

CITY OF FLORENCE

PERSONNEL POLICY MANUAL

AND

POSITION CLASSIFICATION PLAN

AND

SAFETY POLICY MANUAL

V. POSITION CLASSIFICATION PLAN

5.01	Objective	
5.02	Contents of Classification Plan	16
5.03	Use of Class Titles	16
5.04	Use of Class Specifications	16
5.05	Official Copy of Position Classification Plan	17

VI. SALARY ADMINISTRATION

6.01	Objective	
6.02	Adoption of the Pay Plan	18
6.03	Pay Plan	18
6.04	Basis for In-Grade Pay Increase	18
6.05	Annual Salary Survey	18
6.06	Pay Rates	18
6.07	Pay Periods	19
6.08	Wage Advance	19
6.09	New Appointments	19
6.10	Reclassification	19
6.11	Effective Date for Pay Changes	19 20

VII. HOURS OF WORK, OVERTIME, COMPENSATORY TIME, CALLBACK, STANDBY

7.01	Hours of Work	
7.02	Work Week	21
7.03	Authority for Overtime	21
7.04	Eligibility for Overtime	21
7.05	Overtime Rate and Compensatory Time	21
7.06	Overtime Opportunity	21
7.07	Callback/Standby	22
7.08	Emergency Overtime/Callback	22 22

VIII. PERSONAL LEAVE

8.01	Granting of Personal Leave	
8.02	Eligibility for Accrual of Personal Leave	23
8.03	Accrual Rate	23
8.04	Medical Certificate Supporting Sick Leave Request	23 24
8.05	Advance Use of Personal Leave	24
8.06	Scheduling of Personal Leave	24 24

IX. MAJOR SICK LEAVE

9.01	Granting of Major Sick Leave	27
------	------------------------------	----

City of Florence Personnel Policy 1/95

15.10	Notice of Resignation	46
15.11	Protection from Reprisal Code of Conduct	46 47

XVI. LAYOFF AND RECALL

16.01	Layoff	
16.02	Layoff Procedure and Order	54
16.03	Notice of Layoff	54
16.04	Recall	55
16.05	Notice of Recall	55
16.06	Accrual of Benefits During Layoff	55 55

XVII. EMPLOYEE DEVELOPMENT

17.01	General	
17.02	Eligibility	56
17.03	City Initiated Training	56
17.04	Financial Assistance	56
17.05	Conditions of Approval	56 57

XVIII. OUTSIDE EMPLOYMENT OR BUSINESS ACTIVITY

18.01	General	
18.02	Approval for Outside Employment	58
18.03	Injuries Incurred While Engaged in Outside Employment or Business Activities	58 58
18.04	Conflicting Employment	58

XIX. FRINGE BENEFITS AND MISCELLANEOUS INFORMATION

19.01	General	
19.02	Health and Life Insurance	59
19.03	Detailed Insurance Information Available	59
19.04	Political Activity	60
19.05	Residency Requirements	60
19.06	Safety	62
19.07	Rest Breaks	63 63

APPENDIX A

Personnel Policy Forms

APPENDIX B

Position Classification Plan
Position Classifications

City of Florence Personnel Policy 1/95

- K. To determine the kinds and amounts of services to be performed as pertains to City government operations.
- L. The right to contract or subcontract for goods and services.
- M. To determine the method, means and personnel by which City operations are to be conducted.
- N. To take whatever action is necessary to carry out the functions of the City in situations of emergency.
- O. Establish conditions of employment.

1.03. Functions and Objectives of the Personnel Policy: The personnel and employment practices of the City of Florence are based on modern personnel practices, supported by the City's Affirmative Action Plan, which requires that all personnel actions, including but not limited to, recruitment, hiring, training, transfer, upgrading, promotions, retention and other personnel practices will be administered fairly and without regard to race, color, religion, gender, age, national origin, disability, marital or veteran status, or any other legally protected status.

The Personnel Operating Procedures and Policies have been developed to provide the basis for administrative action concerning the various personnel activities and transactions of the City. The Operating Procedures and Policies outlined herein are intended to indicate, in as clear a manner as possible, the methods by which the aims of the City's Personnel Policies can be effectively carried out.

This Personnel Policy does not and is not intended to create a contract between the City of Florence and any employee, or to grant a right to any employee to be continued in the employment of the City of Florence, or to limit the right of the City of Florence to discharge its employees with or without cause.

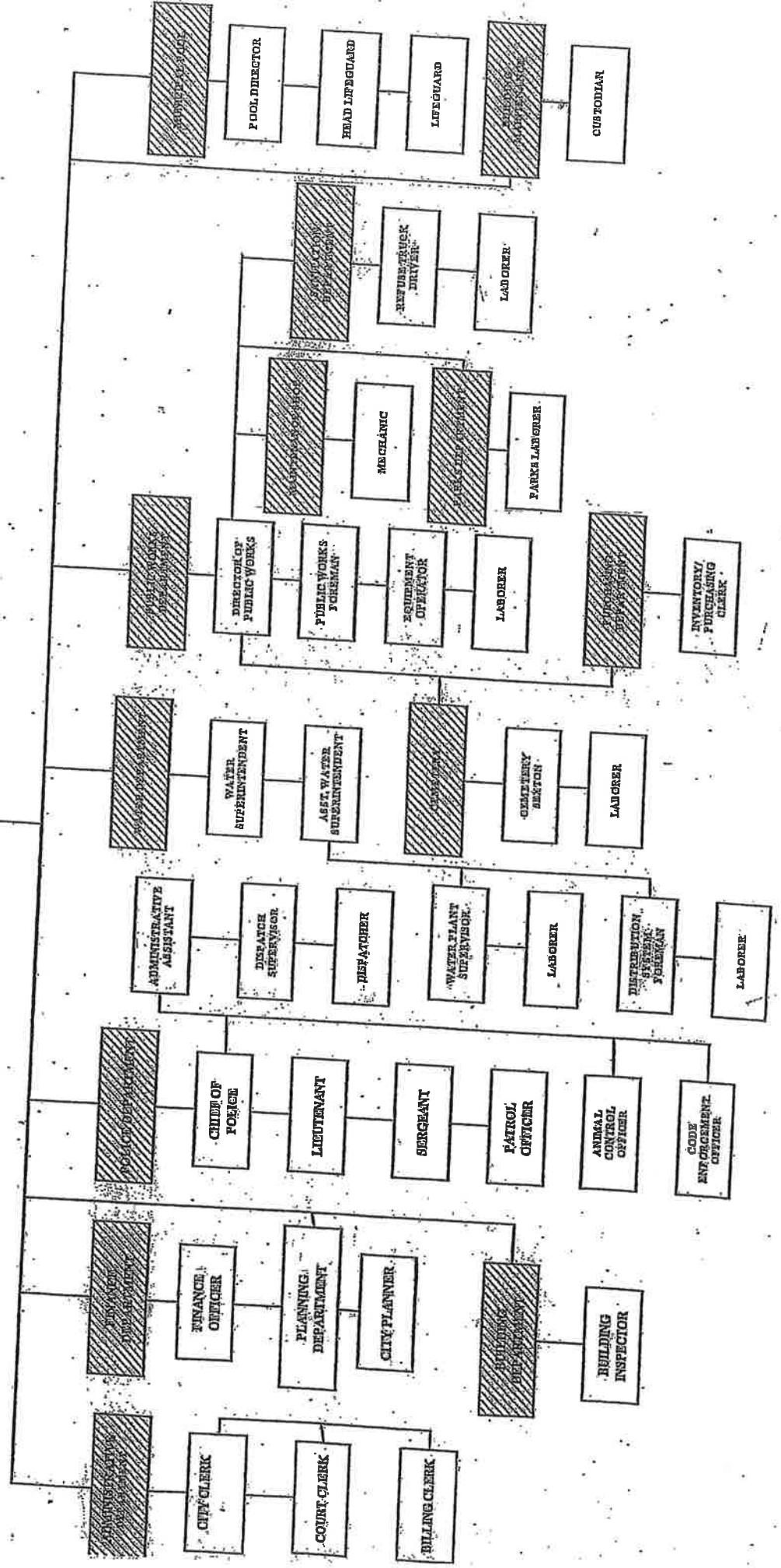
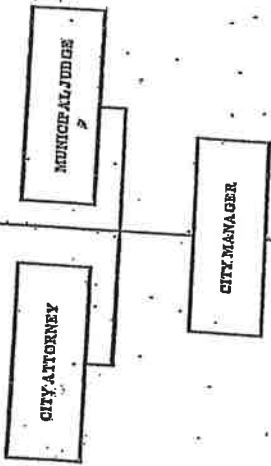
This Personnel Policy is subject to change by the City of Florence at any time, including changes to benefits provided and to personnel practices, and the changes may apply to then current as well as future employees. To the extent that there are any conflicts between the Personnel Policy and Administrative Policies, the Personnel Policy will prevail.

