persons in the vicinity of the fire and ask for assistance. When calling Emergency **911**, be sure to give the location of the fire or emergency, including the City.~~
- ~~5. You should fight a fire only if you have had training in the use of the extinguisher and are confident you can operate it effectively and safely.~~

#### **B. Fire Prevention Requirements and Controls**

- ~~1. Do not block fire extinguishers, fire hoses, fire alarm boxes, fire detection installations, sprinkler valves, sprinkler heads, fire escapes or fire exits. Do not hang clothing or place materials on fire extinguishers or other fire equipment. Report to your supervisor immediately all missing, damaged or inoperative fire extinguishers and those that have been used.~~
- ~~2. Always obey smoking regulations.~~
- ~~3. Dispose of all flammable waste as quickly as possible. Flammable scrap, wiping rags or rubbish shall be placed in airtight metal containers. Excelsior, paper and all other packing material must be kept in fireproof containers and emptied at least once a day.~~
- ~~4. Gasoline, kerosene, oil or other flammable liquids shall never be poured into drains or sewers. They will be collected in containers identified for that purpose until proper disposal can be made.~~

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- ~~5. Know the location of the fire exits you should use in an emergency and the route you should take to reach them.~~
- ~~6. Change your clothes right away if they get contaminated with oil, gasoline, kerosene, naphtha or other flammable liquids. Wash the skin area with soap and water.~~

### ~~C. Storage~~

- ~~1. Building mechanical rooms containing air conditioning, heating, electrical and elevator machinery and equipment shall not be used as storage areas.~~
- ~~2. Space in enclosed fire escapes, in stairwells and under stairways will not be used to store materials. Fire exits and open fire escapes shall not be blocked by stored materials. Boxes, discarded lumber and other combustible rubbish will be removed from buildings and areas adjacent to buildings.~~
- ~~3. Drums and other containers of gasoline, oil, solvents, thinners, oil based paint and varnish will not be stored in locations where they can be ignited by sparks, flames or other sources of ignition and shall not exceed amounts allowable in any one fire safe area. Storage of unmarked or improperly marked containers is strictly prohibited.~~
- ~~4. Metal containers with lids will be used for storage of clean rags and waste materials. Combustible trash and materials will not be intermingled with rags and cloths contaminated with flammable liquids.~~
- ~~5. Only one day supply of flammable liquids or paints will be kept in processing rooms and paint spray rooms.~~
- ~~6. Safety cans shall be used for handling and transporting small quantities of flammable and combustible liquids.~~
- ~~7. No materials will be piled, stacked or placed to block access to emergency equipment and exits.~~
- ~~8. No flammable, combustible or hazardous materials will be stored in open containers.~~
- ~~9. Drums used for dispensing flammable or combustible liquids shall be equipped with an approved pump, which is the preferable method, or equipped with self closing valves and either stored in a fire safe area, an approved storage cabinet or storage room. Drip pans will be provided to catch spills. Drums shall incorporate a means for grounding static electricity.~~

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### ~~D. Source of Ignition~~

- ~~1. Shops, warehouses and offices that produce combustible refuse such as paper, wood and metal shavings, shall be kept clean so that accumulation of waste materials will not create a fire hazard.~~
- ~~2. Gasoline heaters and stoves will not be used in any building.~~
- ~~3. The use of blow torches, soldering iron heaters, welding torches or other equipment having open flames will be carefully restricted to isolated places where there is a good circulation of air and where no vapors of gasoline or other flammable liquids can collect.~~
- ~~4. Gasoline and gas torches will be stored in special places designated for that purpose.~~
- ~~5. No welding torches or welding devices will be used where flying sparks or molten metal can come in contact with combustible materials. This also applies to use of cutting torches.~~
- ~~6. Sufficient natural or mechanical ventilation will be provided in all areas where flammable or explosive materials, fuels, vapors or gases are present.~~
- ~~7. Open flames, open element heaters, static generating devices (not properly grounded) and non-vapor proof or non-explosion proof electrical equipment will not be allowed in the vicinity where high volatile liquid vapors and fumes are present or likely to exist.~~
- ~~8. Hot plates, coffee pots, oven and cooking or portable heating devices will be of the approved (Underwriters Laboratory) types. These devices will be inspected to ensure the cords and plugs are not defective.~~
- ~~9. Rayon, nylon, silk, wool and certain plastics used in clothing will generate static electricity (sparks). Persons handling flammable and combustible liquids and gases should wear non-static producing clothing such as cotton to avoid fire hazards.~~
- ~~10. Fuels, solvents or other volatile liquids shall not be used to clean clothing or used as cigarette lighter fluid. Open solvent or gasoline containers shall not be placed near electrical equipment or sources of ignition.~~
- ~~11. Empty flammable liquid containers will be cleaned and purged before being stored. Store these containers away from buildings.~~
- ~~12. Do not hang decorations around exits, windows, lights, doors or near any~~

