

Ordinance 85-14 (cont.)

(D) Other Fringe Benefits.

- (1) Insurance. The City of Lebanon will make deductions from employee's wages upon employee's written directive for payment of insurance premiums. The city shall contribute on all full-time employees at an amount to be established by the city. The employee shall not be required to carry insurance.
- (2) Travel expenses. Any employee obligated to travel on official municipal business shall be reimbursed for actual expenses incurred, including mileage, food and lodging. Expenses must be itemized and supported by receipts and submitted to Clerk-Treasurer for approval by the Board of Public Works and Safety.
- (3) Military leave. Any employees who are members of the U.S. military and/or National Guard will be granted leave not to exceed fifteen (15) days without loss of time or pay. The City of Lebanon shall pay any employee regular pay.

- (E) Payment of benefits. Payment of sick leave shall be made on the same day as regular pay. Payment of vacation benefits so granted may be made in advance of any vacation taken.

Section 2-54. Infraction of Rules.

- (A) Disciplinary action. Those actions taken by the City of Lebanon in response to an employee's infraction of rules.

(1) Major infractions. Those actions of an employee that can result in immediate termination. They include, but are not limited to:

- (a) Drinking of intoxicating liquor, beer or wine on the job.
- (b) Insubordination.
- (c) Use of unlawful drugs.
- (d) Stealing or destruction of municipal property.
- (e) Falsification of employee application, requested reports or time cards.

(2) Minor infractions. Those actions of an employee which if unexcusably continued will result in written warnings and possible termination. They include but are not limited to:

- (a) Unexcused tardiness.
- (b) Unexcused absences.
- (c) Employee appearance.
- (d) Failure to follow instructions.
- (e) Abuse of sick time.
- (f) Other actions as defined by the city council.

- (B) Procedure for violation. The procedure for minor violations is a system of progressive discipline which includes the following.

- (1) Written warning.
- (2) One-day suspension.
- (3) Termination/demotion.

A record of each written warning will be kept on file.

Unexcused tardiness and absenteeism will result in discipline after two (2) occurrences in any one month period.

Section 2-55. Grievances.

- (A) The City recognizes that problems may arise in any working environment. The employee is encouraged to air their problems as soon as they become apparent. Problems should be worked out within the department whenever possible following department procedures.

- (B) In the event a problem cannot be resolved within the department, the employee should submit a written, dated and signed statement of the grievance requesting a hearing with the Mayor with a copy to the Department Head.