The regulations contained in the Personnel Policy are subject to change and such change may be reflected in the Personnel Policy or as Administrative Policies. To the extent that there are any conflicts between the Personnel Policy and Administrative Policies, the Personnel Policy will prevail.

City of Florence Personnel Policy 1/95

1.08b. Release of Personnel Information: No person shall be given access to personnel files except as required by law or administrative directive. Employees are allowed to review their own personnel files during regular business hours or as scheduled with the City Manager. Records of former employees shall be retained in accordance with the schedule established by the State Archivist.

If requested, the City Manager may confirm whether an individual is or has been an employee of the City, the dates of employment, last position held and salary. No information concerning an employee or former employee shall be released to any prospective employer, collection agency, credit bureau or any other party not expressly granted the right to such information by law, except for confirmation of employment, unless the employee or former employee has submitted a signed statement authorizing such release and waiving any cause of action against the City, its agents, employees and officials for the release of such information. In the event of a conflict between this section and the requirements of Section 24-72-201, et seq., C.R.S., as amended, relating to public records, the requirements of said statutory provision shall prevail.



RESOLUTION NO. 20-2010

A RESOLUTION AMENDING THE FLORENCE PERSONNEL POLICY TO CLARIFY EMPLOYMENT OF FAMILY MEMBERS BY THE CITY.

WHEREAS, the City Council finds it necessary and desirable to amend the City of Florence Personnel Policy to clarify employment of family members.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FLORENCE AS FOLLOWS:

1. Section 2.05 "Employment of Members of Employees' Families" is deleted in its entirety and replaced with the following:

2.05 Employment of Member of City Employee's Family:

(A) The City shall not employ a relative of an employee/appointee (hereinafter "employee") of the City where:

(i) The employee or the relative would have supervisory, disciplinary, or dismissal authority over the other; or

(ii) The employee or the relative would audit, verify, receive, or be entrusted with money received or handled by the other in the ordinary course of employment; or

(iii) The employee or the relative would have the right to access the other's personnel file, including payroll and other confidential personnel records.

(B) For purposes of this section, "relative" shall have the same meaning as defined at Section 11.06(A) and (B) "Funeral Leave," but shall also include a person residing in the same household as the employee.

(ii) The related city council member files an affidavit with the city clerk's office agreeing not to attempt to influence the city manager or other City officials in the decision to employ the relative; and

(iii) The city manager, in his or her judgment, believes the applicant is the best qualified person for the position; or, if the appointing authority is the city council, the council, in its judgment, believes the applicant is the best qualified person for the position.

(B) The provisions of Section 2.05(C)(D) and (E) apply to an appointment under this Section 2.051.

(C) For purposes of this section, "relative" shall have the same meaning as defined at Section 11.06 (A) and (B) "Funeral Leave," but shall also include a person residing in the same household as the council person.

Resolved this 20 day of December, 2020.

CITY OF FLORENCE

By: Paul Villagrande

Mayor

ATTEST:

Dan Eckstein

City Clerk

2.08. Hiring Authority: The authority for making the final decision as to which applicant will be hired rests with the City Manager. The City Manager will conduct a job related pre-employment background verification for purposes of confirming the suitability of the candidate for appointment to the particular position sought. Upon completion of the background verification, the City Clerk will initiate a "Personnel Payroll Authorization" form, which will then be presented as a matter of record. The City Manager reserves the right to require additional information regarding any appointment.

2.09. Employee Status Change/Personnel Action/Payroll Authorization Procedures: A "Personnel Action/Payroll Authorization" form shall be completed to indicate changes in employee status 48 hours in advance of the change. "Personnel Action/Payroll Authorization" forms shall be used for the following transactions:

- A. Initial hire
- B. End of probation
- C. Promotion
- D. Demotion
- E. Transfer
- F. Reclassification
- G. Suspension
- H. Termination
- I. Address or phone number change

IV. PROBATIONARY PERIOD

4.01. Policy and Objectives: All appointments with the City of Florence shall be subject to the satisfactory completion of a probationary period. This applies not only to the first appointment of a new employee but to any subsequent appointments in connection with a promotion or demotion. The probationary period shall be regarded as an integral part of the selection process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new, promoted or demoted employee, and for screening out any employee whose performance, conduct or attitude is not satisfactory.

4.02. Length of Probationary Period: The normal period of probation is one (1) year for police officers and six (6) months for all other employees. Any approved leave without pay and/or injury leave in excess of one (1) week taken during the probationary period will extend the probationary period proportionately.

An employee's probationary period may be extended up to three (3) months if, in the opinion of the employee's supervisor and department head, the initial probationary period was not sufficient to assure the capability of the employee to serve in the appointed position.

4.03. Evaluation of Performance: The City Manager, in conjunction with the Department Head shall objectively evaluate probationary employees throughout the course of the probationary period to determine whether they should be (a) classified as non-probationary upon completion of the probationary period; (b) increase to the next higher salary step; (c) continue on probation for a period not to exceed an additional three (3) months; (d) dismissed.