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~~heat-producing appliances such as lamps or heaters. Be sure that decorations are fire-retardant and approved.~~

~~Tampering with electrical wiring is prohibited. Defective wires, switches, drop cords, extension cords, etc. must be reported immediately to the supervisor who will arrange for a qualified person to make repairs.~~

~~13. All equipment used near flammable or explosive materials and substances shall be an approved explosion-proof type and installed and operated in compliance with the National Electrical Code.~~

~~14. Only proper size fuses will be used in electrical circuits and fuses will never be bypassed.~~

~~15. Restrooms will be kept free of combustible materials and will not be used for storage. Containers will be provided for paper and trash disposal.~~

### ~~E. Break Rooms or Areas~~

~~1. The good housekeeping policies and procedures outlined in this chapter will apply at all times.~~

~~2. The supplies and property of others will be respected and not taken or used by another without specific permission of the owner.~~

### ~~F. Classes of Fires and Types of Fire Extinguishers Used~~

~~1. All fire extinguishers shall bear a tag showing the date that the extinguisher was last inspected and filled. Fires are grouped into three general classes as follows:~~

- ~~a. Class "A" wood, paper and textiles~~
- ~~b. Class "B" flammable/combustible liquids, grease, oil, etc.~~
- ~~c. Class "C" electrical equipment~~

~~2. Classification system makes it possible to determine what type of fire extinguisher is suited for fighting a particular kind or class of fire.~~

~~3. The A:B:C dry chemical type fire extinguishers can be used on all A:B:C classes of fires with safety. This fire extinguisher is distributed in most City buildings, facilities and areas for use.~~

### ~~G. Flammable and Combustible Liquids~~

~~1. Flammable liquids do not burn; it is the vapor given off during evaporation that ignites and burns when combined with oxygen. When handling and using flammable and combustible liquids extra care should~~



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~~be used to prevent fires and explosions. To prevent evaporation of flammable liquids, with resultant vapors, store in closed containers. When such liquids are handled or stored, they are usually exposed to air at some point of operation, such as filling containers and mixing or transferring liquids from one container to another. Vapors are then released creating fire and explosion hazards.~~

~~2. Remove all sources of ignition and provide adequate ventilation. Rigid measures shall be taken to exclude all sources of ignition from the vicinity of flammable and combustible liquids and their vapors. All spark and flame producing devices will be prohibited. Smoking or the introduction of flame within 50 feet of any flammable liquid is forbidden.~~

~~3. Most flammable and combustible liquids emit vapors heavier than air which settle in depressions, pits and on floors. Effective floor level ventilation may be necessary to remove these vapors.~~

~~Adequate ventilation will always be provided in areas where flammable liquids are used, handled or stored. Ventilator fan blades will be made of non-sparking material and all ventilating equipment will be approved explosion proof type. Ducting systems will be bonded and grounded to prevent generation of static electricity.~~

~~4. Where required, storage tanks and other flammable liquid containers will be equipped with vents for discharging excess pressures that may build up. Vent pipes on storage tanks will be at least 12 feet above ground and located only where discharged vapors will be safely dissipated. Every precaution will be taken to avoid the use of leaky or ruptured containers in processing rooms, shops and other indoor locations. Metal storage cabinets or equal protection will be used and shall be of the approved type.~~

### ~~H. Flammable Gases~~

~~1. Flammable gases are similar to flammable liquids in many respects. Under pressure or decreased temperature, flammable gases may become liquids. Flammable liquids become gases if their temperatures are raised or pressure decreased. In general, flammable gases have physical characteristics similar to the vapors of flammable liquids; they are in a form, at normal temperatures, which will permit them to mix freely with air. Explosive limits and temperature ranges give indications of flammability.~~