4.04. Dismissal During Probation: At any time during the original, promotional or extended probationary period the City Manager may discharge an employee who is unable or unwilling to perform the duties of the position satisfactorily or whose habits, dependability or attitude do not merit continued employment. Such dismissal shall be made without cause. Employees dismissed during the probation shall not have recourse to any established procedure hereunder except in cases of alleged discrimination in which the probationary employee shall have access to the Affirmative Action Grievance Procedure.

4.05. Probationary Employment Evaluation Reports: At least two weeks prior to the expiration of a employee's probationary period, the City Manager shall forward to the appropriate Department Head an "Performance Evaluation" form. The Department Head and

V. POSITION CLASSIFICATION PLAN

5.01. Objective: The Position Classification Plan, as approved by the City Council, provides a complete inventory of all City positions, except those positions which are directly appointed by the City Council. It provides an accurate description or specification for each class of positions. The plan standardizes titles, each of which is indicative of a range of duties and responsibilities.

5.02. Contents of the Classification Plan:

- A. A schematic list of class-titles arranged according to broad occupational groups.
- B. Written class specifications consisting of descriptive titles for each class of positions in the City, a statement of the nature of the duties, essential knowledge, abilities and skills and a statement of the minimum entrance qualifications and education that should be required of a candidate for appointment to a position in the class.
- C. Examples are intended only as illustrations of work performed by employees in the class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

5.03. Use of Class Titles: Class titles are to be used in all personnel, payroll, budget appropriations and financial records.

No person except as herein provided shall be appointed to or employed in a permanent position in the classified service under a title not included in the Classification Plan. An appropriate class shall be established and approved as soon as possible after emergency appointments are made.

Working titles used in the operating activities of the various departments may be left to the discretion of department heads.

5.04. Use of Class Specifications: The position Classification Plan is the foundation upon which are constructed all major phases of the personnel program. Specific uses are as follows:

- A. Serves as a guide in recruiting and examining candidates for employment.
- B. Determines lines of promotion and develops employee training programs.

VI. SALARY ADMINISTRATION

6.01. Objective: The City has adopted a structured Pay Plan in order to create pay ranges for each class of positions and in order to establish and maintain proper pay relationships between classes as reflected in the Classification Plan.

In determining salary ranges, consideration is given to:

- A. The financial position of the City.
- B. The duties and responsibilities of each position.
- C. The maintenance of correct relationships between the salary grade of various positions in the City service.
- D. Comparable wage rates for similar work performed in municipalities of comparable size.
- E. Other pertinent economic considerations.

6.02. Adoption of the Pay Plan: The City Manager shall be responsible for the development of the Pay Plan. The Pay Plan shall then be submitted to the City Council for formal adoption by resolution.

6.03. Pay Plan: Each pay range within the Pay Plan begins with the minimum or entry level salary, and ends with the maximum or top step. Employees are eligible to progress through the pay range in annual increments of 0 - 5% subject to meritorious performance and supervisory recommendation until they reach the maximum or top step of the range.

An employee may be eligible for a pay increase upon satisfactory completion of the probationary period, normally six (6) months from the date of appointment. No pay increment will be granted above the maximum rate prescribed for the class.

6.04. Basis for In-Grade Pay Increase: In-grade increases shall not be granted automatically, but will be based on satisfactory work performance. The performance of the employee shall be evaluated annually by the City Manager prior to being considered for each in-grade pay increase in the form of a standard "Performance Evaluation" form. In-grade pay increases range from 0 - 5%, based on performance.

6.05. Annual Salary Survey: Once each year the City Manager shall conduct a survey of salaries paid by comparable municipalities for comparable work performed in these other

City of Florence Personnel Policy 1/95

position. If an employee is transferred to a position in a class having a higher salary range than the class from which the employee was transferred, such change shall be deemed a promotion and the provision governing promotion shall apply.

- C. Demotion - When an employee is demoted for cause from one class to another having a lower pay range, the employee shall receive a reduction in pay. The date of demotion shall become the new evaluation date for the computation of wages. (See Section 15.05 for further clarification)

6.11. Effective Date for Pay Changes: The effective date of any pay change shall be the beginning of the pay period in which the eligibility occurs.

RESOLUTION NO. 2-2011

A RESOLUTION AMENDING SECTION VII OF THE FLORENCE PERSONNEL POLICY MANUAL FOR FLORENCE POLICE OFFICERS.

WHEREAS, the City of Florence desires to employ its sworn police officers based on an 80-hour work period to facilitate scheduling of shifts among its police officers; and

WHEREAS, 29 U.S.C. § 207(k) of the Fair Labor Standards Act allows sworn government police officers to be paid on a so-called "7(k) system" where a different work period is substituted for the normal work week to accommodate shift scheduling of such employees by their government employer.

NOW, THEREFORE, BE IT RESOLVED BY THE FLORENCE CITY COUNCIL AS FOLLOWS:

1. Section 7.02 of the City of Florence Personnel Policy Manual is hereby repealed and re-enacted as follows:

~~"7.02. Work Week: Except as provided in Section 7.05(B), which affects sworn police officers, the work week for City employees shall be from 12:00 a.m., Tuesday, to 11:59 p.m. the following Monday. Work schedules for employees are determined by Department Heads."~~

Amended Res 6-2012

2. Section 7.05(B) of the City of Florence Personnel Policy Manual is hereby repealed and re-enacted as follows:

"B. In accordance with Section 207(k) of the Fair Labor Standards Act, as amended, it is declared by the City that sworn police officers shall work a 14-day work period which provides for a work schedule of 80 hours over said period as determined by the Chief of Police. All hours worked by a sworn police officer in excess of 80 hours over said 14-day work period shall be compensated at one and one-half (1½) times his or her regular rate of pay."

VII. HOURS OF WORK, OVERTIME, COMPENSATORY TIME, CALLBACK, STANDBY

7.01. Hours of Work: All departments shall observe office and working hours necessary for the efficient transaction of services as determined by the City Manager. The very nature of the services performed by the City makes it impossible for all departments to operate on the same schedule of working hours.

7.02. Work week: The work week for the City of Florence shall be from 12:01 a.m., Tuesday, to 12:01 a.m., Tuesday. Work schedules for employees will be determined by Department Heads.

7.03. Authority for Overtime: The City Manager will determine the need for overtime and when it will be authorized. Overtime must be approved by the City Manager or a subordinate to whom the authority to approve overtime has been specifically delegated, before overtime is worked. In an emergency situation approval of overtime may be obtained on the next working day.

7.04. Eligibility for Overtime: Overtime will only be earned by employees eligible for overtime as determined by the City Manager.

7.05. Overtime Rate and Compensatory Time:

- A. Eligible employees shall be paid at the rate of one and one half times the regular hourly rate of pay for the number of payroll hours in excess of forty (40) hours.
- B. ~~Sworn police personnel who work scheduled rotating shifts shall be paid at the rate of one and one-half times the regular hourly rate of pay for hours worked in excess of the normal work shift or as determined by the Chief of Police.~~
- C. Eligible employees selecting compensatory time shall be compensated at the rate of one and one-half times the number of payroll hours in excess of forty (40) hours per week. Compensatory time may be accrued to a maximum of twenty-four (24) hours per quarter, after which any accumulation will be treated as overtime to be paid at their regular hourly rate of pay.
- D. No more than twenty-four (24) hours of compensatory time shall be accrued and must be used during the year accumulated. The use of compensatory time must be

VIII. PERSONAL LEAVE

8.01. Granting of Personal Leave: Personal leave will be granted to eligible personnel upon the recommendation of the supervisor and subject to the approval of the department head for the following reasons:

* Vacation

* Sick Leave

8.02. Eligibility for Accrual of Personal Leave: All employees appointed to regular full-time positions are eligible to accrue personal leave.

8.03. Accrual Rate:

A. Vacation

1 thru 5 years :	80 hours at 6.66 hours per month
6 thru 10 years :	96 hours at 8 hours per month
11 thru 15 years:	120 hours at 10 hours per month
16 thru 20 years:	144 hours at 12 hours per month
21 and up years :	168 hours at 14 hours per month

Note: This must be continuous service. An employee may only carry over at his anniversary date the amount of hours that he/she has earned during his/her previous year of employment. An employee may not take money in exchange for vacation. Vacation may be taken as it is accrued.

If an employee is laid off, resigns, or is dismissed and the employee is eligible to a vacation which has not been taken, the employee will be entitled to a payment in lieu of the vacation. If an employee dies and is eligible to a vacation which has not been taken, payment in lieu of vacation shall be made to the employee's surviving spouse, estate, or proper heir at law. This pertains to employees employed 6 months or longer. Employees must work 18 days per month to accrue vacation and sick leave for that month.

An employee shall be granted a day off with pay for an authorized holiday occurring within the employee's annual vacation.

B. Sick Leave

Regular full time employees will accrue sick leave at the rate of six hours per month to maximum of sixty days or 480 hours.

City of Florence Personnel Policy 1/95

leave for more than three (3) consecutive days shall be submitted at least two (2) weeks in advance.

2. The City will specify when personal leave shall be taken in the case of non-emergency leave. The scheduling of personal leave shall be at the discretion of the department head based upon operational considerations. Every effort will be made to accommodate the employee's requested dates for personal leave.

B. Emergency Use:

1. Personal illness or injury/personal emergencies:

- a. Notification: All employees are required to notify the immediate supervisor/department head as soon as possible, and no later than the beginning of the assigned work shift if the employee is unable to report to work as scheduled for any reason. Employees who fail to comply with this provision shall not be paid for an unscheduled absence. In order to be paid for personal leave utilized for emergency use the employee must complete a "Leave Request" form within 24 hours of return to work.

In the event that an employee becomes ill while on the job, or should an emergency affecting the employee arise, it shall be the responsibility of the supervisor to determine whether the employee should be authorized to leave the job.

- b. Confirmation of reason for use of personal leave for emergency:

In the case of any emergency use of personal leave due to personal illness or injury that exceeds three (3) consecutive days, the supervisor or department head may require medical confirmation at the expense of the employee prior to approval of payment of personal leave.

Personal leave utilized as a result of a personal injury may require medical confirmation from the employee's physician at the expense of the employee, prior to the

IX. MAJOR SICK LEAVE

9.01. Granting of Major Sick Leave: Major Sick Leave may be granted at the discretion of the City Manager. Holiday falling during major sick leave will not be paid. Any major sick leave must be paid back by the employee before the employee can accrue sick leave as stated in the sick leave rule. All other accumulated leave including vacation, sick leave and compensatory time must be used before major sick leave can be granted. Any major sick leave granted which is not paid back prior to the employee resigning or terminating that portion of major sick leave will be deducted from final check.

This section is construed consistent with the Family Medical Leave Act. (see section 11.11)

RESOLUTION 31-2006

A RESOLUTION AMENDING SECTION X OF THE PERSONNEL POLICY OF THE CITY OF FLORENCE

WHEREAS, the City Council of the City of Florence adopted the Personnel Policy and Position Classification Plan for the City of Florence on January 16, 1995 in Resolution 4-95; and

WHEREAS, the City Council of the City of Florence deems it necessary to amend Section X - Holidays - to further clarify the definition of holiday time and eligibility for holiday pay.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FLORENCE, COLORADO.

Section X. Holidays shall be amended as follows:

10.01 Holidays Observed by the City: Nine paid holidays are allowed each calendar year for regular full-time employees:

New Years Day	Labor Day
Martin Luther King Day	Veterans Day
President's Day	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

10.02 Definition of Holiday Time: For purposes of this policy a holiday is defined as eight (8) hours in duration regardless of shift schedule. In case of an employee who is normally scheduled off on a holiday, he/she will be paid for their normally scheduled shift hours.

10.03 Holiday Policy: Regular full-time employees are entitled to the above-stated paid holidays. Part-Time employees working a scheduled shift on a holiday are paid regular pay for the shift and half the hours worked, up to four (4) hours, for holiday pay.

10.04 Eligibility for Holiday Pay: To be eligible for holiday pay a full-time employee must be in an approved pay status for the full day on his/her scheduled work shift and the days immediately before and after the day on which the holiday is observed. Holiday pay is given for the day the Administration offices are closed in recognition of the holiday.

10.05 Pay for Holidays:

- A. All full-time employees whose regular work schedule includes holidays (a shift schedule) shall receive eight (8) hours of holiday pay.

X. HOLIDAYS

10.01. Holidays Observed by the City: Nine paid holidays are as follows for regular full-time employees:

New Years	Labor Day
Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving
Memorial Day	Christmas Day
Independence Day	

10.02. Definition of Holiday Time: For purposes of this policy a holiday is defined as eight (8) hours in duration regardless of shift schedule, except in the case of an employee who is normally scheduled off on a holiday, he/she will be paid for their normally scheduled shift hours.

10.03. Holiday Policy: Only regular full-time employees are entitled to the above-mentioned paid holidays.

10.04. Eligibility for Holiday Pay: To be eligible for holiday pay, an employee must be in an approved pay status for the full day on his/her scheduled work shifts and the days immediately before and after the day on which the holiday is observed.

10.05. Pay for Working Holidays:

- A. Employees who work on a regularly scheduled holiday, or whose regular work schedule includes holidays, shall receive eight (8) hours of holiday pay plus his/her regular hourly rate of pay for all hours actually worked.
- B. Employees who are called in to work on a holiday which the employee was scheduled to have off, will be compensated for all hours actually worked at the overtime rate of one and one-half time the employee's straight hourly rate of pay plus eight (8) hours straight pay for the holiday.
- C. If an employee scheduled to work on a holiday is sick on that holiday, that day shall be charged against personal leave. An employee on leave without pay during such period a holiday falls shall not receive pay for that holiday.