~~2. Some of the most commonly used flammable gases are hydrogen, hydrogen sulfide, acetylene, ethane and propane. Acetylene is a flammable gas dissolved under pressure in acetone to make handling safer and is most commonly used in welding operations. Hydrogen and many other gases remain in a gaseous state under normal pressure in cylinders. Ethane and~~

## EXHIBIT "A" TO ORDINANCE 16-09

~~similar petroleum gases become liquids under moderate pressure and are stored in containers in this form. Oxygen is not flammable, but is necessary for combustion.~~

- ~~3. Most gases have a characteristic odor. Beware of any unusual odors around gas cylinders, in most cases the odor means there is a leaking container. Report immediately any leaking containers. Be sure all sources of ignition are kept away.~~
- ~~4. The first principle of controlling flammable gases is to prevent their escape from containers because they can form explosive or flammable gas air mixtures. Storage cylinders are used for holding compressed gases. Each cylinder is fitted with a valve that is equipped with a safety cap. The cap contains a fusible safety plug that releases or blows out when extreme pressure builds up or temperatures reach a danger point.~~
- ~~5. Warning signals will be posted in areas where flammable gas cylinders are stored. Spark or flame producing equipment shall not be used in areas where flammable gases are stored.~~
- ~~6. Flammable gas cylinders will be handled carefully at all times to minimize dangers of fire or explosion. Careless handling will damage cylinders and valves and may cause the container to fall and cause dangerous gas leaks.~~
- ~~7. Gas cylinders shall not be used for any purpose other than for containing compressed gas. Gas cylinders will be moved by hand trucks when possible. Cylinder valves will be closed and valve protection caps in place. Under no circumstances will cylinder valves be used for lifting purposes. The name of the gas for which the valve is intended will be stamped on the valve body. Cylinder valves will be opened by hand, unless the container is equipped with a wrench key. Jammed valves will not be freed by forcing or hammering. Do not "crack" or partially open valves in locations where a source of possible ignition exists.~~
- ~~8. Only qualified persons will be authorized to make repairs to gas cylinders and their components.~~
- ~~Extreme care shall be taken to prevent fires or explosions when storing flammable gas cylinders. Acetylene cylinders will never be stored in a horizontal position. All cylinders will be secured by at least one chain. Cylinders shall not be stored where cylinder temperatures are subject to rise above 125 degrees F. Neither will they be stored in areas where they will be subject to accidental damage, corrosive chemicals or similar damaging materials. Cylinders in open storage will be protected from weather. Do not store cylinders near electrical conductors, conduit or other sources of electricity. Empty cylinders will be plainly marked with a sign "Empty Cylinder" and stored in locations separate and apart from full~~

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~~containers. Cylinders of different kinds of gas will not be stored together. Nonflammable gases will be stored in locations separate from flammable gases. Proper and sufficient ventilation will be assured for indoor storage of cylinders to prevent accumulation of flammable gases should leaks occur.~~

- ~~9. When handling hazardous materials use protective clothing and goggles. Do not remove a wet leaking container.~~
- ~~10. Only approved containers and portable tanks shall be used for storing and handling flammable and combustible liquids.~~
- ~~11. No more than 25 gallons (94.75 liters) of flammable or combustible liquids shall be stored in a room outside of an approved storage cabinet. No more than three storage cabinets may be located in a single storage area.~~
- ~~12. Inside storage rooms for flammable and combustible liquids shall be of fire resistive construction and have selfclosing fire doors at all openings.~~
- ~~13. Flammable liquids shall be kept in closed containers when not actually in use.~~
- ~~14. Conspicuous and legible signs prohibiting smoking shall be posted in service and refueling areas.~~
- ~~15. All work with compressed gasses shall comply with OSHA Regulation HAZARDOUS MATERIALS: OSHA Part 1910.101, Compressed gases (general requirements); Part 1910.102, Acetylene; Part 1910.104, Oxygen; Part 1910.106, Flammable and combustible liquids; Part 1910.110, Storage and handling of liquefied petroleum; and Part 1926.152, Flammable and combustible liquids.~~

### ~~I. Flammable and Explosive Material Handling Chemicals~~

~~All flammable and explosive material will be moved only in properly marked and approved containers. Never transport flammable liquids in open containers. No food or drink shall be allowed in an area where potentially toxic substances are stored, mixed or otherwise handled. Wear protective goggles and clothing when contact may occur with chemicals.~~

~~All chemicals or other injurious materials must be stored in proper, approved containers. Antidotes and first aid treatment methods shall be attached to the container or otherwise readily available to all workers.~~