City of Florence Personnel Policy 1/95

valid military orders shall be forwarded to the Personnel Office along with the leave request form. Military leave shall not exceed fifteen (15) days in any calendar year, and shall be conditioned on satisfactory performance of military service. If military pay is less than regular salary, the employee shall receive the difference between military pay and regular pay. An employee may receive the regular salary and military pay by utilizing accrued vacation for military leave.

11.06. Funeral Leave: In the event of death in an employee's immediate family, the employee shall be granted leave with pay up to a maximum of three (3) working days for in-state funerals and four (4) working days for out-of-state funerals. For extended family, the employee shall be granted leave with pay up to a maximum of one (1) working day for in-state and out-of-state funerals. The department head, with the approval of the City Manager, may grant additional leave if circumstances or travel distance warrant such an increase.

- A. Immediate Family: For purposes of this policy, the following relationships shall be considered immediate family: spouse, child, parent (including step-parent, foster-parent and adoptive parent), brother, sister, grandchild, and grandparent.
- B. Extended Family: For purposes of this policy the following relationships shall be considered extended family: son-in-law, daughter-in-law, mother-in-law, and father-in-law.
- C. Eligibility: Only regular full-time employees are eligible for funeral leave. Regular part-time employees are eligible to receive funeral leave proportionate to their work schedule.

11.07. Jury Duty: The City desires to encourage employees to accept and properly discharge their civic responsibility when called upon for any jury duty. Jury leave is granted with pay to all regular or probationary employees who are called for jury duty during their regularly scheduled hours. Department heads shall approve jury leave upon receipt of the employee's formal "Notice to Appear" for jury duty; this notice must be attached to the "Leave Request" form and forwarded to the City Manager's Office.

Any stipend provided to the employee by the court for serving on jury duty in excess of five (5) work days, other than travel or mileage allowance, must be assigned to the City of Florence upon receipt.

City of Florence Personnel Policy 1/95

the City Manager's Office at least two (2) weeks in advance to extend the scheduled date of return. Reasonable requests for such extensions will be accommodated. The City reserves the right to request that an employee returning from a leave of absence provide a written physician statement releasing him/her to return to assigned duties and the employee is physically able to perform assigned duties.

11.09. Maternity Leave Defined as Personal Leave: Any employee who becomes pregnant may continue working during the period of pregnancy so long as her health permits, and so long as she can continue employment in a satisfactory manner. At any time during the pregnancy of an employee, the department may require said employee to provide a physician's statement that she may continue her job assignment in the City. Maternity leave is defined as personal leave. (See policy on personal leave.)

11.10. Unauthorized Absences: An employee absent from the job without approval from a supervisor may be disciplined or terminated. Unauthorized absence for three (3) consecutive days shall be interpreted as resignation without due notice. Employees will not be paid for a period of unauthorized absence during the pay period.

11.11. Family Leave: The Family Medical Leave Act (FMLA) enacted August 5, 1993 entitles eligible employees to take up to 12 weeks of unpaid job protected leave each year for specified family and medical reasons.

A. Employee eligibility: To be eligible for FMLA benefits an employee must:

1. Have worked for the city for at least 12 months, and
2. Have worked for the city at least 1,250 hours during the 12 month period immediately preceding the leave date as determined according to the Fair Labor Standard Act

B. Leave entitlement: The city will grant an eligible employee up to a total of 12 workweeks of unpaid leave during any 12 month period as defined below for one or more of the following reasons:

- * for a newly born or newly adopted child or for the placement with the employee of a new foster child within 12 months of the birth or placement;
- * to care for an immediate family member (spouse, child, or parent) with a serious health condition as defined in the FMLA

City of Florence Personnel Policy 1/95

All provisions of the FMLA as adopted by Congress found at P.L. No. 103-3 and accompanying federal regulations found at 29 C.F.R. 825.100, et seq., are hereby incorporated by reference as if set out in full.

D. Other provisions: FMLA will be enforced by the U.S. Labor Department's Employment Standards Administration. For more information, you may contact the nearest office of the Wage and Hour Division, listed in most phone directories under U.S. Government, Department of Labor, Employment Standards Administration.

City of Florence Personnel Policy 1/95

with the date of the injury, an employee must utilize personal leave. Those part-time or seasonal employees not eligible for personal leave may receive regular pay at the discretion of the city, provided that the injury was not the result of misconduct or negligence on the part of the employee.

- B. For any work related injury resulting in more than three days off the job, the worker's compensation carrier will make payments directly to the injured employee. This benefit is two-thirds of the average weekly wage up to a maximum permitted by the state.
- C. Upon return to work, employees will be required to submit the proper release form from the attending physician.
- D. A temporarily totally disabled employee, upon certification by the attending physician that such employee is able to perform limited duties, shall return to limited duties or revised duties at half rate if the City Manager determines that such are available.

The City reserves the right to have an employee examined by a physician of its choice, at any time to determine what duties, if any, an employee is capable of performing. The employee may be assigned to any duties with any department of the City until such time as the employee is returned to full duty by authorization of the physician involved in treating the employee's injury, after consultation with other treating physicians as deemed necessary by such physician.

- E. Please contact the office of the City Manager for further information about Worker's Compensation benefits.

City of Florence Personnel Policy 1/95

of race, color, religion, gender, age, national origin, disability, marital or veteran status, or any other legally protected status.

- A. An employee alleging such discrimination must complete an Affirmative Action Complaint form, obtainable from the City Manager's Office, and deliver it to the Affirmative Action Officer (City Manager) within three (3) working days of the alleged discriminatory incident.
- B. Within five (5) working days after the complaint form has been filed, the City Manager must schedule a meeting of the employees involved and their respective department heads. At this meeting, the following points will be covered:
 1. A brief description of the incident.
 2. Discussion of the different points of view.
 3. Analyzing the effect of the alleged discriminatory act, if any.
 4. Drafting a written agreement between the parties to discontinue the discrimination, if any.
- C. If the employee believes the discrimination has not been stopped after the agreement is signed, the employee may file a petition to reopen the Affirmative Action investigation with the City Manager.
- D. If, after the above steps have been completed, the employee believes that he/she has not received satisfactory results, he/she may pursue the matter with the following:
 1. Colorado Division of Civil Rights
1560 Broadway, Room 1050
Denver, Colorado 80202
(303) 866-2621
 2. U.S. Equal Employment Opportunity Commission (EEOC)
1845 Sherman Street, Room 201
Denver, Colorado 80202
- E. All employees, including probationary, part-time and temporary shall have access to the Affirmative Action Grievance procedure.

persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin), Pacific Islander, Asian, Eastern, Middle Eastern, or Southern European origin.

- f. "Prohibited harassment" means unwelcome conduct, including physical, verbal, or written conduct that constitutes race/color harassment, national origin harassment, gender harassment, sexual harassment, sexual orientation harassment, religious harassment, disability harassment, age harassment, or marital/family status harassment, or that constitutes harassment based on other status under the equal employment opportunity laws, including but not limited to protection against retaliation for activities such as opposing a practice made unlawful by an equal employment opportunity law or participation in an investigation or other proceeding under the equal employment opportunity laws, or association with a protected individual.
- g. Examples of "prohibited harassment" include but are not limited to: slurs, jokes, degrading comments, degrading pictures, degrading symbols, or other written, verbal, or physical conduct, based on race/color, national origin, gender, sex, sexual orientation, religion, disability, age or marital/family status, which has the purpose or effect of unreasonably interfering with an individual's work performance, creates an intimidating, hostile or offensive work environment, results in a tangible employment action, or is sufficiently severe or pervasive to alter the condition of employment.
- h. In addition, examples of prohibited conduct which constitute "sexual harassment" includes but are not limited to sexual advances; requests for sexual favors, or other physical, verbal, or written conduct of a sexual nature, when submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment, submission to or rejection of the conduct by an individual is used as the basis for employment decisions affecting that individual, or submission to or rejection of the conduct by an individual otherwise results in a tangible employment action.
- i. "Race/color harassment" means harassment because of an individual's race or skin color. Examples of "race" include, but are not limited to, African American/Black, Caucasian/White, Asian/Pacific Islander, Hispanic, Latino, or Native American.
- j. "Religious harassment" means harassment because of an individual's traditional religious views or moral or ethical beliefs as to what is right or wrong, which beliefs are sincerely held with the strength of traditional religious views.
- k. "Sexual orientation harassment" means harassment because of an individual's sexual orientation.

13.03. Sexual Harassment Policy:

- A. It is the policy of the City of Florence to prohibit discrimination in its employment practices. Furthermore, in line with the recent guidelines adopted by the Equal Employment Opportunity Commission regarding sexual harassment, it is the policy of the City to provide a work environment that is free from sexual harassment and which forbids sexually harassing conduct by an employee directed toward another employee. City employees have a responsibility to maintain high standards of honesty, integrity and conduct in order to assure the proper performance of City business, and to maintain the confidence of the citizenry. Sexual harassment is a form of employee misconduct which undermines the integrity of the employment relationship.

Definition: "Harassment on the basis of sex is a violation of Section 703 of Title VII. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicit or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile or offensive working environment." (1604.11 - Guidelines on Discrimination Because of Sex - EEOC - (1980).

- B. Responsibility: It is the responsibility of any employee who feels victimized by sexual harassment to let the alleged harasser know that such behavior is unwelcome and to report instances of alleged misconduct immediately to the supervisor, department head and/or the City Manager. An investigation will take place and any employee found to violate the policy on sexual harassment will be subject to the appropriate disciplinary procedure.

The City expects its department heads and supervisors to take a preventive stance with regard to sexual harassment and to take immediate corrective action when made aware of such acts.

C. Reporting Requirements.

All employees of the City of Florence must cooperate to maintain a safe work environment. An employee who observes or has knowledge of any conduct listed above should immediately report same to any Supervisor, Department Head, or the City Manager. Such conduct should be reported whether the conduct is by a City employee, a spouse, a significant other, or other person with a present or former personal relationship to a City employee, or a client, vendor, contractor, visitor, member of the public or other person. Complaints will be investigated promptly and follow-up action taken as determined appropriate.

Employees who report incidents of workplace violence may request to do so confidentially. Such requests will be honored to the degree legally allowed.

Any conduct that requires immediate attention by law enforcement should be reported to the police at 911.

RESOLVED this 2nd day of October, 2006.

Cindy Coy
Mayor

ATTEST:

Don Sullivan
City Clerk

City of Florence Personnel Policy 1/95

Step 4: The City Manager's written decision of the solution is prepared with a copy to the employee. The City Manager's decision closes the case and there is no further administrative appeal.

City of Florence Personnel Policy 1/95

nature and should be applied in a positive manner so that corrective action can be taken by the employee.

- B. Written Reprimand and Cautioning: Whenever an employee's performance falls below an acceptable level with regard to conduct and work habits, the supervisor should inform the employee promptly of such lapses in performance and give counsel and assistance to the employee. In the event that verbal reprimands or warnings have proved insufficient to correct performance, attitude or work habits, an "Employee Notice Form" shall be issued defining in writing the nature of the infraction and containing an explanation that future occurrences will result in progressive discipline. All violations should be specifically referred to by date and incident (including dates of verbal reprimand, if any).
- C. Suspensions: An employee shall be immediately suspended without pay by the City Manager pending an investigation of alleged misconduct by an employee if there is probable cause to believe an employee has violated the Code of Conduct, the Department Rules and Regulations or any other law where the employee's presence poses a continuing danger to persons, damage to property, disruption of City services or interferes with operation of City Government. However, the City Manager may suspend an employee with pay in the event of an industrial accident or as provided by the Police Department Procedures Manual in the event of a shooting.

Following an immediate suspension without pay, the City Manager in conjunction with the department head and/or immediate supervisor shall prepare a detailed account of the circumstances which caused the suspension action and list the names of all personnel who were witnesses to the situation.

Within forty-eight (48) hours after the immediate suspension action without pay, the City Manager or his designee will transmit to the suspended employee a written notice of the expected duration of the suspension or proposed dismissal, if that is the City Manager's or his/her designee's intent.

The written notice must also advise the employee of his/her appeal rights in regard to the suspension or dismissal (regular full-time employees only). This letter will state specifically and in detail the reasons for the suspension or proposed dismissal.

City of Florence Personnel Policy 1/95

employee to be demoted is eligible and qualified for the lower classification, and shall not be made if any employee in the lower classification would be laid off by reason of such action.

A demoted employee is entitled to progress within the appropriate pay range like any other employee, based upon job performance. The provisions regarding probationary periods will apply in the case of demotions.

Prior to the demotion, the employee shall be given written notice of the reasons for the proposed demotion and shall be given the opportunity to answer said reasons before the appropriate department head. If the City Manager determines demotion is proper, a Personnel Action/Payroll Authorization form shall be completed which shall include the specifics for the demotion.

15.06. Disability/Inability Termination: An employee may be separated or transferred for disability when he/she cannot perform the required duties of the position because of physical or mental impairment. Employees suffering from ailments or conditions which do, or may cause problems to the employee or other employees if not attended to, or if the employee's leave accumulations are continuously used for illnesses, he/she shall be required to submit to an examination by a physician of the City's choice and said examination shall be paid for by the City. If corrective surgery or other therapy is recommended to remedy or alleviate problems and the employee does not submit to such surgery or therapy within recommended schedules, the employee may be discharged due to such physical disability or limitation. The employee may be subject to discharge for refusing to submit to the examination.