### ~~13.59 Hazardous Materials~~

## EXHIBIT "A" TO ORDINANCE 16-09

### ~~A. Hazardous Communications "Right to Know"~~

~~As discussed in "Right to Know" training, the City works to protect employees and the public against the dangers of hazardous materials. Although necessary precautions are taken to avoid an accident involving hazardous materials, there may be an occasion where these materials are spilled, or are leaking from their containers. The following procedures are to be followed for all hazardous material emergency spills or leaks:~~

- ~~1. IMMEDIATELY CALL EMERGENCY 911 and completely describe the emergency and location. The Alachua County Fire Rescue (ACFR) maintains trained personnel to respond to these emergencies.~~
- ~~2. Isolate any persons exposed to the hazardous substance until they can be checked by the response team.~~
- ~~3. Immediately evacuate the hazardous area.~~
- ~~4. Contact Risk Management and describe the emergency and location. It is the responsibility of ACFR to notify the local and State Emergency Response Agency as required by Federal Superfund Amendments (SARA, Title III) and Florida Statutes, Chapter 252.~~

### ~~B. Hazardous Material Disposal~~

~~There are Environmental Protection Agency regulations concerning disposal of obsolete hazardous material. Contact your Department Director and Risk Management before disposing of any hazardous material.~~

### ~~C. Emergency Response Plan~~

- ~~A. All work with hazardous substances shall comply with OSHA Requirement HAZARDOUS SUBSTANCES: OSHA Part 1910.1200, Hazardous communications; and Part 1926.59, Hazard communication.~~
- ~~B. The Chlorine Emergency Response Plan shall be followed in the event of a chlorine leak at the water treatment plants. All employees working with Chlorine shall be trained on the Chlorine Emergency Response Plan. As outlined in Hazardous Communications "Right to Know" OSHA/Florida Division of Safety Requirements.~~

## 13.60 Police Safety

### ~~A. General~~

~~Many of the duties of Police employees are hazardous. These policies and procedures do not address all safety procedures and operations of the Police~~

## EXHIBIT “A” TO ORDINANCE 16-09

~~Department. The Police and Department will adhere to all general City safety procedures outlined in this section and those of the Police Department.~~

### ~~B. Police Department Safety~~

- ~~1. The Police Department Policies and Procedures Manual is adopted by the Department and utilized by all employees. The manual outlines numerous procedural guidelines designed to increase City effectiveness, efficiency and safety in the delivery of law enforcement services.~~
- ~~2. The departmental directives are designed to (1) increase law enforcement capabilities to prevent and control crime; (2) increase cooperation and coordination with other law enforcement services and (3) increase citizen and employee confidence in goals, objectives, policies and practices of the agency.~~

~~Compliance with Police policies and procedures will promote the safety of officers and citizens of the community.~~

~~If there is a conflict with safety practices outlined in this chapter and the Police Department manual, the Department manual takes precedence. Any conflict should be directed to Risk Management.~~

### ~~C. Operational Safety~~

~~All Police department employees shall be trained in appropriate OSHA, Division of Safety Requirements.~~

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## XIV

### Violence in the Workplace

#### 14.01—Statement of Policy

~~It is the policy of the City of Alachua that employees maintain a working environment that encourages mutual respect, promotes civil and congenial relationships among employees and is free from violence. The City is committed to providing a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, the City will not tolerate any type of workplace violence committed by or against employees.~~

#### 14.02—Prohibited Conduct—

~~Employees are prohibited from making threats or engaging in violent activities. The following list of behaviors, while not inclusive, provides examples of~~ **conduct that is prohibited:**

- ~~•A. Causing physical injury to another person~~
- ~~•A. Making threatening remarks~~
- ~~•A. Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress~~
- ~~•A. Intentionally damaging employer property or property of another employee~~
- ~~•A. Sabotaging another's work~~
- ~~•A. Making false statements about others with malice that cause harm~~

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#### 14.03—Reporting Workplace Violence

~~Any potentially dangerous situations must be reported immediately to a supervisor or the Human Resources Department. Reports can be made anonymously and all reported incidents will be investigated.~~

#### ~~16.01—~~14.04—Enforcement

~~Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such an act will be subject to disciplinary action up to and including termination.~~

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# EXHIBIT “A” TO ORDINANCE 16-09