15.07. Dismissal:

- A. General: These procedures for dismissal are to minimize the risk of improper terminations.

Probationary and temporary employees may be dismissed with or without cause at the sole discretion of the City Manager. A permanent employee may be dismissed by the City Manager only for cause as outlined in these policies and/or approved departmental policies and procedures. Such dismissals shall be accomplished by means of a Personnel Action/Payroll Authorization form accompanied by a full and detailed Employee Notice Form, prepared by the City Manager and/or the department head, copies of which shall be submitted to the employee and the Payroll Clerk.

City of Florence Personnel Policy 1/95

- A. Violation of any law, rule, policy or regulation.
- B. Mismanagement, or substantial waste of funds, abuse of authority or a substantial and specific danger to public health or safety.

Any such disclosure shall be submitted directly to the City Manager for investigation and may be submitted verbally or in writing. The name of the employee making such a disclosure shall not be revealed except at the reasoned discretion of the City Manager and only if necessary to facilitate legal or administrative proceedings.

City of Florence Personnel Policy 1/95

4.	<u>Assault</u>				
	A. Fighting or behavior which provokes or is likely to provoke a fight either on or off the job if such behavior affects or is likely to affect the performance of the employee's duties.	3	4		
5.	<u>Bribery</u>				
	A. Using or accepting bribery to secure appointment or advantage as a City employee	4			
6.	<u>Bulletin Boards</u>				
	A. Posting any materials on bulletin boards or City property, or removing any such materials, the posting of which is authorized or required by law, unless authorized by the appropriate department head.	1	2	3	4
7.	<u>Carelessness</u>				
	A. Carelessness that affects the safety of personnel, equipment, tools or property or causes materials, parts or equipment to be damaged.	2	3	4	
	B. Failure to keep the department and/or the Personnel Department notified of proper address or telephone number (if any).	1	2	3	4
8.	<u>Conduct (on or off the job)</u>				
	A. Unlawful or improper conduct whether on or off the job which would tend to affect the employee's ability to conduct his/her job effectively.	2	3	4	
	B. Wanton or willful violation of statutory authority, of City policies and procedures or departmental operating rules and regulations.	2	3	4	

City of Florence Personnel Policy 1/95

11. Damaging City Property or Property of Other Employees

- A. Deliberately destroying, misusing 3 4
or damaging public property or any
City Property or equipment or the
property or equipment of any employee
which is located on City occupied
premises or used in the performance
of City functions.

12. Damaging Statements or Material

- A. Making or publishing false, 1 2 3 4
vicious, or malicious state-
ments concerning any employee
or supervisor of the city.

13. Discrimination

- A. Willfully engaging in any act, 2 3 4
conduct or activity within the
scope of his/her employment which
discriminates, directly or
indirectly, against any person,
or class of persons on the basis
of race, color, religion, gender
age, national origin, disability,
marital or veteran status, or any
other legally protected status.

- B. Negligently engaging in any act, 1 2 3 4
conduct or activity within the
scope of his/her employment which
discriminates, directly or indirectly
against any person or class of persons
on the basis of race, color, religion,
gender, age, national origin, disability,
marital or veteran status, or any other
legally protected status.

14. Disorderly Conduct

- A. Engaging in horseplay, scuffling, 1 2 3 4
wrestling, throwing things, mali-
cious mischief, deliberately dis-
tracting the attention of others,
cat call or similar types of dis-
orderly conduct which would tend to
affect the performance of the employee's
duties or to interfere with the legiti-
mate work activities of the City or its
employees.

City of Florence Personnel Policy 1/95

B.	Failure to work overtime, special hours or special shifts after being scheduled according to overtime and standby duty policy, or failure without good cause or legitimate excuse, to respond to call during adverse weather conditions or emergencies.	1	2	3	4
C.	Refusal to cooperate in investigations in which the employee is involved or has relevant information.	2	3	4	
D.	Where operations are continuous, leaving the post at the end of the scheduled shift before being relieved by supervisor or authorized employee on incoming shift.	2	3	4	
19.	<u>Interference with Proper Performance of Work</u>				
A.	Concerted interference with work in or about the City's work stations including, but not limited to instigating, leading, or participating in any walkout, strike, sit-down, stand-in, slowdown or refusal to return to work at the scheduled time for the scheduled shift.	4			
20.	<u>Loitering/Wasting Time</u>				
A.	Wasting time or loitering during working hours.	1	2	3	4
B.	Leaving the assigned work area during working hours without authorization.	2	3	4	
C.	Disregarding job duties by loafing or neglect of work during working hours.	1	2	3	4
21.	<u>Personal Gain</u>				
A.	No employee shall request, use or permit the use, whether directly or indirectly, of any publicly owned, or publicly supported equipment, vehicle, facility, labor service or	2	3	4	

City of Florence Personnel Policy 1/95

27. Weapons (authorized use, carrying, or concealing)
A. Unlawful possession or use of firearms, explosives or weapons in the performance of his/her duties as a city employee.

3 4
As appropriate, following progressive disciplinary guidelines.

-
28. Other Just Causes Not Specifically Listed as a Cause Herein
-

City of Florence Personnel Policy 1/95

- C. Promotional Probationary: Employees who have been promoted but who are serving a promotional probationary period at the time of layoff shall be returned to a position of the classification from which he/she was promoted or advanced, if possible.
- D. Layoff Determination: Layoff decisions will be based on considerations of the value of employees to the City in terms of operating requirements, availability of work and the qualifications and performance of individuals and the employee's ability to cope with the remaining work load. Should it become necessary to choose between employees of relative equal value to the City, length of service will be the determining factor.

16.03. Notice of Layoff: Every effort will be made to provide employees with a minimum of fourteen (14) calendar days of notice prior to layoff.

16.04. Recall: Laid off employees shall be recalled to their former classification and department in the reverse order in which they were laid off. Permanent full-time employees laid off shall be placed on an eligible-for-reemployment list for a period not to exceed one (1) year. Laid off employees recalled within one hundred eighty (180) calendar days shall have their tenure of service restored with appropriate adjustments made for time on lay off. If reemployment occurs after one hundred eighty (180) calendar days, the employee shall be treated as a new employee.

Recall will be offered to laid off employees provided they are qualified to perform the duties of the job. A laid off employee, when offered recall, who is temporarily unable to accept due to medical reasons, may request a leave of absence without pay not to exceed thirty (30) calendar days.

16.05. Notice of Recall: The City will notify laid off employees of recall by certified mail to the last known address on file with the Payroll Clerk. Laid off employees shall keep the Payroll Clerk notified of any address changes. Failure to do so shall be deemed an indication that the employee is not interested in, or desirous of, being reemployed. If, without good cause, the laid off employee fails to report to the City Manager his/her intentions of returning to work within seven (7) calendar days after mailing of said certified notice, tenure of service shall be broken.