## CHAPTER XVI

### Guns, Weapons and Dangerous Materials

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#### 16.01 Statement of Policy

~~It is City policy to strictly prohibit any employee, vendor or member of the public from carrying any sort of weapon or dangerous device into our offices or workplace areas. Employees are permitted to bring legal weapons in their vehicles into our parking lots if they remain locked and secured within such vehicle and the employee maintains a current and legal permit to carry the weapon. Such legal weapons may not be used for any inappropriate or illegal use. No material, whether liquid, solid, gas or combination, which can or does cause harm to person or property shall be brought on or near City property by any employee.~~

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~~Any violation of this policy will result in immediate termination of such employee as well as other legal action, including criminal prosecution, when appropriate.~~

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## CHAPTER XVIII

### Public Employee Oath

#### 20.01 Purpose

#### ~~18.01~~ 18.01 Purpose

The purpose of this chapter is to comply with the clear requirements of Florida Statute 876 which reads in pertinent part as follows:

F.S.S. 876.05. Public employees; oath

(1) All persons who now or hereafter are employed by or who now or hereafter are on the payroll of the state, or any of its departments and agencies, subdivisions, counties, cities, school board and districts of the free public school system of the state or counties, or institutions of higher learning, and all candidates for public office, except candidates for federal office, are required to take an oath before any person duly authorized to take acknowledgments of instruments for public record in the state in the following form:

I, \_\_\_\_\_, a citizen of the State of Florida and of the United States of America, and being employed by or an officer of \_\_\_\_\_ and a recipient of public funds as such employee or officer, do hereby solemnly swear or affirm that I will support the Constitution of the United States and of the State of Florida.

(2) Said oath shall be filed with the records of the governing official or employing governmental agency prior to the approval of any voucher for the payment of salary, expenses, or other compensation.

- and -

F.S.S. 876.06. ~~Discharge~~ Termination for refusal to execute

If any person required by ss. 876.05-876.10 to take the oath herein provided for fails to execute the same, the governing authority under which such person is employed shall cause said person to be immediately ~~discharged~~ terminated, and his or her name removed from the payroll, and such person shall not be permitted to receive any payment as an employee or as an officer where he or she was serving.

#### 20.02 ~~18.02~~ Implementation

#### A. ~~A~~ Current Employees

Each current employee shall take the forgoing oath when issued a copy of ~~these Policies and Procedures~~ the Manual by:

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~~1.~~ ~~Signing~~ signing an original before a notary.

The original shall be made part of the employee’s file maintained in ~~the~~ Human Resources ~~Department~~.

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### B. ~~B.~~ ~~New Employees~~

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All new employees shall sign and take the oath as a part of the hiring process and as a prerequisite to employment.

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**Receipt of**

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### **Personnel Policies and Procedures**

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The Personnel Policies and Procedures (sometimes called the Employee Handbook and referred to as the Manual) is a compilation of City of Alachua personnel policies, practices and procedures currently in effect.

The Manual is designed to introduce employees to the organization, familiarize each with City policies as they pertain to each as an employee, provide general guidelines on work rules, disciplinary procedures and other issues related to your employment and to help answer many of the questions that may arise.

This manual is not a contract. The Manual is intended solely to describe the present policies and working conditions at the City of Alachua. The Manual does not purport to include every conceivable situation; it is merely meant as a guideline and, unless laws prescribe otherwise, common sense shall prevail. Of course, Federal, state and/or local laws will take precedence over City policies, where applicable.

Personnel Policies are applied at the discretion of the City. The City reserves the right to change, withdraw, apply or amend any of its policies or benefits, including those covered in this Manual, at any time. The City may notify employees of such changes via e-mail, posting on the city's Intranet, Portal or website, or via a printed memo, notice, amendment to or reprinting of this Manual, but may, in its discretion, make such changes at any time, with or without notice.

By signing below, you acknowledge that you have received a copy of the City Personnel Policies and Procedures, and understand that it is your responsibility to read and understand the contents and that you commit to comply with the policies and procedures contained and to any revisions made. Furthermore, you acknowledge that this Manual is not a contract of employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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\_\_\_\_\_  
Please print full name

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Sign and date two duplicate originals, one which is bound in this (your) copy of the Manual and the second -which will be made part of your personnel file. Both signed in the presence of:

Witness

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# EXHIBIT “A” TO ORDINANCE 16-09

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Internal Recruitment.



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