16.06. Accrual of Benefits During Layoff: Laid off employees shall not be eligible for any City benefits during a period of layoff. They shall be paid for all earned but unused personal

XVII. EMPLOYEE DEVELOPMENT

17.01. General: The City of Florence regards the training of its human resources as a vital and contributing factor in the successful accomplishment of its objective. In order that employees may increase their proficiency, knowledge, skills, abilities and qualifications for positions of increasing difficulty and responsibility, the City administration encourages and will aid department heads and employees in developing and implementing such educational programs as are suitable to various departments of the city.

17.02. Eligibility:

- A. Regular full time employees who have completed original probationary periods may be eligible for financial assistance with approved, job-related education programs. All employees are eligible for City-offered or City-coordinated training programs if authorized by their department heads.
- B. Performance ratings of an employee requesting educational assistance must be of satisfactory nature.
- C. The resignation or discharge of an employee shall automatically terminate his eligibility for educational benefits.

17.03. City Initiated Training: City initiated training programs are those programs designed to improve the employee's on-the-job performance. Training programs may be offered by or coordinated through the City or offered by outside agencies.

If a training program is offered by or coordinated through the City, the employee may be required to attend by his/her supervisor or department head.

When an employee is required to attend a training program at the request of his/her department head, all expenses incident to the training shall be borne by the City. Any request for funds by department heads shall coincide with the current budget and financial policies of the City.

17.04. Financial Assistance: An employee who wishes the City to pay for any portion of his/her educational expenses must request reimbursement in writing and obtain authorization of the department head and approval of the City Manager prior to enrollment.

XVIII. OUTSIDE EMPLOYMENT OR BUSINESS ACTIVITY

18.01. General: Regular full-time employment with the City of Florence is regarded as primary employment. Classified employees must obtain the written approval of the City Manager before engaging in (1) outside employment; or (2) any business activity which might present a conflict of interest. Such approval will only be granted for secondary employment which does not adversely affect the employee's job performance or health.

18.02. Approval for Outside Employment:

- A. "Outside Employment" or "Business Activity" forms are available from the City Manager. The form must be completed and approved before the employee engages in the outside employment or business activity. These forms must be renewed annually by January 31st of each year. A new form must be completed every time an employee changes outside employment or business activity.
- B. Final approval is subject to the review of approval by the City Manager. A copy of the approved form will be retained in the employee's personnel file.

18.03. Injuries Incurred While Engaged in Outside Employment or Business Activities:

- A. An injury incurred while engaged in outside employment must be reported to the employee's supervisor prior to the employee's next scheduled working day or sooner, if possible.
- B. An employee will not be granted injury leave for any injury arising from outside employment or business activities.

18.04. Conflicting Employment: A City of Florence employee shall not accept employment with any person, firm or corporation which contracts with the City to supply labor, materials, commodities or services; or to construct, repair or maintain city property or facilities.

RESOLVED this 20th day of November, 2006.

Candice Cox
Mayor

ATTEST:.....

Doris Eccleston
City Clerk

19.03. Detailed Insurance Information Available: Insurance coverage for health, life, accidental death and dismemberment are periodically updated. Employees who require detailed information concerning their coverage should review the summary booklets which are available for each plan. Copies of each booklet are normally provided when an employee first enrolls or when a plan is modified. Additional copies may be obtained from the City Managers Office.

19.04. Political Activity:

A. Elections and Campaigns: Employees are free, on their own time and away from any City facility, to participate in all federal, state and county partisan campaigns, and to openly express their views and support for candidates. Employees shall refrain from any political activities which create the appearance that candidates are endorsed by the City, or which interfere with the performance of the employee's normal duties.

B. Municipal Elections and Campaigns:

1. An employee shall not take an active part in political management or in a political campaign related to City elections, except to the extent such activity has been specifically authorized by the City Council consistent with the provisions of the Colorado Campaign Reform Act, as amended, or is specifically permitted by subparagraph (2) of this subsection (g) below. Specifically, and employee shall not:

- a. use any City facility or resource or the authority of any City office in support of any issue or candidate;
- b. campaign for any issue or candidate in any manner calculated to exert the influence of City employment;
- c. distribute political stickers, buttons or similar materials during working hours or at City facilities;
- d. campaign for any issue or candidate during working hours or at City facilities;
- e. campaign for any issue or candidate while wearing a uniform that identifies him/her as a City employee;
- f. serve as an officer of any organization which has the primary purpose of promoting the candidacy of any person for City office;

City of Florence Personnel Policy 1/95

- c. participate in the nonpartisan activities of a civic, community, social, labor or professional organization;
- d. be a member of a political party or other political organization and participate in its activities to the extent consistent with law;
- e. attend a political convention, rally, fund-raising function, or other political gathering;
- f. sign a political petition as an individual;
- g. expend personal funds, make contributions in kind, and use personal time to urge electors to vote in favor of or against any issue or candidate before the electorate, except any candidate for City office;
- h. seek election to City office, provided that the employee resigns or takes formally authorized unpaid leave from City employment prior to any campaign activities being undertaken on his/her behalf or filing a nomination petition;
- i. run for nomination or election as a candidate in any election not involving City government;
- j. be politically active in connection with a charter or constitutional amendment, referendum, approval of a municipal ordinance or any question or issue of similar character;
- k. participate, at the direction of the City Council, in any political activity in which the City is authorized by state law to participate, subject to the instructions of the City Council, provided, however, an employee may choose not to participate; or
- l. otherwise participate fully in public affairs, except as prohibited by law, in a manner which does not materially compromise his efficiency or integrity as an employee or the neutrality, efficiency, or integrity of City government.
3. No supervisor shall in any way coerce an employee to campaign for or against any candidate or issue.

19.05. Residency Requirement:

- A. Individuals shall be recruited from a geographic area as wide as is necessary to assure obtaining

City of Florence Personnel Policy 1/95

the most qualified candidates for the various types of positions. In cases where City residents and non-residents are equally qualified for particular vacant positions, the residents shall receive first consideration in filling such vacancies.

- B. All employees are encouraged to live within the City limits; however, anyone appointed to the following department head positions must reside within three miles of the City limits: Chief of Police, Director of Public Works and Water Superintendent. All other department head positions are exempt from this residency policy.

Anyone appointed to the aforementioned positions and residing outside the City limits must relocate to within three miles of the City limits within six (6) months of completion of appointment to the above positions.

19.06. Safety: It is the responsibility of every employee to observe safe working practices at all times. Supervisory personnel are expected to train persons under their supervision to work safely. Every employee is expected to conform to City safety regulations developed by the safety coordinator and approved by the City Council and to attend all scheduled safety meetings. Violations of the adopted safety rules and regulations can be cause for termination.

19.07. Rest Breaks: Each employee may enjoy the privilege of a rest period or "coffee break" of fifteen (15) minutes each in the morning and in the afternoon. The rest break may be taken during any four hour period. Breaks should be scattered so that all work in a department does not cease. Department heads are responsible for the use and control of "coffee breaks".